



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des soumissions
- TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage , Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

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

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

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Airframes / Aero Engines R&O Division / Division de
la réparation de la révision des cellules et des moteurs

11 Laurier St. / 11, rue Laurier

8C1, Place du Portage

Gatineau

Québec

K1A 0S5

| | |
|---|--|
| Title - Sujet PUBLICATIONS CONTRACT | |
| Solicitation No. - N° de l'invitation W8485-126738/B | Amendment No. - N° modif. 001 |
| Client Reference No. - N° de référence du client W8485-126738 | Date 2015-12-08 |
| GETS Reference No. - N° de référence de SEAG PW-\$\$BF-136-25531 | |
| File No. - N° de dossier 136bf.W8485-126738 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-11 | |
| Time Zone Fuseau horaire Eastern Standard Time EST | |
| F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes | |
| Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Marcichiw, Carolyn | Buyer Id - Id de l'acheteur 136bf |
| Telephone No. - N° de téléphone (819) 956-0153 () | FAX No. - N° de FAX (819) 956-9110 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |

Instructions: See Herein

Instructions: Voir aux présentes

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

SUMMARY OF RFP AMENDMENT #001

RFP Amendment 001 is raised to:

1. Add the RFP Bidder Question Spreadsheet at Annex H;
2. Replace the word “workable” and insert the word “working” in 4.1.2.1;
3. Replace the word “workable” and insert the word “working” in Appendix 3 to Annex G;
4. Update the Table of Contents
5. Provide an excel version of Appendix 3 to Annex G for bidders to use in their bid response.
6. Provide an example of a loan agreement for information only.

1. **INSERT:** Request For Proposal Bidder Questions spreadsheet at Annex H

2. **DELETE:** 4.1.2.1 in its entirety

INSERT: 4.1.2.1

4.1.2.1 For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for Printed copies and Working Soft copies:

Printed copies and Working Soft copies= \$100.00 (\$CAD/GSTE/HSTE) * Proposed Firm Markup Rate for Printed copies and Working Soft copies

3. **DELETE:** Appendix 3 to Annex G

INSERT: Appendix 3 to Annex G

Appendix 3 to Annex G– Financial Proposal Response Matrix

Table C.1 Financial Proposal Response Matrix

| Contract Line Item Number (CLIN) | CLIN Description | FY1 | | FY2 | | FY3 | | FY4 | | FY5 | | Total | | | | | |
|----------------------------------|---|--|--|--|--|--|--|--|-----------------------|-----------------------------|--|-----------------------|-----------------------------|--|-----------------------|-----------------------------|--------|
| | | Contract Award to 31 March 2016 | 01 April 2016 to 31 March 2017 | 01 April 2017 to 31 March 2018 | 01 April 2018 to 31 March 2019 | 01 April 2019 to 31 March 2020 | | | | | | | | | | | |
| | | Firm Labour Rate (\$/hr per hour CA/D) | Level Of Effort (hrs) | Total Cost (B+C/D) L1/FYLOE | Firm Labour Rate (\$/hr per hour CA/D) | Level Of Effort (hrs) | Total Cost (B+C/D) L1/FYLOE | Firm Labour Rate (\$/hr per hour CA/D) | Level Of Effort (hrs) | Total Cost (B+C/D) L1/FYLOE | Firm Labour Rate (\$/hr per hour CA/D) | Level Of Effort (hrs) | Total Cost (B+C/D) L1/FYLOE | | | | |
| 001 | Management Services (SOW ref. 2.2) | | | \$0.00 | | | | | | | | | \$0.00 | | | | |
| 002 | Management Services (SOW ref. 2.2) | | | | | \$0.00 | | | | | | | \$0.00 | | | | |
| 003 | Management Services (SOW ref. 2.2) | | | | | | | \$0.00 | | | | | \$0.00 | | | | |
| 004 | Management Services (SOW ref. 2.2) | | | | | | | | \$0.00 | | | | \$0.00 | | | | |
| 005 | Management Services (SOW ref. 2.2) | | | | | | | | | \$0.00 | | | \$0.00 | | | | |
| 006 | Management Services (SOW ref. 2.2) | | | | | | | | | | \$0.00 | | \$0.00 | | | | |
| 007 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | \$0.00 | | | | |
| 008 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | \$0.00 | | | | |
| 009 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | \$0.00 | | | | |
| 010 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | \$0.00 | | | | |
| | | Firm Mark Up in % | | Firm Mark Up in % | | Firm Mark Up in % | | Firm Mark Up in % | | Firm Mark Up in % | | Firm Mark Up in % | | | | | |
| | | Rate | X5 100 | Rate | X5 100 | Rate | X5 100 | Rate | X5 100 | Rate | X5 100 | Rate | X5 100 | | | | |
| 011 | Printed copies and Workable Soft copies (SOW ref.2.3.2, d, e) | | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | \$0.00 | | | | |
| 012 | 3. OEM Subscription & Renewal Services - (SOW ref. 23.1 and SOW App. 4) | | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | \$0.00 | | | | |
| 013 | Freight - (SOW ref. 21.2-21.8) | | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | \$0.00 | | | | |
| Contract Line Item Number (CLIN) | CLIN Description | FY6 | | FY7 | | FY8 | | FY9 | | FY10 | | FY11 | | FY12 | | Total | |
| | | 1st Option year 01 April 2020 to 31 March 2021 | 2nd Option year 01 April 2021 to 31 March 2022 | 3rd Option year 01 April 2022 to 31 March 2023 | 4th Option year 01 April 2023 to 31 March 2024 | 5th Option year 01 April 2024 to 31 March 2025 | 6th Option year 01 April 2025 to 31 March 2026 | 7th Option year 01 April 2026 to 31 March 2027 | | | | | | | | | |
| | | Firm Labour Rate (\$/hr per hour CA/D) | Level Of Effort (hrs) | Total Cost (B+C/D) L1/FYLOE | Firm Labour Rate (\$/hr per hour CA/D) | Level Of Effort (hrs) | Total Cost (B+C/D) L1/FYLOE | Firm Labour Rate (\$/hr per hour CA/D) | Level Of Effort (hrs) | Total Cost (B+C/D) L1/FYLOE | Firm Labour Rate (\$/hr per hour CA/D) | Level Of Effort (hrs) | Total Cost (B+C/D) L1/FYLOE | Firm Labour Rate (\$/hr per hour CA/D) | Level Of Effort (hrs) | Total Cost (B+C/D) L1/FYLOE | |
| 014 | Management Services (SOW ref. 2.2) | | | \$0.00 | | | | | | | | | | | | \$0.00 | |
| 015 | Management Services (SOW ref. 2.2) | | | | | \$0.00 | | | | | | | | | | \$0.00 | |
| 016 | Management Services (SOW ref. 2.2) | | | | | | | \$0.00 | | | | | | | | \$0.00 | |
| 017 | Management Services (SOW ref. 2.2) | | | | | | | | \$0.00 | | | | | | | \$0.00 | |
| 018 | Management Services (SOW ref. 2.2) | | | | | | | | | \$0.00 | | | | | | \$0.00 | |
| 019 | Management Services (SOW ref. 2.2) | | | | | | | | | | \$0.00 | | | | | \$0.00 | |
| 020 | Management Services (SOW ref. 2.2) | | | | | | | | | | | \$0.00 | | | | \$0.00 | |
| 021 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | \$0.00 | |
| 022 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | \$0.00 | |
| 023 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | \$0.00 | |
| 024 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | \$0.00 | |
| 025 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | \$0.00 | |
| 026 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | \$0.00 | |
| 027 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | \$0.00 | |
| | | Firm Mark Up in % | | Firm Mark Up in % | | Firm Mark Up in % | | Firm Mark Up in % | | Firm Mark Up in % | | Firm Mark Up in % | | Firm Mark Up in % | | Firm Mark Up in % | |
| | | Rate | X5 100 | Rate | X5 100 | Rate | X5 100 | Rate | X5 100 | Rate | X5 100 | Rate | X5 100 | Rate | X5 100 | Rate | X5 100 |
| 028 | Printed copies and Workable Soft copies (SOW ref.2.3.2, d, e) | | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | |
| 029 | 3. OEM Subscription & Renewal Services - (SOW ref. 23.1 and SOW App. 4) | | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | |
| 030 | Freight - (SOW ref. 21.2-21.8) | | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | |
| Total Price | | | | | | | | | | | | \$0.00 | | | | | |

4. **DELETE:** Table of Contents in its entirety
INSERT: Table of Contents (Amd 001)

5. An excel version of Appendix 3 to Annex G for bidders to use in their bid response. (Document attached)

6. An example of a loan agreement is attached for your information. (Document attached)

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W8485-126738/B
Client Ref. No. - N° de réf. du client
W8485-126738/B

Amd. No. - N° de la modif
001.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
136BF
CCC No./N° CCC - FMS No./N° VME

| | |
|---|-----------|
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PART 1 - GENERAL INFORMATION

THIS BID SOLICITATION CANCELS AND SUPERSEDES PREVIOUS BID SOLICITATION NUMBER W8485-126738/A DATED 2013-08-29 WITH A CLOSING OF 2013-10-18 AT 14:00 EASTERN DAYLIGHT TIME (EDT). A DEBRIEFING OR FEEDBACK SESSION WILL BE PROVIDED UPON REQUEST TO BIDDERS/OFFERORS/SUPPLIERS WHO BID ON THE PREVIOUS SOLICITATION.

1.1 Security Requirements

There are no security requirements applicable to this Contract.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003 \(2015-07-03\) Standard Instructions - Goods or Services - Competitive Requirements](#), are incorporated by reference into and form part of the bid solicitation.

Subsection 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above is deleted in its entirety and replaced with the following:

3. List of Names

- a. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner(s), at the time of submitting an arrangement under the Request for Proposal (RFP).
- b. These Bidders must immediately inform Canada in writing of any changes affecting the list of directors during this procurement process.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid: Two (2) hard copies and two (2) soft copies on CD;
- Section II: Financial Bid: Two (2) hard copies and Two (2) soft copies on CD;
- Section III: Certifications: Two (2) hard copies;
- Section IV: Additional Information Two (2) hard copies.

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

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

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.1.2 SACC Manual Clauses

3.1.2.1 SACC Manual Clause A0068T (2007-05-25), Rates – Resources

Bidders must submit firm rates for all categories of resources listed in the Basis of Payment at Annex "B".

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

SACC Manual Clause A0280T (2015-02-25) – Documents Required for Bid Evaluation Purposes

The Bidder must provide the following documents with its bid:

1. Declaration of Convicted Offences
2. Canadian Content Certification
3. Federal Contractors Program for Employment Equity - Bid Certification
4. Proposed Site(s) or Premise(s) for Conservation and Storage Facility – Bid Certification

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.
- (d) Before contract award, the successful Bidder must allow the evaluation team to inspect the site(s) or premises for which conservation and storage measures are required. In this inspection, the Bidder must establish, to the satisfaction of Canada, that the requirements declared in the Conservation and Storage Facility Certification are met; otherwise, the bid will be declared non-compliant, and the next-highest ranked responsive bidder whose inspection establishes that the requirements declared in the Conservation and Storage Facility Certification are met will be awarded the contract.

4.1.1 Technical Evaluation

Technical Score: The Bidder's proposal Technical Score will be the total technical points as calculated, in accordance with Annex G. All point scores will be rounded up to the fourth decimal place.

4.1.1.1 Mandatory Technical Criteria

Refer to Appendix 1 to ANNEX G – Mandatory Technical Criteria Requirements Matrix

4.1.1.2 Point Rated Technical Criteria

Refer to Appendix 2 to ANNEX G – Point Rated Technical Criteria Requirements Matrix

4.1.2 Financial Evaluation

4.1.2.1 Bidders must provide pricing in the format specified, for each component identified in Appendix 3 of Annex G - Financial Proposal Response Matrix. Failure to price one of the elements will render the proposal non responsive.

4.1.2.2 For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for publication services:

Publication Service price = one hundred (100) labour hours * Proposed Publication labour rate

4.1.2.3 For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for Printed copies and Working Soft copies:

Printed copies and Working Soft copies= \$100.00 (\$CAD/GSTE/HSTE) * Proposed Firm Markup Rate for Printed copies and Working Soft copies

4.1.2.4 For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for OEM Subscription & Renewal Services:

OEM Subscription & Renewal Services= \$100.00 (\$CAD/GSTE/HSTE) * Proposed Firm Markup Rate for OEM Subscription & Renewal Services

4.1.2.5 For evaluation purposes, the Financial Evaluation team will use the following calculation to determine a price for Freight Services:

Freight Services =\$100.00 (\$CAD/GSTE/HSTE) * Proposed Firm Markup Rate for Freight Services

4.1.2.6 The Bidder's proposed Financial price will be the total financial price as calculated, in accordance with Appendix 3 to Annex G. All financial prices will be rounded up to the second decimal place.

4.1.2.7 SACC Manual Clause A0220T 2014-06-26, Evaluation of Price.

4.2 Basis of Selection

4.2.1 Basis of Selection – Minimum Point Rating

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria;
- (c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating; and

¹ Amd 001

-
- (d) obtain the required minimum of 75 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 205 points.

4.2.1.2 Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default 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 will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, Bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

5.1.2.1.1 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

5.1.2.2 Proposed Site(s) or Premise(s) for Conservation and Storage Facility – Bid Certification

Pursuant to the certification detailed at Annex F, Appendix 2, Conservation and Storage Facility Certification, the Bidders must submit provide with its bid, a duly completed Conservation and Storage

Facility Certification as part of their Bid, in order to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions — List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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

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

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.2 SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

5.2.4.3 Bidder's Information

The Bidder must complete the table at Appendix 4 to Annex G– Bidder Information and submit with bid proposal.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled _____, dated _____.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C 2015-07-03, General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract to 31 March 2020 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to seven (7) additional (1) one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Carolyn Marcichiw
Title: Supply Specialist
Public Works and Government Services Canada

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Acquisitions Branch
Directorate: DMPS
Address: 11 Laurier Ave, Gatineau QC K1A 0S5

Telephone: 819-956-0153
Facsimile: 819-956-9110
E-mail address: Carolyn.marcichiw@pwgsc.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail: _____.

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the 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.

6.5.3 Procurement Authority

The Procurement Authority for the Contract is:

_____ (Name of Procurement Authority)

_____ (Title)

_____ (Organization)

_____ (Address)

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail: _____.

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

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6.5.4 Inspection Authority

The Inspection Authority for the Contract is:

_____ (Name of Inspection Authority)

_____ (Title)

_____ (Department or Agency)

_____ (Address)

Telephone: ___ - ___ - _____

Facsimile: ___ - ___ - _____

E-mail address: _____

The Inspection Authority is the representative of the department or agency for whom the Work is being performed under the Contract and is responsible for inspection of the Work and acceptance of the finished work. The Inspection Authority may be represented on-site by a designated inspector and any other Government of Canada inspector who may from time to time be assigned in support of the designated Inspector.

6.5.5 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ___ - ___ - _____

Facsimile: ___ - ___ - _____

E-mail: _____.

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, as detailed in Annex B – Basis of Payment, for a cost of \$_____. Customs duties are excluded 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.1.2 Basis of Payment – Firm Hourly Rate

6.7.1.2 (a) Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the *Treasury Board Travel Directive*, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Contracting Authority. All payments are subject to government audit.

6.7.1.2.(b) Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

Estimated cost: \$ _____

Total Estimated Cost - Limitation of Expenditure: _____ (*Applicable Taxes extra.*)

6.7.1.3 Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid the firm price in Annex B – Table B3.3 to perform all the Work in relation to the contract extension.

During the extended period of the Contract, the Contractor will be paid the firm hourly rates in Annex B – B3.4 to perform all the Work in relation to the contract extension.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being

exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.2.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized DND 626 Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized DND 626 TAs must not exceed the limitation of expenditure specified in the authorized DND 626 TAs. Customs duties are excluded and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TAs resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3 SACC Manual Clause H1008C (2008-05-12) Monthly Payment

6.7.4 SACC Manual Clauses

6.7.4.1 SACC Manual Clause C2000C (2007-11-30) Taxes - Foreign-based Contractor

6.8 Invoicing Instructions

6.8.1 Progress Payment Claim

6.8.1 1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment. Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- c. a copy of the monthly progress report.

6.8.1 2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

6.8.1.3. The Contractor must prepare and certify one original and one (1) copy of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

6.8.1 4. The Contractor must not submit claims until all work identified in the claim is completed.

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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

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

6.9.3 SACC Manual Clauses

6.9.3.1 SACC Manual Clause A3060C 2008-05-12 Canadian Content Certification

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements;
- (c) Annex B, Basis of Payment;
- (d) Annex A, Statement of Work;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Bid Solicitation - Certifications
- (h) the Contractor's bid dated _____ .

6.12 Defence Contract

6.12.1 SACC Manual clause SACC Manual clause A9006C (2012-07-16) Defence Contract

6.13 SACC Manual Clauses

- 6.13.1 SACC Manual clause B4059C (2008-05-12), Government Supplied Technical Documents
- 6.13.2 SACC Manual clause B6802C (2007-11-30), Government Property
- 6.13.3 SACC Manual clause A1009C (2008-05-12), Work Site Access
- 6.13.4 SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations
- 6.13.5 SACC Manual clause A9068C (2010-01-11), Government Site Regulations
- 6.13.6 SACC Manual clause D5510C (2014-06-26), Quality Assurance Authority (Department of National Defence) - Canadian-based Contractor
- 6.13.7 SACC Manual clause D5540C (2010-08-16), ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code Q)
- 6.13.8 SACC Manual clause D5545C (2010-08-16), ISO 9001:2008 Quality Management Systems - Requirements (Quality Assurance Code C)
- 6.13.8 SACC Manual clause B9031C (2011-05-16), Canada's Obligation - Portion of the Work - Task Authorizations

6.14 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by DAP 4-4-2. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.15 Task Authorization Process

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Procurement Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" or "Task Authorization" form specified in the Statement of Work at Annex A, Appendix 11.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.16 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Procurement Authority.

The quarterly periods are defined as follows:

1st quarter: January 1 to March 31;

2nd quarter: April 1 to June 30

3rd quarter: July 1 to September 30; and

4th quarter: October 1 to December 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.17 Task Authorization Limit

The Procurement 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 before issuance.

6.18 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 12 months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 60 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

6.19 Insurance

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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ANNEX "A"

STATEMENT OF WORK

(SEE ATTACHED PDF DOCUMENT)

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ANNEX "B"

BASIS OF PAYMENT

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Basis of Payment

Table B-1 Basis of Payment - Firm Price

| Category | Firm Price Year 1 | Firm Price Year 2 | Firm Price Year 3 | Firm Price Year 4 | Firm Price Year 5 |
|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Managerial Services | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

Table B-2 Basis of Payment - Task Authorizations

| | Firm Hourly Rate Year 1 | Firm Hourly Rate Year 2 | Firm Hourly Rate Year 3 | Firm Hourly Rate Year 4 | Firm Hourly Rate Year 5 |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Publication Services | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| | Firm Markup % Year 1 | Firm Markup % Year 2 | Firm Markup % Year 3 | Firm Markup % Year 4 | Firm Markup % Year 5 |
| Publishing Services | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| OEM and Subscription Services | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Freight | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

| Table B-3 Basis of Payment - Firm Price | | | | | | | |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Category | Firm Price Option Year 1 | Firm Price Option Year 2 | Firm Price Option Year 3 | Firm Price Option Year 4 | Firm Price Option Year 5 | Firm Price Option Year 6 | Firm Price Option Year 7 |
| Managerial Services | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Table B-4 Basis of Payment - Task Authorizations | | | | | | | |
| Category | Firm Hourly Rate Option Year 1 | Firm Hourly Rate Option Year 2 | Firm Hourly Rate Option Year 3 | Firm Hourly Rate Option Year 4 | Firm Hourly Rate Option Year 5 | Firm Hourly Rate Option Year 6 | Firm Hourly Rate Option Year 7 |
| Publication Services | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Category | Firm Markup up% Option Year 1 | Firm Markup % Option Year 2 | Firm Markup % Option Year 3 | Firm Markup % Option Year 4 | Firm Markup % Option Year 5 | Firm Markup % Option Year 6 | Firm Markup % Option Year 7 |
| Publishing Services | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| OEM and Subscription Services | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Freight Services | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

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| Table B-5 DND FISCAL YEAR EXPENDITURES FOR APPROVED 626 TASK AUTHORIZATIONS | | |
|--|--|------------------------------|
| CLIN # | Description | Amount CAD(GSTE/HSTE) |
| | Total Expenditures DND 626 FY 1 | \$TBD |
| | Total Expenditures DND 626 FY 2 | \$TBD |
| | Total Expenditures DND 626 FY 3 | \$TBD |
| | Total Expenditures DND 626 FY 4 | \$TBD |
| | Total Expenditures DND 626 FY 5 | \$TBD |
| | Total Expenditures DND 626 Option FY 1 | \$TBD |
| | Total Expenditures DND 626 Option FY 2 | \$TBD |
| | Total Expenditures DND 626 Option FY 3 | \$TBD |
| | Total Expenditures DND 626 Option FY 4 | \$TBD |
| | Total Expenditures DND 626 Option FY 5 | \$TBD |
| | Total Expenditures DND 626 Option FY 6 | \$TBD |
| | Total Expenditures DND 626 Option FY 7 | \$TBD |
| | TOTAL DND 626 | |

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ANNEX "C"

INSURANCE REQUIREMENTS

The Contractor will maintain the required insurance coverage, as identified below, for the duration of the Contract.

1.0 Commercial General Liability Insurance

- i. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- ii. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

-
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2.0 All Risk Property Insurance

The Contractor must obtain All Risks Property insurance while the Government Property is under its care, custody or control, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$_____. The Government's Property must be insured on Replacement Cost (new) basis.

- i. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
- ii. The All Risks Property insurance policy must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority at least thirty (30) days written notice of policy cancellation.
 - b. Loss Payee: Canada as its interest may appear or as it may direct.

-
- c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

3.0 Warehouseman's Legal Liability Insurance

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$_____. The Government's Property must be insured on a Replacement Cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
3. The following endorsements must be included:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c. Loss Payee: Canada as its interest may appear or it may direct.
 - d. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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ANNEX D
CONTRACT DATA REQUIREMENTS LIST and DATA ITEM DESCRIPTION

(SEE ATTACHED PDF)

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ANNEX E
SECURITY REQUIREMENTS CHECK LIST

| |
|--|
| Contract Number / Numéro du contrat W8485-126738 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur aura-t-il besoin de recevoir et de stocker des renseignements ou des biens PROTÉGÉS ou CLASSIFIÉS?

Short Title(s) of material/Total(s) du matériel : _____

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

| | |
|---|------------------------------|
| <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes |
| <input checked="" type="checkbox"/> Non | <input type="checkbox"/> Oui |

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

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

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

11. d) Will the supplier be required to produce or store PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur sera-t-il tenu de produire ou de stocker des renseignements ou des biens PROTÉGÉS ou CLASSIFIÉS?

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category / Catégorie | PROTECTED / PROTÉGÉ | | | CLASSIFIED / CLASSIFIÉE | | NATO | | | | COMSEC | | | | | |
|--|---------------------|---|---|-----------------------------|--------|--------------------------|---|---------------------------------------|-----------------------------|--|---------------------|--|--|--------------------------|--|
| | A | B | C | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET | NATO RESTRICTED / NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL / NATO CONFIDENTIEL | NATO SECRET | COMSEC TOP SECRET / COMSEC TRÈS SECRET | PROTECTED / PROTÉGÉ | | | TOP SECRET / TRÈS SECRET | |
| | | | | | | A | B | C | CONFIDENTIAL / CONFIDENTIEL | | SECRET | | | | |
| Information / Assets / Renseignements / Biens / Production | | | | | | | | | | | | | | | |
| IT Media / Support IT / L'ÉPIK / L'ém électronique | | | | | | | | | | | | | | | |

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

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

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

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

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ANNEX F

PART 5 - BID SOLICITATION – CERTIFICATIONS

Appendix 1 to Annex F

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

OR

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

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

**Appendix 2 to Annex F
Proposed Site(s) or Premise(s) for Conservation and Storage Facility**

CONSERVATION AND STORAGE FACILITY CERTIFICATION

STORAGE ROOM

1. All rooms used for the storage of Master & Reproducible Government Furnished Information (GFI) will be constructed of flammable retardant material and will be equipped with either a sprinkler or fire-suppressant system. All shelving, drawers and cupboards will be of painted metal waterproof construction.

YES _____

STORAGE ENVIRONNEMENT

2. Temperature shall be controlled and average between 18 and 25 degrees Celsius with daily variations not to exceed +/- 1.5 degrees Celsius

YES _____

3. Humidity shall average between 40 and 50 percent with daily variations not to exceed +/- 5 percent.

YES _____

4. Air circulation shall be sufficient to ensure that the above temperature and humidity conditions pertain to all portions of the storage room.

YES _____

5. The contractor shall have a plan to monitor the storage environment conditions of the storage facilities

YES _____

STORAGE

6. The storage of the reproducible copy and master copy are stored in a different site location to ensure the safety of the data if site destruction should occur.

YES _____

REMARKS

Bid Authority

Date

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Annex G

BID EVALUATION MATRICES

Appendix 1 to Annex G– Mandatory Technical Criteria Matrix

| Table 3.1 Mandatory Technical Criteria Requirements Matrix | | | | |
|--|--|------------|----------------|------------------|
| MB -- Mandatory Criteria Requirements at Bid | | Met | Not Met | Reference |
| MB.1 | The Bidder must submit a Declaration of Convicted Offences | | | |
| MB.2 | The Bidder must submit a Canadian Content Certification | | | |
| MB.3 | The Bidder must submit the Proposed Site(s) or Premise(s) for Conservation and Storage Facility – Bid Certification | | | |
| MB.4 | ² The Bidder must sign and agree to the conditions in the signature block of Appendix 4 to Annex G | | | |
| MB.5 | The Bidder has must achieve a minimum of 60% in each of the point rated criteria in table 3.2 and an overall average of 75% of all the point rated criteria in table 3.2 | | | |
| Mandatory Criteria Requirements Precedent to Contract Award | | Met | Not Met | Reference |
| MP.1 | The Bidder must submit the Federal Contractors Program for Employment Equity - Bid Certification | | | |
| MP.2 | The Bidder must submit Status and Availability of Resources Certification | | | |
| MP.3 | The Bidder must submit the Integrity Provision – List of Names | | | |
| Met Mandatory Requirements | | | | |
| Failure to meet any of the Mandatory Requirements as stated above will result in the Bidder being declared non-compliant. | | | | |

² Amd 001

Appendix 2 to Annex G– Point Rated Technical Criteria Requirements Matrix

| Table 3.2 Point Rated Technical Criteria Requirements Matrix | | | | | |
|--|--|---|-----------|--|---------------------------------------|
| Point Rated Criteria Requirements | | | | | |
| <p>The Bidder must obtain the required minimum points for the technical evaluation criteria which are subject to point rating and obtain the required minimum of 75 percent overall of the points for the technical evaluation criteria which are subject to point rating .</p> <p>The four (4) factors selected for assessment are as follows:</p> <p>A. Management Services (min 6 points / max 10 points)</p> <p>B. Contract Manager Experience (min 60 points / max 100 points)</p> <p>C. Publishing Services (min 6 points / max 10 points)</p> <p>D. Publishing Service Experience (min 51 points / max 85 points)</p> | | | | | |
| A | Management Services | | | | Reference |
| A1 | <p>The Bidder should describe how they plan to perform the Management Services in support of this contract. Management Services include the processes of planning, organizing and co-ordinating all publication management activities and services related to revisions, changes, supplements, leaflets, interim inspection instructions, advance change notices, and technical bulletins.</p> | <p>10 Points – The response demonstrates an excellent level of knowledge, understanding and capability of performing the management services. The Bidder’s approach is technically and feasibly strong and when implemented should result in sustainable benefits. The evaluator perceives the approach to managing the contract to be very clear and comprehensive. There is no doubt or confusion in the evaluator’s mind as to the description of the approach and methodology employed by the Bidder.</p> <p>6 points - The response demonstrates a good level of knowledge, understanding and capability of performing the management services. The Bidder’s approach is technically and feasibly good and when implemented will result in some sustainable benefits. The evaluator perceives the approach to managing the contract to be fairly clear and comprehensive. There is some doubt or confusion in the evaluator’s mind as to the description of the approach and methodology employed by the Bidder, and minor deficiencies in this regard were identified.</p> <p>4 points - The response demonstrates a</p> | 10 | | <p>SOW Annex A Section 2.2</p> |

| | | | | | |
|------------|---|---|-----------|--|--------------------------------|
| | | <p>limited knowledge, understanding and capability of performing the management services. The Bidder's approach is technically and feasibly poor and will not likely result in sustainable benefits. The evaluator perceives the approach to managing the contract to be unclear and not comprehensive. There is doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder, and deficiencies in this regard were identified.</p> <p>0 points - The response demonstrates very little or no knowledge, understanding or capability of performing management services. Insufficient information was provided to determine if the Bidder's response meets or supports the requirement. Major deficiencies in this regard were identified.</p> | | | |
| B | Contract Manager Experience | | | | |
| B.1 | <p>The Bidder should identify the proposed Contract Manager, describe his/her roles and responsibilities within the Management Team, and provide a detailed résumé that indicates the level of responsibility and experience obtained in the past 10 years. The person proposed should have 7 years of Contract Management experience within the last 10 years where he/she was responsible for Technical publication management and publishing services.</p> | <p>70 Points - The Bidder has provided documentation demonstrating more than 7 years' experience in providing technical publication management and publishing services</p> <p>50 Points - The Bidder has provided documentation demonstrating 5-7 years' experience in providing technical publication management and publishing services</p> <p>30 Points - The Bidder has provided documentation demonstrating more than 3 to 5 years' experience in providing technical publication management and publishing services</p> <p>0 Points - The Bidder has provided documentation that fails to address the requirement</p> | 70 | | |
| B.2 | <p>The Bidder should provide examples of the relevance of Contract Manager's experience to the requirements for Technical publication management and publishing services for the aeronautic industry.</p> | <p>30 Points - The Bidder has provided documentation demonstrating more than 7 years' experience in providing technical publication management and publishing services</p> <p>15 Points - The Bidder has provided documentation demonstrating 5-7 years' experience in providing technical</p> | 30 | | SOW Annex A Section 2.2 |

| | | | | | |
|------------|---|---|-----------|--|--|
| | | <p>publication management and publishing services</p> <p>5 Points - The Bidder has provided documentation demonstrating 3 to 5 years' experience in providing technical publication management and publishing services</p> <p>0 Points - The Bidder has provided documentation that fails to address the requirement</p> | | | |
| C | Publishing Services | | | | |
| C.1 | <p>The Bidder should describe how they plan to perform the Technical Publishing Services in support of this contract. Publishing Services means the processes of converting a manuscript/electronic media publication into a final publication. These processes include writing, validating, editing, translating, Translation Accuracy Check (TAC) and "desktop/production system publishing". Desktop/production system publishing includes formatting, layout, composing, creating links within a publication for easy navigating, providing PDF publishing, illustrating and art work reproduction, CD mastering, and/or printing, in specified quantity and shipping to the Director Supply Chain Operation.</p> | <p>10 Points – The response demonstrates an excellent level of knowledge, understanding or capability of performing the technical publication services. The Bidder's approach is technically and feasibly strong and when implemented should result in sustainable benefits. The evaluator perceives the approach to performing contract requirements to be very clear and comprehensive. There is no doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder.</p> <p>8 Points - The response demonstrates a very good level of knowledge, understanding or capability of performing the technical publication services. The Bidder's approach is technically and feasibly very good and when implemented should result in sustainable benefits. The evaluator perceives the approach to performing contract requirements to be mostly clear and comprehensive. There is very little doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder, and very few minor deficiencies in this regard were identified.</p> <p>6 points - The response demonstrates a good level of knowledge, understanding or capability of performing the technical publication services. The Bidder's approach is technically and feasibly good and when implemented will result in some sustainable benefits. The evaluator perceives the approach to performing contract requirements to be fairly clear and comprehensive. There is some doubt or confusion in the evaluator's mind as to the</p> | 10 | | <p>SOW Annex A Section 2.3</p> |

| | | | | | |
|------------|--|---|-----------|--|--|
| | | <p>description of the approach and methodology employed by the Bidder, and minor deficiencies in this regard were identified.</p> <p>4 points - The response demonstrates a limited knowledge, understanding or capability of performing technical publication services. The Bidder's approach is technically and feasibly poor and will not likely result in sustainable benefits. The evaluator perceives the approach to performing contract requirements to be unclear and not comprehensive. There is doubt or confusion in the evaluator's mind as to the description of the approach and methodology employed by the Bidder, and deficiencies in this regard were identified.</p> <p>0 points - The response demonstrates very little or no knowledge, understanding or capability of performing technical publication services. Insufficient information was provided to determine if the Bidder's response meets or supports the requirement. Major deficiencies in this regard were identified.</p> | | | |
| D | Publishing Service Experience | | | | |
| D.1 | The Bidder should provide an ORG chart | | | | |
| D.2 | <p>The Bidder should provide the Profiles (résumés) of proposed company personnel or sub-contractor personnel who would be employed on this Contract; including recognized qualifications and experience of personnel.</p> <p>Note: Experience is not cumulative between bidders/subcontractors. Experience is calculated as the maximum individual amount of any one employee or sub-contractor employee.</p> | <p>70 Points - The Bidder has provided documentation demonstrating more than 7 years' experience in providing publication management and publishing services</p> <p>50 Points - The Bidder has provided documentation demonstrating 5-7 years' experience in providing publication management and publishing services</p> <p>30 Points - The Bidder has provided documentation demonstrating 3 to 5 years' experience in providing publication management and publishing services</p> <p>0 Points - The Bidder has provided documentation that fails to address the requirement</p> | 70 | | |

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| | | | | | |
|------------|--|--|-----------|--|--|
| D.3 | Bidders should provide 3 references to demonstrate their experience in dealing with Technical Publication Services contract(ss). | 15 Points - Bidder has provided 3 references that confirm the bidder has satisfactorily carried out the requirements for Technical Publication Services. 10 Points - Bidder has provided 2 references that confirm the bidder has satisfactorily carried out the requirements for Technical Publication Services. 5 Points - Bidder has provided 1 reference that can confirm the bidder has satisfactorily carried out the requirements for Technical Publication Services. 0 Points - Bidder has provided 0 references – 0 Points | 15 | | |
|------------|--|--|-----------|--|--|

3 Appendix 3 to Annex G– Financial Proposal Response Matrix

| | | Table C.1 Financial Proposal Response Matrix | | | | | | | | | | | | | | | |
|----------------------------------|---|--|-----------------------|--|---------------------------------------|--|-------------------------|--|-----------------------|--|---------------------------------------|--|-------------------------|--|-----------------------|-------------------------|--------|
| Contract Line Item Number (CLIN) | CLIN Description | FY1 | | | FY2 | | | FY3 | | | FY4 | | | FY5 | | | Total |
| | | Contract Award to 31 March 2016 | | | 01 April 2016 to 31 March 2017 | | | 01 April 2017 to 31 March 2018 | | | 01 April 2018 to 31 March 2019 | | | 01 April 2019 to 31 March 2020 | | | |
| | | Firm Labour Rate/ (LR) per hour CAD\$ | Level of Effort (hrs) | Total Cost (SCAD) LP%OE | Firm Labour Rate/ (LR) per hour CAD\$ | Level of Effort (hrs) | Total Cost (SCAD) LP%OE | Firm Labour Rate/ (LR) per hour CAD\$ | Level of Effort (hrs) | Total Cost (SCAD) LP%OE | Firm Labour Rate/ (LR) per hour CAD\$ | Level of Effort (hrs) | Total Cost (SCAD) LP%OE | Firm Labour Rate/ (LR) per hour CAD\$ | Level of Effort (hrs) | Total Cost (SCAD) LP%OE | |
| 001 | Management Services (SOW ref. 2.2) | | | \$0.00 | | | | | | | | | | | | | \$0.00 |
| 002 | Management Services (SOW ref. 2.2) | | | | | | \$0.00 | | | | | | | | | | \$0.00 |
| 003 | Management Services (SOW ref. 2.2) | | | | | | | | | \$0.00 | | | | | | | \$0.00 |
| 004 | Management Services (SOW ref. 2.2) | | | | | | | | | | | | \$0.00 | | | | \$0.00 |
| 005 | Management Services (SOW ref. 2.2) | | | | | | | | | | | | | | | \$0.00 | \$0.00 |
| 006 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| 007 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| 008 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| 009 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| 010 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| | | Firm Mark Up in % | | | Firm Mark Up in % | | | Firm Mark Up in % | | | Firm Mark Up in % | | | Firm Mark Up in % | | | Total |
| | | Rate | X\$ 100 | | Rate | X\$ 100 | | Rate | X\$ 100 | | Rate | X\$ 100 | | Rate | X\$ 100 | | Total |
| 011 | Printed copies and Working Soft copies (SOW ref.2.3.2, d, e) | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | \$0.00 |
| 012 | 3. OEM Subscription & Renewal Services - (SOW ref. 23.1 and SOW App. 6) | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | \$0.00 |
| 013 | Freight - (SOW ref. 21.2-21.5) | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | \$0.00 |
| | | FY6 | | FY7 | | FY7 | | FY9 | | FY10 | | FY11 | | FY12 | | | |
| | | 1st Option year 01 April 2020 to 31 March 2021 | | 2nd Option year 01 April 2021 to 31 March 2022 | | 3rd Option year 01 April 2021 to 31 March 2023 | | 4th Option year 01 April 2023 to 31 March 2024 | | 5th Option year 01 April 2024 to 31 March 2025 | | 6th Option year 01 April 2025 to 31 March 2026 | | 7th Option year 01 April 2026 to 31 March 2027 | | | |
| | | Firm Labour Rate/ (LR) per hour CAD\$ | Level of Effort (hrs) | Total Cost (SCAD) LP%OE | Firm Labour Rate/ (LR) per hour CAD\$ | Level of Effort (hrs) | Total Cost (SCAD) LP%OE | Firm Labour Rate/ (LR) per hour CAD\$ | Level of Effort (hrs) | Total Cost (SCAD) LP%OE | Firm Labour Rate/ (LR) per hour CAD\$ | Level of Effort (hrs) | Total Cost (SCAD) LP%OE | Firm Labour Rate/ (LR) per hour CAD\$ | Level of Effort (hrs) | Total Cost (SCAD) LP%OE | |
| 014 | Management Services (SOW ref. 2.2) | | | \$0.00 | | | | | | | | | | | | | \$0.00 |
| 015 | Management Services (SOW ref. 2.2) | | | | | | \$0.00 | | | | | | | | | | \$0.00 |
| 016 | Management Services (SOW ref. 2.2) | | | | | | | | | \$0.00 | | | | | | | \$0.00 |
| 017 | Management Services (SOW ref. 2.2) | | | | | | | | | | | | \$0.00 | | | | \$0.00 |
| 018 | Management Services (SOW ref. 2.2) | | | | | | | | | | | | | | | \$0.00 | \$0.00 |
| 019 | Management Services (SOW ref. 2.2) | | | | | | | | | | | | | | | \$0.00 | \$0.00 |
| 020 | Management Services (SOW ref. 2.2) | | | | | | | | | | | | | | | \$0.00 | \$0.00 |
| 021 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| 022 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| 023 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| 024 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| 025 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| 026 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| 027 | Publication Services (SOW ref. 2.3 excluding 2.3.2,d,e) | | | | | | | | | | | | | | | | \$0.00 |
| | | Firm Mark Up in % | | | Firm Mark Up in % | | | Firm Mark Up in % | | | Firm Mark Up in % | | | Firm Mark Up in % | | | Total |
| | | Rate | X\$ 100 | | Rate | X\$ 100 | | Rate | X\$ 100 | | Rate | X\$ 100 | | Rate | X\$ 100 | | Total |
| 028 | Printed copies and Working Soft copies (SOW ref.2.3.2, d, e) | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | \$0.00 |
| 029 | 3. OEM Subscription & Renewal Services - (SOW ref. 23.1 and SOW App. 6) | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | \$0.00 |
| 030 | Freight - (SOW ref. 21.2-21.5) | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | | | \$0.00 | \$0.00 |
| Total Price | | | | | | | | | | | | | | | | \$0.00 | |

Solicitation No. - N° de l'invitation
W8485-126738/B
Client Ref. No. - N° de réf. du client
W8485-126738/B

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

Buyer ID - Id de l'acheteur
136BF
CCC No./N° CCC - FMS No./N° VME

Appendix 4 to Annex G– Bidder Information

| | | |
|--|-----------------------------------|--|
| Bidder's full legal name | | |
| Authorized Representative of Bidder for evaluation purposes (e.g., clarifications) | Name | |
| | Title | |
| | Address | |
| | Telephone # | |
| | Fax # | |
| | Email | |
| Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] | | |
| Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) | | |
| Signature Block On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: 1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. | <hr/> Signature <hr/> Date | |

TERMS OF LOAN AGREEMENT

Loan Type / Accounting

1. All loaned equipment shall be accounted for by the Contractor using its own process. The Contractor shall, at a minimum, complete stocktaking in accordance with Article 8 herein and maintain an audit trail of loaned equipment acceptable to DND. All records related to the loaned equipment shall be maintained separate from other company records.

General Conditions

2. The loaned equipment shall be used by the Contractor only for the purpose of performing the work identified in the Contract (referenced above in "Contract Description").

3. The Contractor shall not use the loaned equipment for commercial work or other Defence work without the written consent of DND.

4. The Contractor shall ensure that each item of loaned equipment is clearly identified as the property of the Government of Canada. In addition, the Contractor shall ensure that each item of loaned equipment is, at all times, either tagged or labeled with a clearly visible identification number corresponding to that shown on the issue document issued in respect thereof; and shall be responsible for making any changes in that number that may be notified from time to time by DND.

5. DND shall have the right to inspect the loaned equipment at the location where it is stored or used at any time and the Contractor shall provide any reasonable assistance required for that purpose.

6. No rent shall be payable by the Contractor in respect of loaned equipment for work performed in accordance with the Contract.

7. Unless otherwise advised by DND, the Contractor will pay or reimburse all costs incurred in taking possession of the loaned equipment and moving it to and from the Contractor's plant or other authorized location, including the cost of labour and materials in connection with the packaging and transportation of the loaned equipment.

Stocktaking

8. The Contractor shall initiate and complete a one hundred per cent (100%) manual stocktaking of the loaned equipment at least once every two years.

9. The Contractor shall conduct a physical verification/stocktaking of all E Tracked loaned equipment:

a. Semi-annually:

i. Classified Equipment – ST "E" e.g. Vehicles, Night Vision goggles, GPS, Radios etc... and IM Advisory Code "1P" (item is Classified); and

ii. Classified Cryptographic Equipment – ST “E” and IM Advisory Code “1Q” (Classified Crypto Materiel).

b. Quarterly:

- i. Small Arms (SA) – ST “E” and NSG “10” and “99”; and
- ii. Self Contained Weapon Systems – ST “A” and NSG “13” & “14”.

10. The Contractor shall submit an itemized listing of all loaned equipment to the Procurement Authority within Forty five (45) calendar days of completion of the stocktaking and/or the E tracked equipment Verification. The Contractor shall provide an info copy to DQA at the same time.

11. In conjunction with the stocktaking schedule, the Contractor shall carry out a review of loaned equipment to determine if there is any item which is no longer required to perform work under the Contract.

12.. The Contractor shall request the Procurement Authority’s permission to dispose of and/or transfer materiel that meet the above criteria and shall prepare and handle the necessary documentation.

Loss or Damage

13. The Contractor shall report to the Department of National Defense Procurement Authority (***Insert name of PA and ph#***) all instances of loss or damage to the loaned equipment in his custody within two (2) working days of confirmation of its discovery. In the event of loss or damage, the Contractor shall repair or replace, or have replaced, the equipment to the satisfaction of the Minister, or reimburse the DND to the full value of the equipment as indicated in schedule A.

14. If the Contractor is authorized to make repairs to damaged loaned equipment by the Procurement Authority, he shall notify the DND Procurement Authority before any repair commences to enable adequate government quality assurance of the repair.

15. The Contractor may insure the loaned equipment against loss or damage by fire or supplemental perils or any other risks while the loaned equipment is in his care, custody or control but no portion of the premium cost will be chargeable to or payable by the DND.

16. Should the loaned equipment consist of or include one or more vehicles, the Contractor shall obtain vehicle liability insurance with respect to each such vehicle in an aggregate amount of not less than \$500,000 for each occurrence against claims arising from loss of life, bodily injury and property damage. Should the equipment be an aircraft, the Contractor shall carry aircraft liability insurance in an aggregate amount of not less than \$ 1,000,000 for each occurrence against claims arising from loss of life, bodily injury and property damage. The vehicle or aircraft insurance policy shall include a cross liability clause naming the Lender as an insured party.

Termination / Return of Equipment

17. After 24 hours notice to the Borrower, DND may terminate the loan or any part thereof at any time, and recall the loaned equipment concerned with that termination.

18. Unless DND otherwise advises the Contractor in writing, the Contractor shall return the loaned equipment to the destination designated in the return notice upon the expiration of the Loan Agreement. In the event that the Contractor completes its work under the Contract prior to the expiration of the Loan Agreement, the Contractor shall request return instructions from DND. When the loaned equipment is ready to be returned to DND, the Contractor shall prepare a condition report and advise the appropriate NDQAR to arrange for any necessary inspection and evaluation of the condition of the equipment. The loaned equipment shall be properly identified with a condition tag (CF942) duly filled out, cleaned, in good condition and the proper packaging method shall be used.

Condition / Maintenance of Equipment

19. The Contractor agrees that the loaned equipment is furnished "as is" by the Lender. To that end, the Lender shall not, by virtue of having loaned the equipment to the Contractor, have made or be deemed to have made any representations, warranties or guarantees as to the condition, quality or fitness for a particular purpose of the loaned equipment; nor does the Lender assume any liability for the results achieved or the ability or inability of the Contractor to use the loaned equipment arising from any cause.

20. The Contractor shall indemnify and save harmless the Lender from and against all claims, demands, damages, loss, costs, expenses, actions, causes of action, suits or other proceedings by whomsoever made, arising out of any injury to persons (including injuries resulting in death) or loss of or damage to property of others that may be caused by or suffered as a result of the operation, use, or transportation of the loaned equipment by the Contractor or any action taken or things done by virtue of this Loan Agreement.

21. The Contractor shall take reasonable and proper care of the loaned equipment at his own expense, including the maintenance and calibration in accordance with DND standards or instructions, where provided, during the term of this loan and shall be responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by ordinary wear and tear.

Controlled Goods Registration

22. If the Contractor is advised that the loaned equipment includes controlled goods, then pursuant to the Defence Production Act, access to these controlled goods is only permitted to persons or firms that are either registered, or exempt from registration, under the Controlled Goods Registration Program (CGRP). Therefore, the Contractor must demonstrate compliance to the CGRP before the equipment may be provided. If at any time, the Contractor loses its registration or its exempt status, the Contractor must immediately inform the PA. The Contractor must make arrangements to cancel outstanding demands for equipment that includes controlled goods, and to return any and all of this type of loaned equipment in his possession.

