



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency

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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada

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

Bidder's Legal Name and Address (ensure the Bidder's complete legal name is properly set out)

Raison sociale et adresse du Soumissionnaire (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Blank lines for bidder information

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder - Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

()

Telephone No. - No de téléphone

()

Fax No. - No de télécopieur

E-mail address - Adresse de courriel

REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

Table with 2 columns: Solicitation No. - No de l'invitation, Date, Solicitation closes - L'invitation prend fin, Time zone - Fuseau horaire, Contracting Authority - Autorité contractante, Telephone No. - No de téléphone, Fax No. - No de télécopieur, Destination - Destination



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REQUEST FOR PROPOSAL (RFP)

PART 1 GENERAL INFORMATION

1.1 INTRODUCTION

The 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 solicitation;

Part 3 Proposal Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation and 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 by bidders

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Model Contract: includes the clauses and conditions and any annexes that will apply to any resulting contract.

The Attachments include:

Attachment 1: Mandatory Criteria

Attachment 2: Point Rated Criteria

Attachment 3: Financial Proposal

Attachment 4: Certifications required to be submitted at time of bid closing.

Attachment 5: Certifications required to be submitted prior to contract award

Attachment 6: Historical Data

The Annexes include:

Annex A: Statement of Work

Annex B: Basis of Payment

Annex C: Security Requirements Check List (SRCL)

Annex D: Insurance Requirements



1.2 SUMMARY

To supply, package and deliver Cut Sheet and Stock Tab paper in accordance with the Statement of Work (SOW), attached hereto as Annex A and forming part of this RFP.

1.3 GLOSSARY OF TERMS

TERM	DEFINITION
"Canada", "Crown", "Her Majesty" or "the Government"	Refers to Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA).
AA	Author's Alterations
Advance Shipping Notification	A notice that is faxed or e-mailed to the delivery destination(s) and the Technical Authority prior to delivery.
ASN	Advance Shipping Notification
Author's Alterations	Author's Alterations (AAs) are defined as changes made by the author at variance with the original furnished mechanical or electronic media as submitted to the Contractor. AAs do not include corrections made by the author due to the failure of the Contractor to follow the furnished material literally. The Contractor is responsible for the complete and clear understanding of the furnished material.
Contract or This Contract	The Articles of Agreement, the specified general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time.
CRA	Canada Revenue Agency
Day/Month/Year	For purposes of technical evaluation, one (1) month shall equal a minimum of 16.67 billable days (a day equals 7.5 hours) and one (1) year equals a minimum of 200 billable days. Any additional billable days within the same year will not increase the experience gained for the purposes of evaluation.
DDP	Delivered Duty Paid
EDT	Eastern Daylight Time
Environmentally Preferable	Products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. The comparison may consider raw material acquisition, production, manufacturing, packaging, distribution, operation, maintenance, disposal, and re-use of the product or service.
EST	Eastern Standard Time
Form No.	A combination of letters and/or numbers which is used to identify each item and typically includes a Revision No. (e.g. T1080 REM WE (12)).
Green Procurement	The procurement of products or services that have a lesser or reduced effect on human health and the environment when compared with



TERM	DEFINITION
	<p>competing products or services that serve the same purpose. The comparison may consider raw material acquisition, production, manufacturing, packaging, distribution, operation, maintenance, disposal, and re-use of the product or service. Green procurement means purchasing goods and services that minimize the use of non-renewable natural resources and toxic materials and the emission of wastes and pollutants over the lifecycle of a product or service.</p>
Green Product	<p>A product that is less harmful to the environment throughout its lifecycle than the next best alternative, having characteristics including, but not limited to the following:</p> <ul style="list-style-type: none"> • Recyclable - local facilities exist that are capable of recycling the product at the end of its useful life; • Biodegradable - will not take a long time to decompose in landfill; • Contains recycled material (post-consumer recycled content preferred); • Minimal packaging (take-back and reuse/recycling by the supplier preferred); • Reusable and/or contains reusable parts; • Contains no or minimal hazardous substances; • Produces fewer and/or less polluting by-products during manufacture, distribution, use, and disposal; • Produces the minimal amount of hazardous substances during production, use, and disposal; • Makes efficient use of resources - a product that uses energy, fuel, or water more efficiently or that uses less paper, ink, or other resources; and/or • Durable - has a long economically useful life and/or can be economically repaired or upgraded.
Green Service	<p>A service acquired from a supplier who has a green operational policy and whose internal practices promote sustainability.</p>
Idle Time	<p>Idle time is defined as time where Contractor equipment is waiting for changes, customer approval or any other issue that would require a press to be idle.</p>
Legal Name	<p>means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.</p>
Material Master No.	<p>Also referred to as Material No. An 8 digit number that is assigned to each item. Used by CRA for inventory / ordering system.</p>
Operating Name	<p>means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.</p>
PCW	<p>Post-Consumer Waste</p>
PMS	<p>Pantone Matching System</p>



TERM	DEFINITION
Post-Consumer Waste	Materials in a recycled product that are derived from businesses or consumers after having served their original intended use, and which have been separated or diverted from solid waste for the purpose of collection, recycling, and disposition.
Project	A set of activities required to produce certain defined outputs, or to accomplish specific goals or objectives, within a defined schedule and resource budget. A project exists only for the duration of time required to complete its stated objectives.
Proposal	A solicited submission by one party to supply certain goods or services. The word “proposal” is used interchangeably with “bid”
Revision Number	The date (usually 2 digit year) at the end of a Form No. which identifies the revision year (e.g. T1080 REM WE (12))
RFP	Request for Proposal
Solicitation	An act or instance of requesting proposals/bids on specific products and/or services.
SOW	Statement of Work
Statement of Work	The description of a specific requirement that CRA has for services to be delivered under the Contract. A Statement of Work (SOW) defines the requirements and forms part of the TA.
Sustainable Development	An internationally recognized concept that embodies social, economic, and environmental dimensions. It recognizes the fact that a healthy economy contributes to quality of life, which are both critically dependent on the protection of air, land, water, and ecosystems that these resources support. The concept is intergenerational, ensuring that the actions of one generation do not compromise the ability of future generations to have an equal quality of life.
TA	Task Authorization
Task Authorization	A document issued against a Contract authorizing the Contractor to perform work. The Contract terms and conditions form part of any Task Authorization issued. The duration of a Task Authorization cannot extend beyond the end-date of the Contract.
Tendering Authority	Canada Revenue Agency
VOC: Volatile Organic Compounds	A group of common industrial and household chemicals that evaporate or volatilize, when exposed to air. VOCs are used as cleaning and liquefying agents in fuels, degreasers, solvents, polishes, cosmetics, and dry cleaning solutions.

1.4 DEBRIEFINGS

Bidders may request a debriefing on the results of the solicitation process. Bidders should make the request to the Contracting Authority within ten (10) calendar days of receipt of the results of the solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 BIDDER INSTRUCTIONS

2.1 MANDATORY REQUIREMENTS

Wherever the words “shall”, “must” and “will” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement.

Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will not be considered further.

2.2 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

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

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

2.2.1 REVISIONS TO STANDARD INSTRUCTIONS 2003

The 2003 (2014-03-01) Standard Instructions - Goods or Services – Competitive Requirements as revised herein, are incorporated by reference into and form part of the solicitation.

Section 01 titled “Integrity Provisions– Bid”, is revised as follows:

Subsection 1 is hereby deleted in its entirety and replaced with:

1. Bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the Contract. To ensure fairness, openness and transparency in the procurement process, the following activities are prohibited:
 - a. payment of a contingency fee to a person to whom the [Lobbying Act](#) (1985, c. 44 (4th Supp.)) applies;
 - b. corruption, collusion, bid-rigging or any other anti-competitive activity in the procurement process.

Subsection 4, delete reference to: (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) and replace with: (Consent to a Criminal Record Verification form).

Section 02 titled “Procurement Business Number”, is hereby deleted in its entirety and replaced with:

Suppliers should obtain a Business Number (BN) before contract award. Suppliers may register for a BN online at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>.

Section 03 titled “Standard Instructions, Clauses and Conditions”, “Pursuant to the [Department of Public Works and Government Services Act](#) (S.C. 1996, c.16),” is hereby deleted.

Section 05 titled “Submission of Bids”, paragraph 2 (d) is deleted in its entirety and replaced with the following: “(d) send its bid only to the Canada Revenue Agency Bid Receiving Unit or to the address specified in the solicitation in Section 2.3.”

Section 05 titled “Submission of Bids” paragraph 4, delete sixty (60) days and replace with **(180)** days.

Section 06, titled “Late Bids”, reference to “PWGSC” is hereby deleted and replaced with CRA.

Section 07 titled “Delayed Bids”, all references to “PWGSC” are hereby deleted and replaced with “CRA”.

Section 08 titled “Transmission by Facsimile”, this section is not applicable to this solicitation and is hereby deleted.



Section 11 titled "Rights of Canada", add the following:

- h) accept, or waive, a non material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non material error of form in the Bidder's proposal provided there is no change in the price quoted;
- i) award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- j) retain all proposals submitted in response to this bid solicitation.

Section 12 titled "Rejection of Bid", delete subsections 1(a) and 1(b) in their entirety.

Section 17 titled "Joint Venture", delete in its entirety and replace with the following:

17 Joint Venture

1. Bidders who bid as a contractual joint venture shall clearly indicate in their bid submission (in Attachment 4) that they are bidding as a contractual joint venture and shall provide the following information.
 - a) the name of the contractual joint venture;
 - b) the name of each member of the contractual joint venture;
 - c) the Procurement Business Number of each member of the contractual joint venture;
 - d) a certification signed by each member of the joint venture representing and warranting:
 - (i) the name of the joint venture (if applicable);
 - (ii) the members of the joint venture;
 - (iii) the Business Numbers (BN) of each member of the joint venture;
 - (iv) the effective date of formation of the joint venture;
 - (v) that the joint venture continues to be in effect as of the date of the bid submission; and
 - (vi) that each member of the joint venture has appointed and granted full authority to the specified member of the joint venture (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award (if the joint venture is awarded a contract), including but not limited to Contract Amendments and Task Authorizations.
 - e) the name of the representative of the joint venture (the "Lead Member"), i.e. the member chosen by the other members to act on their behalf.
2. Notwithstanding that the joint venture members have appointed one of the members of the joint venture to act as the representative of the joint venture, the bid including any certifications to be submitted as part of the bid, as well as any resulting contract must be signed by all the members of the joint venture.
3. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.
4. In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract amendments may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).
5. The Bidder shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after bid submission. Any change in the membership of a contractual joint venture after bid submission without the prior written approval of the Contracting Authority shall result in elimination of the bid or if such change occurs after contract award shall be deemed to be default under the Contract.



Section 20 titled "Further Information", Paragraph 2 is hereby deleted and replaced with the following: Enquiries concerning receipt of bids may be addressed to the Contracting Authority identified in the bid solicitation.

2.3 SUBMISSION OF PROPOSALS

When responding, the proposal SHALL be delivered to the Bid Receiving Unit address indicated below by the time and date indicated on Page 1.

BIDDERS ARE TO SUBMIT PROPOSALS TO:

Canada Revenue Agency
Bid Receiving Unit
Ottawa Technology Centre
Receiving Dock
875 Heron Road, Room D-95
Ottawa, ON K1A 1A2

Telephone No: (613) 941-1618

Bidders are hereby advised that the Bid Receiving Unit of CRA is open Monday to Friday inclusive, between the hours of 0730 and 1530, excluding Statutory Holidays.

ELECTRONIC BIDS WILL NOT BE ACCEPTED. Due to the nature of this solicitation, electronic transmissions of a proposal by such means as electronic mail or facsimile is not considered to be practical and therefore will not be accepted.

2.4 COMMUNICATIONS - SOLICITATION PERIOD

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the solicitation must be directed only to the Contracting Authority identified in the solicitation. Failure to comply with the request may result in the bid being declared non-responsive.

Bidders should reference as accurately as possible the numbered item of the 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

All enquiries regarding the RFP must be submitted in writing to the Contracting Authority named below as early as possible within the solicitation period to allow sufficient time to provide a response. The following schedule applies to this RFP:

RFP 1000325590 released:	<i>August 24, 2015</i>
First deadline for questions on RFP: (at Noon EDT)	<i>August 31, 2015</i>
RFP Amendment (Q&A) released (estimated)	<i>September 8, 2015</i>
Second deadline for questions on RFP: (at Noon EDT)	<i>September 14, 2015</i>
RFP Amendment (Q&A) released (estimated)	<i>September 21, 2015</i>
RFP closing date:	<i>October 2, 2015</i>



To ensure consistency and quality of information provided to suppliers, the Contracting Authority will simultaneously distribute any information with respect to significant inquiries received and the replies to such inquiries, without revealing the sources of the inquiries, by way of a formal RFP Amendment.

Meetings will not be held with individual Bidders prior to the closing date and time of this RFP.

2.5 CONTRACTING AUTHORITY

The Contracting Authority is:

Name: Michael Yaehne

Telephone Number: 613-291-3146

Fax Number: 613-957-6655

E-mail address: Michael.yaehne@cra-arc.gc.ca

2.6 AMENDMENTS TO BIDDER'S PROPOSAL

Notwithstanding the Rights of Canada, amendments to the Bidder's proposal will not be accepted after the RFP closing date and time.

2.7 APPLICABLE LAWS

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

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



PART 3 PROPOSAL PREPARATION INSTRUCTIONS

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

Section I Technical Proposal

The technical proposal should demonstrate the Bidder’s understanding of the requirements of the Statement of Work and explain how they will meet the mandatory and point-rated criteria detailed in Attachments 1 and 2 respectively. Bidders should demonstrate their capability for the supply and delivery of Cut Sheet and Stock Tab paper in a thorough, concise and clear manner for carrying out the work.

The technical proposal should address clearly and in sufficient depth the items that are subject to the evaluation criteria. Simply repeating the statement contained in the 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.

The Bidder must complete and sign the front page (page 1) of the RFP and return it with their submitted proposal. The Bidder’s complete legal name must be properly set out on the front page.

Section II Financial Proposal

The Bidder shall provide prices for the services requested in the Statement of Work, using the format outlined in Attachment 3: Financial Proposal. The total amount of Applicable Taxes must be shown separately, if applicable.

Prices must appear in the financial proposal only. Pricing information must not be indicated in any other section of the proposal.

Exchange Rate Fluctuation Risk Mitigation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered.

Section III Certifications

Please refer to Part 5 “Certifications” of this document for more details on the certifications that are required for this solicitation.

3.1 NUMBER OF COPIES

The Bidder is requested to submit the following number of printed and soft copies of the separately bound sections as follows:

SECTION	MASTER (HARD COPY)	NUMBER OF PRINTED COPIES	NUMBER OF SOFT COPIES CD-ROM, DVD or USB Stick*
Technical Proposal	1	1	1
Financial Proposal	1	1	1
Certifications	1	0	1
Supporting Information	1	0	1

*Bidders can choose to submit a soft copy in either format.

The soft copies must be provided in a format that is compatible with:



- Microsoft Office 2010
- Supporting information and certifications can be provided in Adobe PDF format.

The master copy (one original hard copy) must be clearly labelled and contain original signatures. If there is a discrepancy between the wording of the soft copy and the printed copy, the wording of the master copy will have priority over the wording of the soft copy.

The financial proposal must be provided on a separate CD-ROM, DVD or USB stick.

3.2 BID FORMAT

CRA requests that the Bidder follow the format instructions described below in the preparation of their bid:

- Use recycled-fibre content paper and two-sided printing. Reduction in the size of documents will contribute to CRA's sustainable development initiatives and reduce waste;
- Use 8.5 inch x 11 inch (or equivalent metric dimensions) bond paper and avoid the use of colour and glossy formats
- Use a numbering system corresponding to that of the RFP and Statement of Work. All references to descriptive material, technical manuals and brochures should be included in the bidder's proposal.

Sustainable Development

CRA Materiel Management policy requires that contracting be conducted in a manner that will ensure the pre-eminence of operational requirements and comply with international trade agreements. It also requires that contracting support national CRA objectives, such as protection of the environment.

In support of the CRA Sustainable Development (SD) Strategy, the Agency is committed to:

- Carrying out its mandate in a manner consistent with the principles of sustainable development (SD) and to promote SD opportunities and obligations with respect to economic growth, social well-being, and a healthy environment. Opportunities and cooperative efforts related to SD will be supported and encouraged throughout the contract period; and
- The purchase of green products and services that are of equal or better performance and quality where available and cost effective.

It is the policy of the CRA to:

- Demonstrate leadership and commitment to SD; and raise the level of management and employee involvement and support for SD;
- Communicate our SD commitment and be accountable to the public;
- Assess the economic, social, and environmental effects of our programs, policies and plans leading to integrated and informed decision-making; and leverage sustainable development to enable efficient and innovative program delivery;
- Monitor, measure, and report on our SD progress;
- Enhance partnerships with clients and partners to support shared responsibility and cooperation for SD objectives; and
- Reduce waste, ensure efficient use of resources, and comply with environmental legislation resulting in environmental stewardship.

3.3 PRIORITY OF DOCUMENTS FOR REQUEST FOR PROPOSAL

The documents listed below form part of and are incorporated into this Request for Proposal.



If there is any conflict or inconsistency between the wording of any documents that appear on the list, the wording of the document that first appears on the list shall take precedence over the wording of any document that subsequently appears on the list.

- a) This Request for Proposal and Attachments 1-6, and any amendments; excluding Part 7 Model Contract and Annexes A to D;
- b) Standard Instructions 2003, (2014-03-01) Goods or Services – Competitive Requirements as amended in section 2.2 of this RFP;
- c) Part 7 – Model Contract;
- d) General Conditions 2035 (2014-03-01) – Higher Complexity - Services as amended in the Model Contract in Section 7.9 of the RFP;
- e) Annex A – Statement of Work and any attachments;
- f) Annex B – Basis of Payment
- g) Annex C – Security Requirements Check List (SRCL);
- h) Annex D – Insurance Requirements;



PART 4 EVALUATION AND SELECTION

4.1 GENERAL

A committee composed of representatives of CRA will evaluate the proposals on behalf of the Agency. The services of independent consultants may be called upon to assist in the evaluation of, or in the validation of, specific aspects of the solution proposed. CRA reserves the right to engage any independent consultant, or use any Government resources, which it deems necessary to evaluate any proposal.

Proposals will be evaluated in accordance with the evaluation criteria identified in Attachments 1 and 2 and in conjunction with the Statement of Work (SOW). Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be demonstrated for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of or knowledgeable about the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders' written proposal.

Canada will evaluate the bid only on the documentation provided as part of the bid. References in a bid to additional information not submitted with the bid, such as website addresses where additional information can be found or technical manuals or brochures not submitted with the bid will not be considered in the evaluation of the bid.

Historical Data

All data regarding prior usage, by CRA of any of the required Cut Sheet and Stock Tab Paper, including the data set out in Attachment 6, is provided to respondents purely for information purposes, and to assist them in preparing their bids. This represents the best information currently available to CRA however, CRA does not warrant or represent that this data is complete or free from errors. Additionally, the inclusion of this data in this solicitation does not represent a commitment that CRA's future purchases of Cut Sheet and Stock Tab Paper will be consistent with this data. It is provided purely for informational purposes.

4.2 STEPS IN THE EVALUATION PROCESS

The selection process to determine the successful Bidder will be carried out as follows:

Notwithstanding Steps 1 and 2 below, in order to expedite the evaluation process, CRA reserves the right to conduct Step 3 - Evaluation of Financial Proposals concurrently with Steps 1 and 2. Should CRA elect to conduct Step 3 prior to the completion of Step 2, the information in the Financial Proposal will not be disclosed to the team evaluating the mandatory and rated sections until the completion of Steps 1 and 2. However, if the Contracting Authority is able to ascertain that a proposal is non-responsive by virtue of incomplete information or an error in the financial proposal, the Contracting Authority will advise the team evaluating the mandatory and rated sections that the proposal is not compliant and should no longer be considered. The concurrent evaluation of the financial proposal does not in any way construe compliance in Steps 1 and 2 despite the statement "All bids meeting the minimum thresholds in Step 2 will proceed to Step 3".

Please note that all numbers and figures used in the Point-Rated and Financial Evaluation will be rounded to two decimal places.

STEP 1 – EVALUATION AGAINST MANDATORY CRITERIA

All bids will be evaluated to determine if the mandatory requirements detailed in Attachment 1 "Mandatory Criteria" have been met. Only those bids meeting ALL mandatory requirements will then be evaluated in accordance with Step 2 below.



STEP 2 – EVALUATION AGAINST POINT-RATED CRITERIA

All bids meeting the criteria from Step 1 will be evaluated and scored, in accordance with the point-rated criteria detailed in Attachment 2 “Point-Rated Criteria”, to determine the Bidder’s Total Technical Merit Score. All bids meeting the minimum thresholds in Step 2 will proceed to Step 3.

STEP 3 – EVALUATION OF FINANCIAL PROPOSALS

Only technically compliant bids meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.

Prices submitted will be evaluated to determine the bid evaluation price as defined in Attachment 3: “Financial Proposal”. Once the bid evaluation prices are determined under Step 3, the proposals will proceed to Step 4.

Bidders must provide a price, percentage, or weight, as applicable, for each item identified in the format specified in Attachment 3: Financial Proposal. Ranges (e.g., \$10-\$13) are not acceptable.

Should there be an error in the extended pricing of the bid, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the bid shall be changed to reflect the quantities stated in the RFP.

Should the Bidder not provide a price, percentage, or weight (for example: the space is left blank or struck through or the letters N/A or the words “no charge” or “included”) for one or more items in Attachment 3: Financial Proposal the following steps will be taken:

1. The CRA Contracting Authority will notify the Bidder of any omission(s) in its financial proposal and give it the opportunity to withdraw its bid, or agree to the following process:
 - If the Bidder does not wish to withdraw its bid, the CRA will insert a price, a percentage or a weight, of \$0.00, 0.00%, or 0.0000 lbs., as applicable for evaluation purposes, for all cells in which financial information is omitted. The corresponding price, percentage, or weight of \$0.00, 0.00%, or 0.0000 lbs., as applicable would also be reflected in any resulting contract and the Bidder would be obliged to honour those prices for the period of the contract, including any option period, as applicable.
 - The Bidder must advise the Contracting Authority of its decision to withdraw the bid or agree to the process described above in writing, within two **(2) business days** of notification. If the Bidder does not respond within the two (2) business days, CRA will render the bid non-responsive and the bid will receive no further consideration.

STEP 4 – BASIS OF SELECTION

BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT AND PRICE SCORE

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 96 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 160 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, the overall price score for each responsive bid will be determined as follows: lowest evaluated Bidder’s price divided by each responsive Bidder’s price, multiplied by the ratio of 40%.



6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

In situations where two or more bidders achieve the same total combined rating of technical merit and price score, the bidder recommended for award of the contract will be the compliant bidder achieving the highest technical score.

The following example illustrates how the total combined rating is determined using a ratio of 60% technical and 40% price

Bidder	Technical Points out of 1000	Technical Merit Score (X) (60%)	Bid Price	Price Score (Y) (40%)	Total Combined Rating (X+Y)
1	620	$620/1000 \times 60 = 37.2$	\$500,000*	$500,000/500,000 \times 40 = 40$	77.20
2	650	$650/1000 \times 60 = 39$	\$520,000	$500,000/520,000 \times 40 = 38.46$	77.46
3	720	$720/1000 \times 60 = 43.2$	\$580,000	$500,000/580,000 \times 40 = 34.48$	77.68***
4	790	$790/1000 \times 60 = 47.4$	\$700,000	$500,000/700,000 \times 40 = 28.57$	75.97
5	960**	$960/1000 \times 60 = 57.6$	\$2,000,000	$500,000/2,000,000 \times 40 = 10$	67.60

*Lowest priced technically compliant proposal (Bidder 1)

**Highest scoring technically compliant proposal (Bidder 5)

***Winning proposal (Bidder 3)

The Bidder, having passed the requirements for this step, will proceed to Step 5.

STEP 5 –SELECTION

The Bidder with the highest ranked responsive bid as described above will be considered the successful Bidder for this requirement and will be recommended for award of a contract.

STEP 6 – CONDITIONS PRECEDENT TO CONTRACT AWARD

The Bidder recommended for award of a Contract must meet the requirements provided in Attachment 5 “Certifications” and Part 6 “Security, Financial and Other Requirements” of this RFP.

STEP 7 – CONTRACT ENTRY

The Bidder with the highest ranked responsive bid and meeting all the requirements listed above 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.

Canada will declare a bid non-responsive if:

- Certifications are completed incorrectly; or
- Legal name is not provided; or
- Required signatures are missing; or
- Certifications are not submitted as requested.

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.

The Bidder must submit the original of the completed **Attachment 4**: "Certifications required to be submitted at time of bid closing" along with its bid, by the bid closing date.

When notified by the Contracting Authority, the Bidder shall submit the original of the completed **Attachment 5**: "Certifications required to be submitted prior to contract award" at the time and date specified by the Contracting Authority. However, at their discretion, Bidders may submit these certifications with their proposal.

The Bidder should contact the Contracting Authority if they require further clarification on any certification.



PART 6 SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 SECURITY REQUIREMENTS

There is no security requirement associated with this RFP or any resulting contract. All contractor personnel must be escorted while on CRA premises.

6.2 FINANCIAL CAPABILITY

1. **Financial Capability Requirement:** The Bidder must have the financial capability to fulfill this requirement. To determine the Bidder's financial capability, the Contracting Authority may, by written notice to the Bidder, require the submission of some or all of the financial information detailed below during the evaluation of bids. The Bidder must provide the following information to the Contracting Authority within fifteen (15) working days of the request or as specified by the Contracting Authority in the notice:
 - a. Audited financial statements, if available, or the unaudited financial statements (prepared by the Bidder's outside accounting firm, if available, or prepared in-house if no external statements have been prepared) for the Bidder's last three fiscal years, or for the years that the Bidder has been in business if this is less than three years (including, as a minimum, the Balance Sheet, the Statement of Retained Earnings, the Income Statement and any notes to the statements).
 - b. If the date of the financial statements in (a) above is more than five months before the date of the request for information by the Contracting Authority, the Bidder must also provide, unless this is prohibited by legislation for public companies, the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement), as of two months before the date on which the Contracting Authority requests this information.
 - c. If the Bidder has not been in business for at least one full fiscal year, the following must be provided:
 - i. the opening Balance Sheet on commencement of business (in the case of a corporation, the date of incorporation); and
 - ii. the last quarterly financial statements (consisting of a Balance Sheet and a year-to-date Income Statement) as of two months before the date on which the Contracting Authority requests this information.
 - d. A certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.
 - e. A confirmation letter from all of the financial institution(s) that have provided short-term financing to the Bidder outlining the total of lines of credit granted to the Bidder and the amount of credit that remains available and not drawn upon as of one month prior to the date on which the Contracting Authority requests this information.
 - f. A detailed monthly Cash Flow Statement covering all the Bidder's activities (including the requirement) for the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures on a monthly basis, for all the Bidder's activities. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
 - g. A detailed monthly Project Cash Flow Statement covering the first two years of the requirement that is the subject of the bid solicitation, unless this is prohibited by legislation. This statement must detail the Bidder's major sources and amounts of cash and the major items of cash expenditures, for the requirement, on a monthly basis. All assumptions made should be explained as well as details of how cash shortfalls will be financed.
2. If the Bidder is a joint venture, the financial information required by the Contracting Authority must be provided by each member of the joint venture.



3. If the Bidder is a subsidiary of another company, then any financial information in 1. (a) to (f) above required by the Contracting Authority must be provided by the ultimate parent company. Provision of parent company financial information does not by itself satisfy the requirement for the provision of the financial information of the Bidder, and the financial capability of a parent cannot be substituted for the financial capability of the Bidder itself unless an agreement by the parent company to sign a Parental Guarantee, as drawn up by Public Works and Government Services Canada (PWGSC), is provided with the required information.
4. **Financial Information Already Provided to PWGSC:** The Bidder is not required to resubmit any financial information requested by the Contracting Authority that is already on file at PWGSC with the Contract Cost Analysis, Audit and Policy Directorate of the Policy, Risk, Integrity and Strategic Management Sector, provided that within the above-noted time frame:
 - a. the Bidder identifies to the Contracting Authority in writing the specific information that is on file and the requirement for which this information was provided; and
 - b. the Bidder authorizes the use of the information for this requirement.

It is the Bidder's responsibility to confirm with the Contracting Authority that this information is still on file with PWGSC.

5. **Other Information:** Canada reserves the right to request from the Bidder any other information that Canada requires to conduct a complete financial capability assessment of the Bidder.
6. **Confidentiality:** If the Bidder provides the information required above to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as permitted by the [Access to Information Act](#), R.S., 1985, c. A-1, Section 20(1) (b) and (c).
7. **Security:** In determining the Bidder's financial capability to fulfill this requirement, Canada may consider any security the Bidder is capable of providing, at the Bidder's sole expense (for example, an irrevocable letter of credit from a registered financial institution drawn in favour of Canada, a performance guarantee from a third party or some other form of security, as determined by Canada).

6.3 LIST OF PROPOSED SUBCONTRACTORS

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.



PART 7 MODEL CONTRACT

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

7.1 AGENCY RESTRUCTURING

In cases where the Contracting Authority's department or agency is being reconfigured, absorbed by another government department or agency, or disbanded entirely, the Commissioner may, by giving notice to the Contractor, designate another Contracting Authority for all or part of the Contract.

7.2 REQUIREMENT

To supply, package and deliver Cut Sheet and Stock Tab Paper in accordance with Annex A Statement of Work (SOW), attached hereto and forming part of this Contract, and the Contractor's proposal dated (yyyy-mm-dd).

7.3 PERIOD OF CONTRACT

The firm two (2) year contract period is from date of Contract award to _____ inclusive. (To be inserted at contract award)

7.4 OPTIONS

7.4.1 OPTION TO EXTEND THE CONTRACT

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.4.2 OPTION TO ADD, REMOVE OR MODIFY PRODUCTS, SERVICES AND/OR LOCATIONS

Where the need may arise due to a shift in legislation, policy or program requirements, CRA reserves the right to add or remove products, services and/or locations from the Contract.

In the event that the CRA requires an additional or modified product or service, or requires delivery to a CRA location not included in the present Contract, the Contractor will be asked to provide a price quote for the additional or modified product or service, or the new CRA location, in priority over any other potential vendor.

The option to add, remove or modify products, services or CRA delivery locations may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

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

7.5 SECURITY REQUIREMENTS

There is no security requirement associated with the work under this Contract. Contractor personnel must be escorted at all times while on CRA premises.



7.6 AUTHORITIES

7.6.1 CONTRACTING AUTHORITY

The Contracting Authority for the Contract is:

Name: Michael Yaehne

Address: 250 Albert Street, 8th Floor, Ottawa, Ontario, K1A 0L5

Telephone Number: 613-291-3146

Fax Number: 613-957-6655

E-mail address: Michael.yaehne@cra-arc.gc.ca

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

7.6.2 TECHNICAL AUTHORITY

The Technical Authority is the representative of the CRA for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however the Technical 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.

All work carried out under this Contract is to be performed to the satisfaction of the Technical Authority or a designated representative in accordance with the terms and conditions of this Contract. Should the work or any portions thereof not be satisfactory, the Technical Authority reserve the right to reject it, in part or in its entirety, and to require its correction before recommending payment.

The Technical Authority will be responsible for:

- arranging for access to Crown facilities and equipment;
- review and inspection of all invoices submitted;
- inspection and acceptance of all work performed as detailed in this contract;
- defining any proposed changes to the scope of work.

To be completed at the time of Contract award.

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

7.6.3 CONTRACTOR'S REPRESENTATIVE

To be completed at the time of Contract award.

Name: _____



Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Contractor's representative for the contract.

7.7 WORK AUTHORIZATION PROCESS

The Contractor shall not commence any Work described in the Contract until the Contractor receives authorization from the CRA to proceed with the Work.

The CRA will authorize the Work with the Contractor, at the CRA's discretion, by:

- Submitting a Task Authorization form, signed by the Contracting or Technical Authority and sent to the Contractor via facsimile or email.

The CRA reserves the right to issue a cancellation of any Order within 48 hours of the issuance of the TA.

7.8 TASK AUTHORIZATION PROCESS

CRA will submit orders to the Contractor using a Task Authorization process. CRA will issue a Task Authorization in accordance with the requirements contained herein. Each Task Authorization will contain the following information:

- a. the details of the goods to be delivered and the services to be performed within the scope of the contract;
- b. an estimate of the cost;
- c. the required delivery date; and
- d. the delivery location.

CRA shall send a signed copy of the Task Authorization to the Contractor via e-mail or fax. In the event that the Task Authorization was placed after 5:00 p.m. local time, it will be deemed to have been submitted as of 9:00 a.m. the next working day.

The Contractor shall not commence Work until an approved Task Authorization that includes all the required signatures has been received from CRA. The Contractor acknowledges that any and all Work performed in the absence of the aforementioned approved Task Authorization will be done at the Contractor's own risk, and the Crown shall not be liable for payment therefore, unless or until an approved Task Authorization is provided by CRA.

All Work carried out under the Task Authorization is to be performed to the satisfaction of the CRA, in accordance with the terms and conditions of the Contract and Task Authorization.

The Contractor agrees to provide to the CRA, upon request, any information and estimates that may be required to prepare the Task Authorization.

7.8.1 TASK AUTHORIZATION LIMIT

The Technical Authority may authorize individual task authorizations up to a limit of \$100,000.00 applicable taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority.



7.8.2 MINIMUM WORK GUARANTEE - ALL THE WORK - TASK AUTHORIZATIONS

- (i) In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means \$500,000.00 (applicable taxes included).
- (ii) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (iii) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (iv) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.9 STANDARD ACQUISITION CLAUSES AND CONDITIONS (SACC)

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

7.9.1 GENERAL CONDITIONS

2035 (2014-03-01), General Conditions – Higher Complexity - Services, apply to and form part of the Contract.

Section 01 titled "Interpretation" the definition of "Canada", "Crown", "Her Majesty" or "the Government" is hereby amended to read: "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA) ".

Section 02 titled "Standard Clauses and Conditions" is hereby amended to delete the phrase "Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16,". The remainder of Section 02 remains unchanged.

Section 16 titled "Payment Period" will not apply to payment made by credit cards.

Section 17 titled "Interest on Overdue Accounts" will not apply to payment made by credit cards.

Section 22 titled "Confidentiality",

- Subsection 5 is hereby amended to delete:
Public Works and Government Services (PWGSC) and insert Canada Revenue Agency (CRA).
- Subsection 6 is hereby amended to delete: "PWGSC *Industrial Security Manual* and its supplements", and insert: "Security Requirements for the Protection of Sensitive Information" issued by the CRA, Security and Internal Affairs Directorate (SIAD). The remainder of Section 22 remains unchanged.

Section 41 titled "Integrity Provisions- Contract", subsection 1 is hereby deleted in its entirety and replaced with:

1. The Contractor must also comply with the terms set out in these Integrity Provisions.



7.10 PACKAGING AND SHIPPING

The Contractor must deliver equipment to the delivery destination specified on the order. All items supplied shall remain the responsibility of the Contractor until delivered and installed. Packaging and shipping shall be in accordance with industry standards in order to ensure safe arrival at destination.

It is the Agency's objective to promote sustainable development initiatives by purchasing environmentally preferable products, where possible, as well as encouraging vendors to use best practices in packaging and delivery to reduce environmental impacts.

All packaging material is to be removed from the site by the Contractor for reuse, recycling, or be disposed of in an environmentally preferable manner.

7.11 DELIVERY

Deliverables must be received by the Technical Authority at the place and time specified herein.

7.12 WORK LOCATION

All work under this Contract will be performed at the Contractor's site.

7.13 GOVERNMENT- SUPPLIED MATERIAL

1. All manuscripts, texts, artwork, computer tapes, diskettes, audio tapes, print designs, plates, engravings, negatives, positives and any other materials either supplied by Her Majesty to the Contractor or paid for by Her Majesty shall remain the property of Her Majesty and shall be collectively referred to as Government Supplied Material. All property, title to which is with, or vests in, Her Majesty, shall be returned immediately on request of the Minister.
2. Upon any payment being made to the Contractor for or on account of materials, parts, work-in-process, or finished work, either by way of progress payments or otherwise, title in and to all materials, parts, work-in-process and finished work so paid for by such progress payments or otherwise shall vest and remain in Her Majesty and the Contractor shall be responsible therefor. It is being understood and agreed that such vesting of title in Her Majesty shall not constitute acceptance of Her Majesty of such materials, parts, work-in-process and finished work and shall not relieve the Contractor of its obligations to perform the work in conformity with the requirements of the contract. Any material or work-in-process paid for by Her Majesty is to be known as Government Supplied Material.
3. All items comprised in any Government Supplied Material shall be used by the Contractor solely for the purposes of the Contract and shall always be and remain the property of Her Majesty and wherever feasible the Contractor shall maintain adequate accounting records of all Government Supplied Material and shall mark the same as being Her Majesty's property.
4. All Government Supplied Material (except such as are installed or incorporated in the Work) shall be returned to Her Majesty upon demand, in the same condition as when supplied to the Contractor; provided the Contractor shall not be responsible for any loss or damage resulting from ordinary wear and tear, or causes beyond the Contractor's control.
5. Except as otherwise provided in the contract, no insurance shall be carried by the Contractor on any Government Supplied Material. The Contractor shall take reasonable and proper care of all property, title to which is vested in Her Majesty, while the same is in, on or about the plant and premises of the Contractor or otherwise in his possession or subject to his control and shall be responsible for any loss or damage resulting from his failure to do so other than loss or damage caused by ordinary wear and tear.



7.14 BASIS OF PAYMENT

The Contractor will be paid for the goods or services described at Annex A: SOW, in accordance with Annex B: Basis of Payment.

7.15 LIMITATION OF EXPENDITURE

7.15.1 FIRM UNIT PRICE(S) OR FIRM LOT PRICE - TASK AUTHORIZATIONS

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid a Firm all inclusive lot price per 1,000 sheets *in accordance with the basis of payment, in Annex B*, as specified in the authorized TA. Customs duties are *included* and Applicable Taxes are extra.

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

7.15.2 LIMITATION OF EXPENDITURE - CUMULATIVE TOTAL OF ALL TASK AUTHORIZATIONS

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$(*to be completed at the time of Contract award*). Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



7.16 TERMS OF PAYMENT

Payment by CRA to the Contractor for the Work shall be made by:

7.16.1 Multiple Payments

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

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

7.17 METHOD OF PAYMENT

At Canada's discretion the Contractor will be paid using either direct deposit or credit card. All communications regarding the specific method of payment, including changes thereto, will be in writing via email as it's not Canada's desire to formally amend this Contract if the payment method is changed.

At its sole discretion Canada may change the method of payment at any time during the period of the Contract, including any extension thereto, to one of the other two payment methods stated above.

It is the sole responsibility of the Contractor to ensure that their organization is entitled to receive payment from the Government of Canada.

7.17.1 Payment by Direct Deposit

The Contractor shall accept Direct Deposit for payment of the goods and/or services described herein. Payments by direct deposit will be subject to Article 16 – Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions (**2014-03-01**) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete the Vendor Electronic Payment Registration form accessible at: <http://www.cra-arc.gc.ca/E/pbg/tf/rc231/rc231-14e.pdf>

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Vendor Electronic Payment Registration form is up to date. Should the Contractor's information within the Vendor Electronic Payment Registration form not be accurate or up to date, the provisions identified herein under Article 16 – Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions (**2014-03-01**) forming part of this Contract will not apply, until the Contractor corrects the matter.



7.17.2 Payment by Credit Card

The Contractor shall accept Government of Canada Acquisition Cards (credit cards) for payment of the goods and/or services described herein. Payments by credit card will not be subject to Article 16 – Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions (**2014-03-01**) forming part of this Contract.

The CRA Acquisition Card is currently a MasterCard provided by Bank of Montreal. At any time during the period of the Contract, including any exercised option period(s), the CRA reserves the right to change its acquisition card type or provider.

7.18 DISCRETIONARY AUDIT

1. The following are subject to government audit before or after payment is made:

- a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b) The accuracy of the Contractor's time recording system.
- c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).
- d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.19 TRAVEL AND LIVING EXPENSES

The CRA will not cover any travel and living expenses.

7.20 TAXES – FOREIGN BASED CONTRACTOR TAXES

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.



7.21 LIQUIDATED DAMAGES FOR NON-COMPLIANT SKIDS

In the event the Contractor fails to deliver the supplies on the skids specified in the Contract, the Contractor agrees to pay to CRA as liquidated damages the sum of \$200.00 for each skid, subject to the limitation that the total amount of liquidated damages shall not exceed 10 percent of the Minimum Contract Value. The Parties agree that the aforesaid amount is their best pre-estimate of the loss to CRA in the event of such a failure, and that it is not intended to be, nor is it to be construed as, a penalty.

CRA shall have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by CRA to the Contractor, any liquidated damages owing and unpaid under this article.

Nothing in this article is to be interpreted as limiting the rights and remedies which CRA or the Minister may otherwise be entitled to under the Contract.

7.22 CREDIT FOR NON PERFORMANCE

- a) In the event that the Contractor fails to meet the requirements, including but not limited to: late delivery, quality issues, and specification non-conformance; in accordance with the Contract, and in the absence of an Excusable Delay as defined under 2035 (2014-03-01) General Conditions – Higher Complexity - Services, Section 10, Excusable Delay (2008-05-12); the Contractor shall provide the CRA with a credit in the amount of 5% of the applicable line items of the effected requirement, and submit a revised invoice.
- b) Should a second incident occur whereby the Contractor again fails to meet the requirements, including but not limited to: late delivery, quality issues, and specification non-conformance; in accordance with the Contract, and in the absence of an Excusable Delay as defined under 2035 (2014-03-01) General Conditions – Higher Complexity - Services, Section 10, Excusable Delay (2008-05-12); the Contractor shall provide the CRA with a credit in the amount of 10% of the applicable line items of the effected requirement, and submit a revised invoice.
- c) Should a third incident occur whereby the Contractor again fails to meet the requirements, including but not limited to: late delivery, quality issues, and specification non-conformance; in accordance with the Contract, and in the absence of an Excusable Delay as defined under 2035 (2014-03-01) General Conditions – Higher Complexity - Services, Section 10, Excusable Delay (2008-05-12); the Contractor shall provide the CRA with a credit in the amount of 15% of the applicable line items of the effected requirement, and submit a revised invoice.
- d) Should a fourth, or any subsequent, incident occur whereby the Contractor again fails to meet the requirements, including but not limited to: late delivery, quality issues, and specification non-conformance; in accordance with the Contract, and in the absence of an Excusable Delay as defined under 2035 (2014-03-01) General Conditions – Higher Complexity - Services, Section 10, Excusable Delay (2008-05-12); the Contractor shall provide the CRA with a credit in the amount of 20% of the applicable line items of the effected requirement, and submit a revised invoice. The CRA, under these circumstances, has the discretion to terminate the Contract for default. The CRA reserves the right to obtain the services to fulfill the requirements of the Contract through alternate means, for example, from one of the suppliers who submitted a bid for the particular requirement and was found compliant, but was not awarded a contract.
- e) Multiple instances of incidents on the same Task Authorization/Purchase Card Order will be treated as separate instances for purposes of this clause. For example, if an order has 3 deliveries and two are late, the two late deliveries will be treated as two separate instances of non-conformance.
- f) The parties agree that this calculation is a genuine pre-estimate of the damages that would be sustained by the CRA in the event of a Service Disruption and is not a penalty.
- g) Nothing in this article is to be interpreted as limiting the rights and remedies which CRA or the Minister may otherwise be entitled to under the Contract.



7.23 INVOICING INSTRUCTIONS

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the General Conditions. Invoices cannot be submitted until all Work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the Technical Authority of the Contract, identified under the section entitled "Authorities", for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.24 CERTIFICATIONS

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 it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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

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

7.25 JOINT VENTURE

If the Contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of the Contract.

In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract Amendments, may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).

The Contractor shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after Contract Award. Any change in the membership of a contractual joint venture after Contract Award without the prior written approval of the Contracting Authority shall be deemed to be default under the Contract.

The joint venture represents and warrants that it has appointed and granted full authority to **(name to be inserted at Contract Award)**, the "Lead Member", to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract, including but not limited to Contract Amendments and Task Authorizations.

In the event of a contractual joint venture, all payments due and owing to the joint venture shall be made by the Canada Revenue Agency to the Lead Member of the joint venture. Any such payment to the Lead Member of the joint venture shall be deemed to be payment to the joint venture and shall act as a release from all the members of the joint venture.

By giving notice to the Lead Member the Canada Revenue Agency will be deemed to have given notice to all the members of the joint venture.



7.26 APPLICABLE LAWS

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

7.27 PRIORITY OF DOCUMENTS

If there is any conflict or inconsistency between the wording of any documents that appear on the list, the wording of the document that first appears on the list shall take precedence over the wording of any document that subsequently appears on the list.

- a) The Articles of Agreement including all Annexes:
- Annex A: Statement of Work and Attachments;
 - Annex B: Basis of Payment;
 - Annex C: Security Requirements Check List;
 - Annex D: Insurance Requirements;
- b) The signed Task Authorizations,(including all of its annexes, if any);
- c) The General Conditions 2035 (2014-03-01) – Higher Complexity - Services;
- d) The Solicitation No. 1000325590 dated *August 24, 2015* including any amendments thereto;
- e) The Contractor's proposal dated *(insert date of bid)*, *(If the bid was clarified, insert) as clarified on _____(and insert date(s) of clarification(s)).*

7.28 TRAINING AND FAMILIARIZATION OF CONTRACTOR PERSONNEL

Training of Contractor Personnel

Any training required by a new or replacement resource will be the responsibility of the Contractor, including training the resource for newly implemented software. The Contractor will assume all associated costs, including training pertaining to familiarization during the start-up of the Contract and Contract period for staff replacements. Training of the resource during the start-up period must take place without a reduction in service level. Time spent on such training will not be billed to, nor paid by, CRA.

Familiarization Period

Prior to the completion of the Contract, it may be necessary for another resource to undertake a period of familiarization and training before the completion date. The Contractor will be required to familiarize the incoming resource according to the process described above or through the use of another approach negotiated with and acceptable to CRA.

7.29 FOREIGN NATIONALS

SACC clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) *(to be deleted at contract award if N/A)*

OR

SACC clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor) *(to be deleted at contract award if N/A)*



7.30 INSURANCE REQUIREMENTS

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.31 ALTERNATIVE DISPUTE RESOLUTION

NEGOTIATION FOLLOWED BY MANDATORY MEDIATION, THEN, IF NECESSARY BY ARBITRATION OR LITIGATION

The parties agree to meet, negotiate in good faith, and attempt to resolve, amicably, any dispute arising out of or related to this contract or any breach thereof.

If the parties are unable to resolve the dispute through negotiations within 10 working days, the parties agree to attempt to resolve the dispute through mediation by submitting the dispute to a sole mediator selected jointly by the parties. The mediator will be chosen from a roster of qualified mediators maintained by the Canada Revenue Agency. All costs shall be shared equally between the disputing parties.

If a dispute cannot be settled with a 15 calendar day period after the mediator has been appointed, or if the parties are unable to select a mediator within 15 calendar days of the date of provision of notice by one party to the other of the intention to proceed to mediation, or such longer period as agreed to by the parties, the parties shall have the right to resort to any remedies permitted by law, including but not limited to arbitration or litigation.

All defences based on the passage of time shall be tolled pending the termination of the mediation.

7.31.1 Procurement Ombudsman

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (l) of the Department of Public Works and Government Services Act will, on request and consent of the parties, participate in these meetings to resolve any such dispute, and subject to their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

7.32 QUALITY LEVELS

The quality levels of all work must meet all specifications as defined in the SOW, as well as be in accordance with following SACC Manual clauses:

Item	Date	Title
P1010C	2010-01-11	Quality Levels for Printing
P1011C	2010-01-11	Quality Levels for Colour Reproduction

7.33 CONTRACT ADMINISTRATION

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (l) of the Department of Public Works and Government Services Act will review a complaint filed by *[the supplier or the contractor or the name the entity awarded this contract]* respecting administration of this contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



7.34 ANNEXES

The following Annexes apply to and form part of the Contract:

- ANNEX A: STATEMENT OF WORK
- ANNEX B: BASIS OF PAYMENT
- ANNEX C: SECURITY REQUIREMENTS CHECK LIST (SRCL)
- ANNEX D: INSURANCE REQUIREMENTS



ATTACHMENT 1: MANDATORY CRITERIA

1. EVALUATION PROCEDURES

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. Bids failing to adequately respond to ALL mandatory requirements will be considered non-responsive and will be given no further consideration.

2. MANDATORY TECHNICAL CRITERIA

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. The Bidder must provide supporting documentation in its proposal as requested by CRA, in order to demonstrate that each technical mandatory requirement has been met. To assist with the evaluation process, it is preferred that the Bidder complete the table included below, to indicate where in its proposal the information can be located. Bids that fail to meet all mandatory requirements will be declared non-responsive.

M.1	<u>Experience</u>
	<p>The Bidder must demonstrate they have a minimum of ten (10) years' experience supplying paper as described in <i>section A-1: Cut Sheets Requirement</i> and <i>section A-2: Stock Tab Paper Requirement of the SOW</i> for clients external to the Bidder's organization.</p> <p>The Bidder should identify how many years it has been providing the services and provide a brief description of the number and type of Cut Sheet and Stock Tab paper contracts/projects it has completed during this period.</p>
M.2	<u>Size and Nature of Production/Supply</u>
	<p>The Bidder must demonstrate they have fulfilled Cut Sheet and Stock Tab paper production/supply services as described in <i>section A-1: Cut Sheets Requirement</i> and <i>section A-2: Stock Tab Paper Requirement of the SOW</i> for two (2) different clients that meet the following characteristics:</p> <p>Size: Annual invoiced value of at least \$1,000,000.00 (all applicable taxes included) for each client.</p> <p>Nature: Services must include provision of Cut Sheet and/or Stock Tab paper.</p> <p>The clients described must be external to the Bidder's organization and cannot be from the same company.</p> <p>Only Cut Sheet and Stock Tab paper production/supply services performed by the Bidder within the last ten (10) years, as of the RFP closing date, will be considered for this requirement.</p>



M.3	<u>Client References</u>
	<p>The Bidder must provide a reference for whom they have provided Cut Sheet paper production/supply services within the last 10 years for each client described in M.2 who can confirm the Bidder provided work of similar Size and Nature.</p> <p>Client reference 1: Name of Primary Client Reference: Email address of Primary Client Reference: The Bidder should provide the same information for a back-up, or secondary, client reference in case the primary client reference is not available.</p> <p>Client reference 2: Name of Primary Client Reference: Email address of Primary Client Reference: The Bidder should provide the same information for a back-up, or secondary, client reference in case the primary client reference is not available.</p> <p>Please note: these client reference contacts will be used in R4 Client References of Appendix F-2: Point-Rated Evaluation Criteria.</p> <p>The onus is on the Bidder to provide client references that can be contacted easily. All information specified above must be provided. Any inaccurate, incomplete, or missing reference information will be considered non-compliant.</p> <p>Only three (3) attempts over a maximum of a five (5) working-day period from the first attempt to contact the Primary Client Reference will be made by the evaluation team. If unsuccessful, the evaluators will make the same attempts as above to contact the Back-up, or Secondary, Client Reference if one is provided. If still unsuccessful, the Bidder will be considered non-compliant.</p>

3. ENVIRONMENTAL CRITERIA

M.4	<u>Sustainable Development</u>
a.	The Bidder must have a corporate environmental policy in place. In order to demonstrate this mandatory requirement, the Bidder must include its environmental policy statement printed on corporate letterhead and signed by an authorized officer of the company.
b.	The Bidder must propose items for which the waste material from the manufacturing process for the proposed products is minimized. In order to demonstrate this mandatory requirement, the Bidder must include evidence which clearly demonstrates that waste material from manufacturing process for the proposed products is minimized. This evidence may be anecdotal or from waste audit results
c.	The Bidder must propose items for which recyclable waste material from the manufacturing process is recycled. In order to demonstrate this mandatory requirement, the Bidder must include evidence which clearly demonstrates that recyclable waste material from the manufacturing process is recycled. This evidence may be anecdotal or from waste audit results.



d.	The Bidder must propose items for which product packaging is designed to minimize waste. In order to demonstrate this mandatory requirement, the Bidder must include evidence which clearly demonstrates that product packaging is designed to minimize waste. This evidence may be anecdotal or from waste audit results.
e.	<p>The Bidder must possess a certification under any one (1) of the following environmental programs as of the Request for Proposal (RFP) closing date:</p> <ul style="list-style-type: none">i. Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services);ii. Environmental Choice Program - EcoLogoM Program CCD-141 (Digital Printing Services);iii. Forest Stewardship Council (FSC) Chain-of-Custody Certification(COC);iv. Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification;v. Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS);vi. Program for the Endorsement of Forest Certifications (PEFC); orvii. ISO 14001 <p>In order to demonstrate this mandatory requirement the Bidder must provide a copy of its current certification or certifications with its bid.</p>



ATTACHMENT 2: POINT RATED CRITERIA

Technical proposals will be assessed separately against the point-rated evaluation criteria identified below. Point-rated criteria not addressed in the Bidder's proposal will result in a score of zero being assigned against that particular criterion.

Bidders must meet the overall minimum pass point requirement of 96 points (60%) out of a maximum of 160 points.

Points Summary:

Subtotal for R1 Respect of Delivery Timeframes	Maximum points = 55
Subtotal for R2 Quality Assurance Strategy	Maximum points = 35
Subtotal for R3 Corporate Experience	Maximum points = 20
Subtotal for R4 Reference Checks	Maximum points = 50
Total for Point-Rated Criteria	Maximum points = 160 points
Minimum pass mark required (60%)	96 points

R1 Respect of Delivery Timeframes (maximum 55 points)

Criteria	Points
<p>R1-1: The Bidder should describe how they will ensure on time delivery of their shipments to CRA.</p> <p>The Bidder should consider the following factors in their proposal:</p> <ul style="list-style-type: none"> • availabilities of representative(s) in communication with CRA • production scheduling system • monitoring, alerts, and checks in place • other information the Bidder may consider relevant to their ability to ensure on time delivery of shipments to CRA 	(maximum 20 pts.)
<p>R1-2: The Bidder should describe what contingency plans will be used to ensure non-disruptive production and deliveries to CRA.</p> <p>The Bidder should consider the following factors in their proposal:</p> <ul style="list-style-type: none"> • arrangements with back-up suppliers to provide material and production support in the event of bidder supply disruptions, power failure, or production over-flow • back-up personnel to replace regular personnel • other information the Bidder may consider relevant to their ability to ensure non-disruptive production and deliveries to CRA 	(maximum 20 pts.)
<p>R1-3: The Bidder should describe how they will meet tight delivery deadlines</p> <p>The Bidder should consider the following factors in their proposal:</p> <ul style="list-style-type: none"> • ability to prioritize, add production shifts, or add overtime capacity • arrangements with multiple delivery transport carriers • other information the Bidder may consider relevant to their ability to ensure they will meet tight delivery deadlines 	(maximum 15 pts.)



R2 Quality Assurance Strategy (maximum 35 points)

Criteria	Points
<p>R2-1: The Bidder should describe the quality assurance strategy it will apply to meet CRA’s Cut Sheet and Stock Tab paper requirements. Points will be awarded by either:</p> <ul style="list-style-type: none"> • Providing a copy of their International Organization for Standardization (ISO) certification, or • Detailing their own Quality Assurance model, standards, and process to meet CRA’s Cut Sheet and Stock Tab paper production service, specifications, and delivery requirements. 	(maximum 10 pts.)
<p>R2-2: The Bidder should describe the processes it will apply to demonstrate compliance with the paper specifications described in Appendix A-1, Section A-1.2 (i.e. in-production monitoring, post-production testing, quality control sampling, traceability of product origin, reports on thickness, opacity, etc. of a particular batch).</p>	(maximum 10 pts.)
<p>R2-3: The Bidder should describe the processes it will follow if CRA encounters quality issues with the product supplied (remedial actions, replacement of stock, problem analysis, measures to prevent recurrence)</p>	(maximum 10 pts.)
<p>R2-4: The Bidder should describe its quality assurance personnel and how they are involved in the quality assurance process (i.e. production personnel, management personnel, a dedicated quality assurance supervisor).</p>	(maximum 5 pts.)

R3 Corporate Experience (maximum 20 points)

Criteria	Points
<p>R3-1: The Bidder will be awarded points for the number of years of experience they have been in business producing Cut Sheet and Stock Tab paper production services for clients external to the Bidder’s organization as provided in M.1.</p> <p>11 to 15 years – 10 points 16 to 20 years – 15 points 21+ years – 20 points</p>	(maximum 20 pts.)



R4 Reference Checks (maximum 50 points)

Client reference 1 and 2 from mandatory criteria M3 (Attachment 1) will be contacted regarding the following questions. The onus is on the Bidder to provide client references that have knowledge of the questions below.

Criteria	Cumulative Points (maximum 25 points x 2 references = 50 points)
Annual value of services invoiced (all applicable taxes included)	\$2,000,001+ in a single contract= 10 pts. \$1,000,001 - \$2,000,000 in a single contract = 5 pts.
Nature of work performed included the supply of Stock Tab paper	No = 0pts Yes = 5 pts
Question 1: Were you able to communicate personally and readily with the Contractor?	Yes = 1 pt. No = 0
Question 2: Did the Contractor comply with all terms of the Contract?	Yes = 1 pt. No = 0
Question 3: Were deliveries consistently made on time?	Yes = 1 pt. No = 0
Question 4: Were invoices consistently complete, accurate, and timely?	Yes = 1 pt. No = 0
Question 5: Were you satisfied with the Contractor's performance?	Yes = 1 pt. No = 0
Question 6: On a scale of one (1) to five (5), (five being the best) how would you collectively rate the quality of service, delivery, and end product received?	Rating of 1 = 1 pt. Rating of 2 = 2 pts. Rating of 3 = 3 pts. Rating of 4 = 4 pts. Rating of 5 = 5 pts.



ATTACHMENT 3: FINANCIAL PROPOSAL

3.1 FINANCIAL PROPOSAL

The Bidder should submit their financial bid in accordance with the Basis of Payment in Annex B using Tables 1, 2 and 3 below.

The prices specified, when quoted by the Bidder, include all of the requirements defined in the “Statement of Work” in Annex A.

Bidders must quote firm all-inclusive lot prices in Canadian funds, taxes extra as applicable, Delivered Duty Paid (DDP), for the supply and delivery of the deliverables outlined in Annex A “Statement of Work”.

Shipments shall be consigned to the destination specified in Annex A and Delivered Duty Paid (DDP) for shipments from a commercial supplier.

The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

For the purposes of this evaluation process the **Firm all inclusive lot price per 1,000 sheets** will be calculated as shown in Table 1.

Table 1: Cut Sheets of Paper

Item	Description	Firm all inclusive lot price per 1,000 sheets (A)	Cost Point Weight (B)	Weighted Firm all inclusive lot price per 1,000 sheets (AxB)
1	White paper shipped to Winnipeg, MB		45%	
2	White paper shipped to Summerside, PE		45%	
3	Additional cost for colour		5%	
		Total Weighted Cost Points For Stock Tab Paper from Table 2 Below	5%	
Total Weighted Cost Points For Cut Sheets (1+2+3)				(X)

Pricing for items 1 and 2, white cut sheets, is to include shipping to Winnipeg or Summerside, as per the specifications outlined in section A-3 in the Statement of Work.

Item 3 is the additional charge for printing a PMS colour on one side of the cut sheets, to be added to the price of item 1 or 2.

Cut sheets must be ordered in full skids of 160,000 sheets per destination.



Table 2: Stock Tab Paper

Description				Quantity (Finished Size Sheets)				Average Price per 1,000 sheets (a+b+c+d)/4
Item	Form Number	Size	Quantity per Carton	50,000 to 250,000	250,001 to 500,000	500,001 to 750,000	750,001 and over	
				Firm all inclusive lot price per 1,000 sheets (a)	Firm all inclusive lot price per 1,000 sheets (b)	Firm all inclusive lot price per 1,000 sheets (c)	Firm all inclusive lot price per 1,000 sheets (d)	
1	7530-21-859-3124A	14 7/8" x 11"	1,000					
2	7530-21-859-3124B	14 7/8" x 11"	1,000					
3	7530-21-870-7791A	9 1/2" x 11"	2,500					
4	7530-21-870-7791B	9 1/2" x 11"	2,500					
5	7530-21-870-7794A	14 7/8" x 8 1/2"	2,000					
6*	T4030	8 1/2" x 3 2/3"	7,500					
Total Cost For Stock Tab Paper (1+2+3+4+5+6)								(A)
Cost Point Weight								5% (B)
Total Weighted Cost Points For Stock Tab Paper (AxB)								Y

* Item 6: Minimum order quantity will be 52,500.

Prices to include shipping to Winnipeg, as per the specifications outlined in section A-3 in the Statement of Work. Continuous Stock Tab Forms will be ordered in even (finished-size) carton quantities (plus samples to be shipped to the Technical Authority in Ottawa with no additional shipping charges).

Table 3: Price Score

Description	Weighted Cost Points
Total Weighted Cost Points For Cut Sheets (X) from Table 1	
Total Weighted Cost Points For Stock Tab Paper (Y) from Table 2	
Total Cost Points (X+Y)	



ATTACHMENT 4: CERTIFICATIONS REQUIRED TO BE SUBMITTED AT TIME OF BID CLOSING

Bidders must submit the following duly completed certifications as part of their bid at bid closing. All certifications must be completed accurately. The complete legal name of the bidder must be provided on all required certifications and must match the legal name provided on the front page of the RFP.

The Bidder should ensure they review and understand the certifications below. The Bidder should contact the Contracting Authority if they require further clarification on these certifications.

Please ensure all the required signatures are provided at bid closing, as indicated below.

4.1 TERMS AND CONDITIONS

The Bidder hereby certifies compliance with and acceptance of all of the articles, clauses, terms and conditions contained or referenced in this Request for Proposal (RFP) and Statement of Work (SOW). Any modifications, or conditional pricing by the bidder, including deletions or additions to the articles, clauses, terms and conditions contained or referenced in this RFP and/or SOW document will render the bid non-responsive.

4.2 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

Canada Revenue Agency

(Corporate Name of Recipient of this Submission)

for:

RFP 1000325590 - Cut Sheet and Stock Tab Paper

(Name of Project and Solicitation Number)

in response to the call or request (hereinafter "call") for bids made by:

Canada Revenue Agency

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____

(Corporate Legal Name of Bidder or Tenderer [hereinafter "Bidder"])

that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:



- (a) has been requested to submit a bid in response to this call for bids;
- (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. The Bidder discloses that **(check one of the following, as applicable)**:
- (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
- (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. In particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
- (b) methods, factors or formulas used to calculate prices;
- (c) the intention or decision to submit, or not to submit, a bid; or
- (d) the submission of a bid which does not meet the specifications of the call for bids;
- except as specifically disclosed pursuant to paragraph (6)(b) above;
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Duly Authorized Agent of Bidder)

(Position Title)

(Date)



4.3 JOINT VENTURE CERTIFICATION

NOTE TO BIDDER: Complete and submit this certification if a joint venture is being proposed.

The Bidder represents and warrants the following:

- (a) The bidding entity is a contractual joint venture in accordance with the following definition. A "contractual joint venture" is an association of two or more parties who have entered into a written contract in which they have set out the terms under which they have agreed to combine their money, property, knowledge, skills, time or other resources in a joint business enterprise, sharing the profits and the losses and each having some degree of control over the enterprise.
- (b) The name of the joint venture is: _____(if applicable).
- (c) The members of the contractual joint venture are (the Bidder is to add lines to accommodate the names of all members of the joint venture, as necessary):

- (d) The Business Numbers (BN) of each member of the contractual joint venture are as follows (the Bidder is to add lines for additional BNs, as necessary):

- (e) The effective date of formation of the joint venture is: _____
- (f) Each member of the joint venture has appointed and granted full authority to _____ (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award, including but not limited to Contract Amendments and Task Authorizations.
- (g) The joint venture is in effect as of the date of bid submission.

This Joint Venture Certification must be signed by **EACH** member of the joint venture.

The Joint Venture Certification shall be effective throughout the entire period of the Contract, including any exercised option period, if exercised.

The CRA has the right to request documentation from the Bidder evidencing the existence of the contractual joint venture.

**Signature of an authorized representative of each member of the joint venture
(the Bidder is to add signatory lines as necessary):**

_____ Signature of Duly Authorized Representative	_____ Name of Individual (Please Print)	_____ Legal Name of Business Entity	_____ Date
_____ Signature of Duly Authorized Representative	_____ Name of Individual (Please Print)	_____ Legal Name of Business Entity	_____ Date



ATTACHMENT 5: CERTIFICATIONS REQUIRED TO BE SUBMITTED PRIOR 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 certification within the time frame provided will render the bid non-responsive.

5.1 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.

5.2 FORMER PUBLIC SERVANT CERTIFICATION

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. 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

Are you, the Bidder, a FPS? YES () NO ()

Are you, the Bidder, a FPS in receipt of a pension as defined herein? YES () NO ()

If "yes", please identify in what capacity you, the Bidder, are bidding by ticking the appropriate box below:



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

Please provide the following additional information:

- (i) name(s) of the former public servant(s);
- (ii) date(s) of termination of employment or retirement from the Public Service; and
- (iii) for each former public servant named in (i) above, provide the applicable pension act(s) and any post employment constraints or restrictions if applicable.

Work Force Adjustment Directive

Are you, the Bidder, a FPS who received a lump sum payment pursuant to the terms of a work force adjustment directive?
YES () NO ()

If "yes", please provide, for each FPS named in (i) above, 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.

Certification

The Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature of authorized Bidder representative: _____

5.3 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION

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

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

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

The Bidder must provide the Contracting Authority with a completed [Federal Contractors Program for Employment Equity - Certification \(found in Attachment 5\)](#), 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.

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 HRSDC-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)



5.4 VENDOR REPORTING INFORMATION

The following information should be provided to enable CRA compliance with paragraph 221(1)(d) of the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.) and report payments made to contractors under applicable services contracts (including contracts involving a mix of goods and services) on a T1204 Government Service Contract Payments slip.

For the purpose of this clause:

“Legal Name” means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.

“Operating Name” means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.

The Bidder is requested to provide the following:

Legal Name: _____

Operating Name: _____

Address: _____

Payment/T1204 Address (if different) Payment address is same as above

City: _____

Province: _____

Postal Code: _____

Telephone: _____

Fax: _____

Type of Business (Select only one)

- Corporation
- Partnership
- Sole Proprietor
- Non-Profit Organization
- US or International Co.

All registered companies (excluding Non-Profit organizations and US or International companies) must provide their Goods and Services Tax (GST) or Business Number (BN). Additional details on how to obtain a BN can be found at: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>

If the services will be rendered by an individual, please provide the Social Insurance Number (SIN).



Goods and Services Tax (GST) Number: _____

Business Number (BN): _____

Social Insurance Number (SIN): _____

If a SIN number is being provided, the information should be
place in a sealed envelope marked "Protected".

N/A Reason: _____

Note: If you select "N/A", then you must give a reason.

Date: _____

Name: _____

Signature: _____
(Signature of duly authorized representative of business)

Title: _____
(Title of duly authorized representative of business)



ATTACHMENT 6: HISTORICAL DATA

NOTE TO BIDDERS: *The following information represents the historical usage for Cut Sheets and Stock Tab paper and is provided solely for informational purposes and shall not be construed as the actual volumes for future usage. Actual quantities required will be identified in the Task Authorization when issued.*

Total Volume for all Cut Sheets (up to March 2015):

Fiscal Year	Quantity
2012 – 2013	180,640,000
2013 – 2014	169,120,000
2014 – 2015	169,600,000
2012 - 2015 TOTAL	519,360,000
Average (2012-2015)	173,120,000

Total Volume for all Stock Tab Paper (up to March 2015):

Fiscal Year	Quantity
2012 – 2013	1,662,530
2013 – 2014	1,485,029
2014 – 2015	0*
2012 - 2015 TOTAL	3,147,559
Average (2012-2015)	1,049,186

* No orders were submitted for stock tab paper for fiscal year 2014-2015 as sufficient inventory was on hand. There will still be the need for stock tab paper at CRA in future years.



ANNEX A: STATEMENT OF WORK

A.1 Title

Provision of Cut Sheet and Stock Tab Paper for the Canada Revenue Agency (CRA).

A.2 Objective

The goal of this initiative is to establish a strategic collaborative arrangement for the supply and delivery of Cut Sheet and Stock Tab paper for the CRA, in an efficient manner through the application of industry best practices.

The Contractor is responsible for meeting the CRA's requirements on an "as and when requested" basis, and to ensure timely, accurate service and delivery.

A.3 Scope

The Cut Sheet paper is required in White, plus the following five colours: Brown, Green, Blue, Yellow, and Red. There are currently six items of Stock Tab paper. Not all of these are ordered every year.

A.4 Paper Quality Issues

Paper identified as having quality issues (including, but not limited to, weight, caliper, curl, separation, oversize/undersize, off-square, etc.) must be replaced, at no extra cost to the CRA, by the vendor once notified of the problem, within a pre-determined time-frame to be negotiated between the CRA and the vendor.

Upon request of the CRA, the vendor will have samples of the non-conforming paper tested to determine in what ways the paper deviates from the specifications. A report must be provided to the CRA as expeditiously as possible explaining the results of the testing in layman's terms and how this relates to the issues, and indicating what efforts will be made to avoid similar issues in the future.



A-1: CUT SHEETS REQUIREMENT

A-1.1 OVERVIEW

The Contractor must supply, print, package, and deliver Cut Sheets of Paper on an “as and when requested” basis to CRA. Upon issuance of a task authorization or a Synergy DO, the Contractor will be required to complete regular quarterly scheduled deliveries, allowing for flexible emergency subsequent deliveries within 3 business days. During each quarter, CRA may require additional scheduled deliveries. Supply, printing, packaging, and delivery requirements by CRA are specified herein.

A-1.2 TECHNICAL SPECIFICATIONS AND REQUIREMENTS

A-1.2.1 Digital Paper Compatibility

Paper must be digital compatible and meet printability and runnability specifications with Xerox Docuprint 180MX. If paper does not conform, the lot order will be rejected by CRA and it will be the responsibility of the Contractor to provide the replacement lot at Contractor’s expense.

If CRA needs to change its digital equipment to the extent that it will affect the paper requirements, CRA will notify the Contractor a minimum of 2 months in advance.

A-1.2.2 Paper Specifications and Compliance

Paper must be free of magnetic particles and meet or exceed the minimum paper standards for imageable MICR-encoded payment items as outlined by the Canada Payments Association (CPA). The CPA paper standards, over which CRA has no control, are subject to change.

The Contractor must adhere to the CPA paper standards at all times.

Current Canada Payments Association Paper Standards are as follows:

TEST	METRIC	STANDARD
BASIS WEIGHT/	Grammage	90 g/m2 (48M plus or minus 5%)
Sheffield	SMOOTHNESS	50 – 200 units
CALIPER		104 micrometers (0.0039")
MULLEN (Burst)	Specific to short grain	165 kPa (Kilopascals) (24 pounds – force per square inch PSI)
TEAR (Specific to Short Grain)		
	Cross Direction	608 mN (Millinewtons)
	Machine Direction	539 mN
STIFFNESS (per the Gurley technique)		165 kPa (Kilopascals) (24 poundsforce per square inch PSI)
	Cross Direction	0.11 mN meters
	Machine Direction	0.25 mN meters
POROSITY (per the Gurley technique)		12 seconds



Further information on these tests can be obtained from the Forest Products Association of Canada and the Technical Association for the Worldwide Pulp, Paper and Converting Industry at www.tappi.org.

For further information on the Canada Payment Association standards for imageable MICR-encoded payment items, please refer to www.cdnpay.ca/imis15/pdf/pdfs_rules/standard_006.pdf

A-1.2.3 Additional CRA Paper Specifications

Paper must meet or exceed the following minimum paper standards required by CRA:

BRIGHTNESS Percent Reference	92.0% (minimum)
OPACITY Percentage (%)	88.0% (minimum)
MOISTURE Percentage (%) by Weight	4.5 (plus or minus 0.8)
WAX PICK (Dennison)	12 (minimum)

Paper must be Forest Stewardship Council (FSC), Sustainable Forestry Initiative (SFI), or other equivalent "Green" third-party certified.

A-1.2.4 Rotary/Web Process

The supply of the Cut Sheets of Paper from the Contractor to CRA must be produced by a rotary/web process. A continuous line process must be used to feed the paper by roll through a rotating blade for slitting, with cutting also done in line so that final trimming is square and meets CRA's digital paper equipment specifications. (Refer to article A-1.2.1 Digital Paper Compatibility).

A rotary/web process is required to produce square paper to meet the demands of CRA's high speed digital variable print machines, to allow for optimum performance in regards to output quality and runnability. (Unsquare and poorly cut paper can be a source of jams, misfeeds, and paper dust, which can cause potential damage to printer components and an increase in production downtime)

A-1.2.5 Paper Storage

Paper must be stored at all times in an acclimatized warehouse at a minimum of 40% and a maximum of 50% humidity prior to delivery to a specified CRA location.

Paper dust must not be more than 65 mg/carton.

A-1.2.6 Paper Size and Grain Direction

8 ½" x 11" (Grain long, plus or minus 0.031 inch or 0.787mm tolerance, mandatory square cut, and exact print registration of image required.)

A-1.2.7 Prepress

The CRA Technical Authority will provide electronic print-ready pre-press material at the beginning of the contract or whenever a change is requested, prior to the issue of the order. If required, the Contractor or a designated representative must arrange for pick-up of the pre-press material, mock-up sample, and previous printed sample, if available and at the Contractor's own expense, from the CRA Technical Authority.



A-1.2.8 Proofing

At the request of the CRA Technical Authority, the Contractor must produce two (2) sets of digital proofs, trimmed to exact size, with colour and screen indications clearly shown. One (1) set of proofs and the pre-press material are to be sent via courier to the attention of the CRA Technical Authority for approval, while the other set is to be held by the Contractor. If authorized, PDF proofs may be sent via email.

The Contractor must submit proofs within two (2) working days after the availability of pre-press material. The CRA Technical Authority will approve the structure and colour. The proofs will be approved by email. This process must not affect the original specified delivery schedule.

A-1.2.9 Printing

CRA currently has 6 different items:

- i: One item is plain white with no printing.
- ii: Five items print one side and each of these items prints a different PMS colour.

The printing consists of a graduated screen, 15% at top to 0% at 3.5" from bottom (image size approximately 8" x 7", no bleeds).

Contractor must print on wire side, curl down, using heat resistant ink.

A-1.2.10 Paper Items

Item	Form Number	Material Number	Print Colour	PMS Colour
1.0	NIC-P-295E	20005088	White	(No Printing)
2.1	NIC-P-295A	20005084	Brown	PMS 470
2.2	NIC-P-295B	20005085	Green	PMS 347
2.3	NIC-P-295C	20005086	Blue	PMS Process Blue
2.4	NIC-P-295D	20005087	Yellow	PMS Process Yellow
2.5	NIC-P-295H	20004517	Red	PMS 212

A-1.2.11 Packaging

Pack exactly in a quantity of 2000 loose cut sheets, with no additional wrapping, in new uniform cartons. Contractor must insert a protective layer of cardboard on top and bottom of the inside of the carton to ensure that the paper is not damaged in transport.

To ensure consistency at the CRA warehouse(s), loose cut sheets must be packaged in cartons with the following dimensions:

- Carton size: 11-1/2" x 9" x 10-1/8" high
- Cartons specifications: Single Walled
 - Edge Crush Text (ECT) - 32 lbs
 - Size Limit - 75"
 - Gross Weight LT - 65 lbs

A sample carton must be submitted to CRA at the beginning of the contract for approval. Other packaging requirements are as follows:



Packing Tape

The Contractor must use packing tape to seal cartons. The use of staples to seal cartons is not acceptable.

One Product Type Item Per Carton

The Contractor must package one product type item per carton. Mixed product type items per carton is not acceptable.

One Product Type Item Per Skid

The Contractor must package one product type item per skid. Mixed product type items per skid is not acceptable.

Carton Product Item and Skid Orientation

The Contractor must place in the carton all of the same product item in the same orientation, same direction, image facing up; all cartons on skids may be staggered, and must be right side up. Mixed orientation is not acceptable.

Safety

Packaging and shipping must be in accordance with industry standards in order to ensure stability and safe arrival at destination.

Minimizing Packing Materials

All items must be packed to minimize the use of packing materials. Packing materials are to be made of recycled and/or recyclable material where feasible.

Use packaging and shipping materials that are designed to minimize waste.

Use corrugated cardboard that contains a minimum 30% post-consumer recycled-fibre content.

Use reusable, returnable, and recyclable packaging and shipping materials whenever feasible.

A-1.2.12 Testing

At the discretion of CRA, periodic testing may be carried out by the CRA Technical Authority to ensure compliance to the specifications. Should the paper fail to comply with the specifications, the Contractor must take back all paper from the same mill-run, at the Contractor's expense, and supply CRA with paper from another mill-run. At CRA's discretion, CRA may refuse the delivery of any paper from a mill-run where any paper from that mill-run did not comply with the specifications.

A-1.3 MINIMUM ORDER AND PLACEMENT ORDER REQUIREMENTS

CRA will order a minimum of 160,000 sheets (1 skid) and will place orders in increments of 160,000 sheets (full skids) per destination.

160,000 sheets (80 cartons) = 1 skid

A-1.4 OVERRUNS AND/OR UNDERRUNS

Underruns are not acceptable. Overruns may be accepted at CRA's discretion. CRA will not accept additional costs for overruns.

A-1.5 MINIMUM STOCK QUANTITY

The Contractor must maintain a minimum quantity of the paper items listed below, stocked on their premises for ad hoc orders. Within the final six (6) months of the contract, CRA will coordinate with the vendor to minimize the remaining ad hoc stock.

Form Number	Material Number	Print Colour	PMS Colour	Quantity
NIC-P-295E	20005088	White	(No Printing)	4,960,000
NIC-P-295A	20005084	Brown	PMS 470	160,000
NIC-P-295B	20005085	Green	PMS 347	160,000



NIC-P-295C	20005086	Blue	PMS Process	480,000
NIC-P-295D	20005087	Yellow	PMS Process	320,000
NIC-P-295H	20004517	Red	PMS 212	480,000



A-2: STOCK TAB PAPER REQUIREMENT

A-2.1 OVERVIEW

The Contractor must supply, print (if required), package, and deliver stock tab paper items on an “as and when requested” basis to CRA. The supply, printing (if required), packaging, and delivery requirements by CRA are specified herein.

A-2.2 TECHNICAL SPECIFICATIONS AND REQUIREMENTS

A-2.2.1 Stock Tab Paper Items

Item	Form Number	Material Number	Print Colour	PMS Colour
1	7530-21-859-3124A	20002853	Green	PMS 335
2	7530-21-859-3124B	20002854	Blank	(No Printing)
3	7530-21-870-7791A	20002540	Green	PMS 335
4	7530-21-870-7791B	20002541	Blank	(No Printing)
5	7530-21-870-7794A	20002840	Green	PMS 335
6	T4030	20004779	Blank	(No Printing)

A-2.2.2 Description of Stock Tab Paper Items

Item 1: 7530-21-859-3124A

Size: 14 7/8" x 11"

Description: Tabulating Paper - Green lines

Print: Offset Process, Green PMS 335

Image Size: 13 3/4" x 10"

Punch: Pinfeed holes marginal left and right

Perforation: Horizontally between forms every 11", (no vertical perforations)

Fold: Fanfold every 11"

Package: Pack in cartons of 1,000 not exceeding 35 lbs

Item 2: 7530-21-859-3124B

Size: 14 7/8" x 11"

Description: Tabulating Paper - Blank

Print: No printing required

Punch: Pinfeed holes marginal left and right

Perforation: Horizontally between forms every 11", (no vertical perforations)

Fold: Fanfold every 11"

Package: Pack in cartons of 1,000 not exceeding 35 lbs

Item 3: 7530-21-870-7791A

Size: 9 1/2" x 11"

Description: Stock Tab Paper - Green lines

Print: Offset Process, Green PMS 335

Image Size: 8 1/2" x 10 5/16"

Punch: Pinfeed holes marginal left and right

Perforations: Horizontally between forms every 11", vertically 1/2" from left and right

Fold: Fanfold every 11"

Package: Pack in cartons of 2,500 not exceeding 35 lbs

Item 4: 7530-21-870-7791B



Size: 9 1/2" x 11"

Description: Stock Tab Paper - Blank

Print: No printing required

Punch: Pinfeed holes marginal left and right

Perforations: Horizontally between forms every 11", vertically 1/2" from left and right

Fold: Fanfold every 11"

Package: Pack in cartons of 2,500 not exceeding 35 lbs

Item 5: 7530-21-870-7794A

Size: 14 7/8" x 8 1/2"

Description: Stock Tab Paper - Green Lines

Print: Offset Process, Green PMS 335

Image Size: 13 7/8" x 8

Punch: Pinfeed holes marginal left and right,

Perforations: Horizontally between forms every 8 1/2", vertically 1/2" from left and right

Fold: Fanfold every 8 1/2"

Package: Pack in cartons of 2,000 not exceeding 35 lbs

Item 6: T4030

Size: 8 1/2" x 3 2/3"

Description: Quebec T.D. Transfer Paper - Blank

Print: No printing required

Punch: Pinfeed holes marginal left and right,

Perforations: Horizontally between forms every 3 2/3", (no vertical perforations)

Fold: Fanfold every 11"

Package: Pack in cartons of 7,500 (size: 8 1/2" x 3 2/3") not exceeding 35 lbs

Paper must be Forest Stewardship Council (FSC), Sustainable Forestry Initiative (SFI), or other equivalent "Green" third-party certified, or contain minimum Recycled 30% fibre; Bond, White 40M (20 lb) or No.2 Offset, White 100M (50 lb); minimum 92 Bright, minimum 88 Opacity; or equivalent paper stock.

A-2.2.3 Breaks

Maximum of 1 break per carton. Breaks are not to be joined and must be flagged. Breaks within a carton must be indicated on the outside of the carton.

A-2.2.4 Pre-Press

Pre-press material will not be supplied for these forms. Previous finished samples will be available to the Contractor on request.

Note: It will be the contractor's responsibility to make arrangements to have the previous samples picked up. If the contractor wishes that CRA send the previous samples they will be shipped at the contractor's expense

A-2.2.5 Submission of Samples

The Contractor must submit samples to the Technical Authority in Ottawa, to be delivered on or before the delivery date of the order to the warehouse. The quantity of samples required will be indicated in the SOW. Samples are chargeable; however CRA will not accept additional shipping costs for the delivery of samples to the Technical Authority.

A-2.3 OVERRUNS AND/OR UNDERRUNS

Underruns are not acceptable. Overruns may be accepted at CRA's discretion. CRA will not accept additional costs for overruns.



A-2.4 ORDERING

A-2.4.1 Even Carton Order Placement Requirements

CRA will order in full carton quantities as specified in each of the different carton packaging order requirements. This does not apply to samples.



A-3: DELIVERY AND SHIPPING

A-3.1 Delivery Times for Cut Sheets

CRA may issue an order on a quarterly basis with a specified ninety (90) business day phased delivery schedule. The Contractor must complete delivery to the CRA Print-to-Mail Operations sites of the first delivery item(s) within the twenty five (25) business day lead time as specified on the order, and receive the subsequent deliveries as specified in the ninety (90) business day delivery schedule of the order.

A-3.1.1 Subsequent Deliveries

At any given time, the subsequent deliveries (if required) may be requested by CRA within a three (3) business day timeframe to a CRA Print-to-Mail Operations site in Winnipeg, MB or Summerside, PE.

A-3.2 Delivery Times for Stock Tab Paper

The Contractor must complete delivery of the work at the destination within fifteen (15) business days from the order placement. The delivery time frame includes all stages, from the notification of a print job upon issuance of the TA, to delivery of the total quantity of finished product at destination(s).

A-3.3 Transportation Waybills

At the time of delivery, the Contractor must provide one (1) transportation waybill that clearly indicates:

Description of Content;

Method of Shipment (i.e. prepaid);

Contractor Name and Contact Information;

Number of boxes;

Number of skids;

“Shipped To” Address (Full address with contact information, including telephone number); and

Task Authorization Number.

A-3.4 Delivery Destinations

The delivery destination(s) will be within any one of the following areas:

1. Samples 2040

CRA, EPMD

Delivery Services Division

320 Queen Street, 9th Floor

Place de Ville, Tower “A”

Ottawa ON K1A 0L5

2. CRA, TC 7002

201 Weston Street

Winnipeg MB R3E 3H4

3. CRA, TC 3003

275 Pope Road

Summerside PE C1N 5Z7

Delivery destination(s) will be indicated in the SOW, upon issuance of the TA.



Appendix 1 to Annex A: LABEL AND BAR CODE INFORMATION

Labels

The Contractor must label each package with the information detailed below:

- Boxes and skids must be labelled in English and French as to Quantity, Form Number, Material Master Number, Production Date (month and year), Title, Language, Contractor's Name, and Task Authorization Number.
- Label information on boxes must be clearly indicated on the end of the box.
- Boxes must be placed on skids so that label information is clearly visible on all 4 sides of the skid.

Along with the printed information on the label, there will also be a requirement for bar codes (see Bar Codes).

Bar Codes

The Contractor must provide labels with the following bar code requirements:

- Bar Code 3 of 9, as defined in the Automatic Identification Manufacturers Inc. (AIM) document USS-39 (USD-3) must be used. The Bar Code will include information for a ten (10) digit "Task Authorization Number" and for an eight (8) digit "Material Master Number".
- Human readable print (Font: Helvetica Condensed, Bold, Size: 14 pts) must always be below the Bar Code.
- The average first read rate for Bar Code symbols must be 95% (i.e. only 5 in 100 will require more than one (1) scan). The Bar Code symbol can be printed with carbon or non-carbon ink.

Two separate bar codes are required and must include information for the following:

- 1) Task Authorization Number;
- 2) Material Number.

Label and Bar Code Specifications

The paper requirements to ensure proper readability of the label and bar code information are:

- 1) White stock with matte finish, black ink;
- 2) Stock must have smooth surface coating;
- 3) No recycled paper components;
- 4) Stock must be able to reflect 70% to 90% of the light from the illumination source back to the light detector;
- 5) Label must have permanent adhesive;
- 6) Label image size 5.5" x 3.5";
- 7) Label size 6" x 4";
- 8) Identical to layout as specified below.

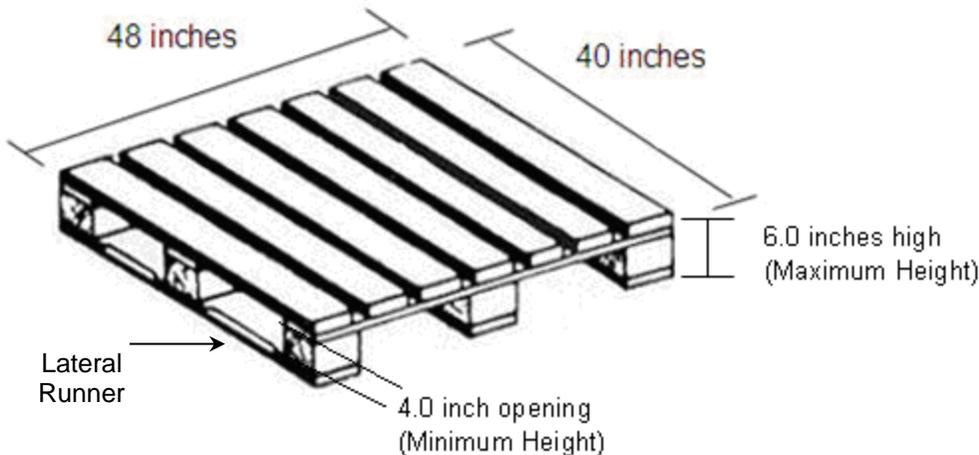


Quantity / Quantité	Contractor's Name / Nom du fournisseur	Production Date MM/YYYY Date de production MM/AAAA
Form Number / N° du formulaire	Task Authorization / l'autorisation de tâches  X X X X X X X X X X	Language / Langue
Material Master Number / N° de matériel  X X X X X X X X X X		
Title / Titre		



Appendix 2 to Annex A: SKID DIAGRAM AND SPECIFICATIONS

SKID DIAGRAM - 4-WAY BLOCK DESIGN



SKID SPECIFICATIONS

- Skids used are to be four-way block style with three (3) 40" lateral runners at the bottom of the skid – one (1) at each end and one (1) in the middle.
- Critical skid dimensions are:
 - Length = 48.0"
 - Width = 40.0"
 - Maximum height = 6.0"
 - Minimum height gap between runners (along width) = 4.0"
- All lateral runners MUST have a 45° slope on all sides for power truck accessibility.
- Skids used are to be spruce wood construction using 3" nails with a minimum of six (6) nails per board.
- Industry best practice for skid packaging and safety methods shall be used.
- To prevent damage of the print and/or copy jobs, stacking of skids is unacceptable.
- Non-returnable skids are to be used.

For Delivery Destinations: CRA Locations or CRA Warehouses

- The skid including all contents must be a maximum weight of 2,500 lbs and a maximum height of 56".
- The entire skid must be shrink-wrapped a minimum of two (2) layers.



Appendix 3 to Annex A: TRANSPORTATION AND DELIVERY

At the time of delivery, the Contractor must provide one (1) transportation waybill that clearly indicates:

- Description of Content;
- Method of Shipment (i.e. prepaid);
- Contractor Name and Contact Information;
- Number of boxes;
- Number of skids;
- “Shipped To” Address (Full address with contact information, including telephone number);
- Task Authorization Number.

Various delivery requirements—details to be indicated on each Purchase Order Form.

For all deliveries destined to a CRA warehouse, the Contractor must provide an Advance Shipping Notification (ASN) to the warehouse specified in each TA. The Contractor must identify if there are special instructions for the Acceptance of Shipment(s) as detailed herein under Advance Shipping Notification.



Appendix 4 to Annex A: ADVANCE SHIPPING NOTIFICATION

The Contractor must make all arrangements with the delivery destinations to schedule deliveries. The Contractor must ensure that the delivery arrangements adhere to the delivery requirements of the Contract. Once the delivery date and time has been agreed to with the receiving CRA warehouse, the Contractor must submit a copy of the schedule to the Technical Authority by facsimile or email. The e-mail or fax as to where the Contractor is required to submit the schedule is at the sole discretion of the Technical Authority and may be changed throughout the duration of any resulting Contract.

For CRA Warehouse delivery destinations, as applicable, the Contractor must provide a minimum of twenty-four (24) hours notice to the delivery destination, with a copy to the Technical Authority, prior to the shipment arriving. The notification must be sent by facsimile or email.

The following information must be indicated on the ASN:

- Anticipated Delivery Date;
- Material Master Number;
- Contractor Name and Contact Information;
- Name of Transport Carrier;
- Number of Boxes per Item;
- Number of Skids;
- Form Number with Revision/Batch (as applicable);
- Quantities per Box;
- Task Authorization Number;
- Total Quantity per Item;
- Waybill Number.

The delivery destinations may refuse shipments when prior arrangements have not been made, and any costs associated with the delayed delivery shall be borne solely by the Contractor.



ANNEX B: BASIS OF PAYMENT

For fulfilling all of its obligations as specified under the Contract, the Contractor will be paid firm all-inclusive lot prices per 1000 copies in Canadian funds, GST or HST extra as applicable, Delivered Duty Paid (DDP), for the supply and delivery of Cut Sheet and Stock Tab Paper as outlined in the tables B1 and B2 below (*To be inserted at contract award*) and in accordance with Annex A: Statement of Work.

Shipments shall be consigned to the destination specified in Annex A and DDP Incoterms 2010 for shipments from a commercial supplier.

The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

Option years 1 to 3

For each option period, if exercised, the Contractor will be paid firm all-inclusive lot prices per 1000 copies.

The firm all-inclusive lot prices per 1000 copies will be revised once a year (for the preceding 12-month period at the time of exercising an option) as per Statistics Canada Consumer Price Index (CPI) for pulp and paper products.

The CPI is available at: [HTTP://WWW5.STATCAN.GC.CA/SUBJECT-SUJET/SUBTHEME-SOUSTHEME.ACTION?PID=3956&ID=2786&LANG=ENG&MORE=0](http://www5.statcan.gc.ca/subject-sujet/subtheme-soustheme.action?pid=3956&id=2786&lang=eng&more=0)

NOTE TO BIDDERS: TABLES TO BE COMPLETED AT TIME OF AWARD BASED ON THE SUCCESSFUL BIDDER'S PROPOSAL.

ALL PAYMENTS ARE SUBJECT TO GOVERNMENT AUDIT.



ANNEX C: SECURITY REQUIREMENTS CHECK LIST (SRCL)

See document entitled "Security Requirements Check List" included as a separate document.



ANNEX D: INSURANCE REQUIREMENTS

Not Applicable.