

**RETURN BIDS TO:**  
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## Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau**

**Québec  
K1A 0S5  
Bid Fax: (819) 997-9776**

## Request For a Standing Offer Demande d'offre à commandes

### Regional Master Standing Offer (RMSO)

### Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

This RFSO has a security requirement.

**Vendor/Firm Name and Address****Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Informatics Professional Services Division / Division des services professionnels en informatique

11 Laurier St., / 11, rue Laurier  
3C2, Place du Portage  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> Optical Scanning RMSO	
<b>Solicitation No. - N° de l'invitation</b> E60ZM-150001/A	<b>Date</b> 2016-04-15
<b>Client Reference No. - N° de référence du client</b> E60ZM-150001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZM-379-30122
<b>File No. - N° de dossier</b> 379zm.E60ZM-150001	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-05-30</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Croucher, Dennis	<b>Buyer Id - Id de l'acheteur</b> 379zm
<b>Telephone No. - N° de téléphone</b> (873)469-4972 ( )	<b>FAX No. - N° de FAX</b> (819)956-1207
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> As per individual call-up form PWGSC-TPSGC 942.	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
						Destination	FOB/FAM			
1	Scanning RMSO	Total		1	Each	\$	XXXXXXXXXXXX			

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

#### **1.2.1**

Regional Master Standing Offers (RMSOs) are being put in place for the provision of mandatory and optional optical scanning and data conversion services to Canadian government departments, corporations and agencies on an "as-and-when-requested" basis for a three year period from date of promulgation in the National Capital Area. Anticipated period is July 1, 2016 to June 30, 2019.

- 1.2.2** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

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### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 days

### 2.2 Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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 - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 15 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

## **2.5. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

## **2.6 Improvement of Requirement during Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (one hard copy and one soft copy on CD/DVD),  
Section II: Financial Offer (one hard copy and one soft copy on CD/DVD),  
Section III: Certifications (one hard copy and one soft copy on CD/DVD).  
Section IV: Additional Information

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 offer only. No prices must be indicated in any other section of the offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, Offerors 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 Offer

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

**Offer Submission Form:** Offeror are requested to include the Offer Submission Form - Attachment 1 to Part 3 – OFFER PREPARATION INSTRUCTIONS with their offers. It provides a common form in which offerors can provide information required for evaluation and standing offer promulgation, such as a contact name and the Offeror's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Offer Submission Form is incomplete or requires correction, Canada will provide the Offeror with an opportunity to do so.

## Section II: Financial Offer

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

Offerors should include the following information in their Financial Offer:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's phone and facsimile numbers and e-mail address) authorized by the Offeror to enter into communications with Canada with regards to their offer.

### 3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_  
Master Card \_\_\_\_\_

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### 3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

## Section III: Certifications

Offerors must submit the certifications required under Part 5.

## Section IV: Additional Information

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) Offerors must clearly indicate where in their offer supporting information may be obtained for each of the mandatory and rated criteria as noted in each evaluation grid. Offeror must indicate which page and which paragraph the required supporting information may be obtained.
- (d) In addition to any other time periods established in the bid solicitation:
  - (i) Requests for Clarifications: If Canada seeks clarification or verification from the Offeror about its offer, the Offeror will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the offer being declared non-responsive.
  - (ii) Requests for Interviews: If Canada wishes to interview the Offeror and/or any of its proposed resource(s) to fulfill the requirements of the bid solicitation, the Offeror will have 5 working days following notice by Canada to make any necessary arrangements (at the Offeror's sole cost) to arrange for the interview to take place at PWGSC in the National Capital Region.
  - (ii) Extension of Time: If additional time is required by the Offeror, the Contracting Authority may grant an extension at his or her sole discretion.

The evaluation committee reserves the right to perform a site visit, to contact any or all of the references supplied with contact name and telephone number, and request additional supporting or supplementary data to verify and validate information submitted in an offer. The Offeror warrants that supporting data shall be made available upon request and within a reasonable time frame acceptable to the evaluation team. However, the evaluation team is not obliged to perform any of these tasks.

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

Where proven experience is required, the proposal must include and provide reference to only those projects in which the related experience and knowledge was obtained. Lack of demonstrated, supporting information regarding compliance to any of the following criteria will result in the information being excluded from further evaluation, either mandatory or point-rated, whichever the case may be.

Supporting information must include:

- a. Title, Scope and Description of the project;
- b. Duration of the project;
- c. Contact name and telephone number;
- d. Role of the proposed resource on the project and a description of the specific experience obtained;

- e. Specific duration during which the relevant experience was obtained on the project. Time periods must be clearly indicated and be shown in Month Year format (e.g., December 1997 - June 1999).

The Evaluation team may call selected contacts and request information on items such as (but not limited to):

- a. Level of satisfaction with the services;
- b. Responsiveness of vendor to problems encountered;
- c. Quality of service delivered (i.e. data accuracy and integrity, technical compliance with requirements for importing data);
- d. Timely service delivery; and
- e. Responsiveness to changes or modifications

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Each offer will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or mandatory" is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

Mandatory Requirements	Met/ Not Met	Detailed Response
<p>1. The Offeror's project manager must have a minimum of one full year of experience in optical scanning policies and techniques associated with set-up, preparation of documents, record conversion, quality control and the technical support of document imaging projects for all mandatory items and each optional item quoted in Annex B. Offeror must provide a resume and dates to indicate the one full year of experience.</p> <p>The candidate must be able to read, write and speak fluently in either one of Canada's official languages.</p>		
<p>2. The Offeror's designated person responsible for quality control and quality assurance must have a minimum of one full year of experience in quality control and quality assurance procedures for all mandatory items and each optional item quoted in Annex B. Bidder must provide a resume and dates to indicate the one full year of experience.</p>		
<p>3. The Offeror must provide a list of equipment on site to perform all mandatory items and each optional item quoted in Annex B. Equipment list must be cross referenced with corresponding service offerings from Annex B. No subcontracting is allowed except for shipping purposes. Offerors must complete the Equipment / Operators form at Attachment 1 to Part 4.</p>		
<p>4. The Offeror must have a minimum of two trained operators for the equipment listed. The names and experience of trained operators</p>		

must be provided and cross referenced to the equipment for which they are qualified to operate. The trained operators must be able to perform all mandatory items and each optional item quoted in Annex B. Offerors must complete the Equipment / Operators form at Attachment 1 to Part 4.		
5. The Offeror must demonstrate that the Offeror's company have satisfactorily completed one optical scanning project in TIFF CCITT G4 format and one optical scanning project in PDF normal format. For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.		
6. The Offeror must maintain a location in the National Capital Region (NCR) open during normal business hours where any Canadian Government user may choose to deliver or pick up boxes of documents. This location must clearly be identified with the Offeror's company signage.		

#### 4.1.1.2 Point Rated Technical Criteria

In order to be further evaluated, a technical offer must achieve a minimum score of 69 points out of 115 points (60%).

Point Rated Requirements	Point Rating	Points awarded	Detailed Response (page)
1. Years of experience of the Offeror in providing all mandatory items and each optional item quoted in Annex B.	Maximum: 10 pts  Each full year = 2 pts		
2. The Bidder should demonstrate its capability to service Canada by identifying the NCR location(s) in which the bidder currently has digitization production level facilities or production level capture facilities.	Maximum: 5 pts  No digitization or production level capture facilities in the NCR = 0 pts;  Digitization or production level capture facilities in the NCR = 5 pts;		
3. Years of experience of the Offeror's project manager in optical scanning policies and techniques associated with set-up, preparation of documents, record conversion, quality control and the	Maximum: 15 pts  1 full year = 0 pts  Each additional full year		

<p>technical support of document imaging projects for all mandatory items and each optional item quoted in Annex B.</p> <p>The candidate must be able to read, write and speak fluently in either one of Canada's official languages.</p>	= 3 pts		
<p>4. Years of experience of the Offeror's person responsible for Quality Control and Quality Assurance (QC/QA) in QC/QA procedures with document imaging projects for all mandatory items and each optional item quoted in Annex B.</p>	<p>Maximum 15 pts</p> <p>1 full year = 0 pts;</p> <p>Each additional full year = 3 pts</p>		
<p>5. Soundness of Quality Control and Quality Assurance Procedures in place and followed for all mandatory items and each optional item quoted in Annex B.</p> <p>The Offeror should describe its QC/QA processes including (but not limited to):</p> <ul style="list-style-type: none"> <li>- tracking process and methodology;</li> <li>- control points;</li> <li>- turnaround times and schedule;</li> <li>- errors and corrective actions;</li> <li>- exception process;</li> <li>- problem identification and resolution;</li> <li>- escalation process;</li> <li>- reporting;</li> </ul>	<p>Maximum 10 pts</p> <p>Not addressed = 0 pts;</p> <p>Some practices (1-2 items) noted but little optical scanning relevance = 2 pts;</p> <p>Some practices (3-4 items) addressed with optical scanning relevance = 4 pts;</p> <p>Good explanation (5-6 items) or procedures with optical scanning relevance = 7 pts;</p> <p>Detailed explanation (6+ items) of duties of various QC/QA individuals with supporting checklists optical scanning relevance = 10 pts.</p>		
<p>6. Number of relevant <u>completed</u> projects of the Offeror for mandatory items quoted in Annex B.</p> <p>For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.</p>	<p>Maximum 20 points</p> <p>2 projects = 0 pt;</p> <p>Each additional completed project = 4 pts</p>		

<p>7. One relevant <u>completed</u> on-site project for an item quoted in Annex B that is not noted in rated criteria #6 above or in mandatory requirement #6. For the project described, provide the project name, client organization, contact (with phone number), the date of the project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.</p>	<p>Maximum 5 pts  no on-site project = 0 pts;  On-site project = 5 pts</p>		
<p>8. Number of relevant <u>completed</u> projects of the Offeror for the following input formats: microfilm, microfiche, aperture card, mylar and vellum for items quoted in Annex B that is not noted in rated criteria #6 above. For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.</p>	<p>Maximum 5 points  microfilm = 1 pt  microfiche = 1 pt  aperture card = 1 pt  mylar = 1 pt  vellum = 1pt</p>		
<p>9. Number of relevant <u>completed</u> projects of the Offeror for the following optional items quoted in the following categories of Annex B: scanning excluding engineering drawings, scanning engineering drawings, and data conversion. For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.</p>	<p>Maximum 10 points  Scanning excluding engineering drawings = 4 pts;  Scanning engineering drawings = 3 pts;  Data conversion = 3 pts</p>		
<p>10. Number of relevant <u>completed</u> projects of the Offeror for the following output formats: PDF image, PDF image plus Hidden text, grey scale, colour, text, HTML, SGML, XML, and vector for optional items quoted in Annex B that is not noted in rated criteria #6 above. For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the</p>	<p>Maximum 12 points  PDF image = 2 pts;  PDF image + HT = 2pts; Grey scale = 2 pts; Colour =2 pts; Text=2 pts; HTML=2pts; SGML=2pts; XML= 2 pts; Vector=2 pts</p>		



Offeror during the project.			
11. Number of relevant <u>completed</u> projects of the Offeror for the storage of images on CD-R, DVD and USB key that is not noted in rated criteria #6 above. For each project described, provide the project name, client organization, contact (with phone number), the dates of each project (month-year to month-year), a description of the work performed for the client and the responsibilities of the Offeror during the project.	Maximum 8 points  Project with CD-R = 3 pts  Project with DVD = 3 pts  Project with USB key = 2 pts		
<b>TOTAL SCORE</b>	<b>Maximum 115 points</b>		

#### 4.1.2 Financial Evaluation

**4.1.2.1** Offerors whose Technical Offerors are declared responsive will have their Financial Offer evaluated in accordance with 4.1.2.1.

It is MANDATORY that the Offeror submit firm unit prices for all mandatory items listed in Annex B - Basis of Payment included herein. If the Offeror intends to respond to any optional item listed in Annex B, firm unit prices must be submitted.

For financial evaluation purposes, the total estimated cost will include the estimated quantities multiplied by the firm unit prices of all mandatory items listed below. Offers must include unit pricing for all mandatory items to receive further consideration.

#### Mandatory Items for Optical Scanning Services - Excluding Engineering Drawings

1	Set up charge	Quantity	Unit of Issue	Unit Price
a	Preparation of equipment (Offeror's site)	5	request	\$
b	Preparation of equipment (user's site)	3	request	\$
2	Document preparation: Sort, remove one binding, fastener, staple or clip. Identify and properly sequence documents for optical scanning. Identify single and double sided pages. Identify portrait or landscape	Quantity	Unit of Issue	Unit Price
a	From original document	200	hour	\$
3	Document reconstruction: replace documents in binders or fasteners	Quantity	Unit of Issue	Unit Price
a	From original document	200	hour	\$
4	Image scanning: TIFF format, CCITT Group 4, black and white (bi-tonal)	Quantity	Unit of Issue	Unit Price
a	From paper 8.5 x 11 inches	300,000	page	\$

<b>5</b>	<b>Image scanning: PDF normal black and white (bi-tonal)</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	From paper 8.5 x 11 inches	300,000	page	\$
<b>6</b>	<b>File naming</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	File name (up to eight characters)	90,000	file name	\$
b	File name (more than eight characters)	10,000	file name	\$
<b>7</b>	<b>Indexing</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	First field (up to 10 characters)	90,000	field	\$
b	First field (more than 10 characters)	10,000	character	\$
c	Additional field (up to 10 characters)	90,000	field	\$
d	Additional field (more than 10 characters)	10,000	character	\$
<b>8</b>	<b>Saving data on electronic media</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	One CD-R with a label	100	CD-R	\$
b	One DVD with a label	100	DVD	\$
c	One USB key / stick (8 GB minimum)	100	USB key	\$
<b>9</b>	<b>Packaging electronic media</b>	<b>Quantity</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Inserting CD-R/DVD in a jewel box supplied by Offeror	100	each	\$
b	Inserting CD-R/DVD in a sleeve/pouch supplied by Offeror	100	each	\$
c	Shrinkwrapping CD-R/DVD	200	each	\$
d	USB key / stick (8 GB minimum) (as necessary)	100	each	\$
<b>Total</b> (sum of all items 1 – 9)			<b>\$</b>	

All Per Unit Prices quoted are to include all shipping and handling throughout the NCR.

Estimated volumes are intended for evaluation purposes only and may not necessarily reflect actual volumes required.

Goods and Service Tax or Harmonized Tax is extra to the Total Estimated Expenditure shown herein.

**4.1.2.2** SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection - Lowest Price Per Point**

1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 69 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 115 points.

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2. Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.
3. If more than one Offeror is ranked first because of identical overall scores, then the Offeror with the highest Technical Score will become the top-ranked Offer.

**4.2.2** The top four responsive offers ranked by the lowest price per rated point will be recommended for promulgation of a RMSO. The lowest price per rated point shall be calculated as follows:

$$\frac{\text{Offeror's total price for all mandatory items listed in Part 4, 1.2}}{\text{Total Points Scored in the Rated Criteria}} = \text{Lowest Price per Point}$$

The responsive offer with the lowest price per point will be recommended the first ranked for promulgation of a RMSO, the responsive offer with the second lowest price per point will be recommended the second ranked for promulgation of a RMSO, the responsive offer with the third lowest price per point will be recommended the third ranked for promulgation of a RMSO and the responsive offer with the fourth lowest price per point will be recommended the fourth ranked for promulgation of a RMSO.

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

#### 5.1.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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## **5.2 Additional Certifications Precedent to Issuance of a Standing Offer**

### **5.2.1 Status and Availability of Resources**

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

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

## PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#6**

- 7.2.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 7.2.1.2 The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- 7.2.1.3 The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- 7.2.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 7.2.1.5 The Contractor/Offeror must comply with the provisions of the:
- a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. *Industrial Security Manual* (Latest Edition).
- 7.2.2 The requirements to be procured under this Standing Offer are subject to the requirements identified in the Security Requirement Article identified in each individual Call-up. The possible SRCL's are the pre-approved Generic Security Requirements Checklists (SRCLs). The list and details of the 31 pre-approved SRCL's for professional services is available for download from the CPSS website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/31-eng.html>.

In the event the pre-approved SRCL(s) available for use with this standing offer are insufficient, the client must create a unique SRCL and forward the completed SRCL form to PWGSC's Canadian Industrial Security Directorate (CISD) for approval and creation of a security clause. Both the security clause and the SRCL must be included with the call-up.

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It is the clients' responsibility to confirm the actual security status of the firm/personnel prior to issuing the call-up.

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

[2005](#) (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and/or the application of a vendor performance corrective measure.

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from July 1, 2016 to June 30, 2019 inclusive.



## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Dennis Croucher  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Informatics and Telecommunications Systems Procurement Directorate - ZM Division  
Address: Place du Portage, Phase III, 4C2  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Telephone: (873) 469-4972  
Facsimile: (819) 956-5078  
E-mail address: Dennis.Croucher@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### **7.5.3 Offeror's Representative**

Name: TBD  
Telephone: TBD  
Facsimile: TBD

## **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

## **7.7 Identified Users**

Users (also called Clients) include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, IV, and V of the *Financial Administration Act*, R.S., 1985, c. F-11 and any other party for which the Department of Public Works and Government Services has been authorized to act from time to time under section 16 of the *Department of Public Works and Government Services Act*.

At any time Canada may withdraw authority from any of the Identified Users to use the Standing Offer.

## 7.8 Call-up Procedures

Users are to place call-ups against the Standing Offers on a right of first refusal basis. Users will be required to issue call-ups to the Offeror based on best value ranking for services including mandatory items and applicable list of optional items. In the event that one or more optional items are required by the call-up authority which are not offered by the Offeror based on best value ranking, the call-up authority may issue its call-up for all required items from the next Offeror that is able to meet the entire requirement contained in a call-up.

In the event that any Offerors are able to provide all mandatory and optional items specified in a call-up, the Offeror which represents the lowest total aggregate price will receive the call-up providing all other conditions are met as specified in the RMSO.

In the event that all Offerors are unable to provide all mandatory and optional items specified in a call-up, the Offeror which represents the lowest total aggregate price of the common items or able to offer the most items will receive the call-up providing all other conditions are met as specified in the RMSO.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

## 7.10 Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$100,000.00 (Goods and Services Tax or Harmonized Sales Tax included). The professional services component (optional item #44) of any call-ups are further limited to \$25,000 (including GST/HST as applicable) and the aggregate call-up must not exceed \$100,000 (including GST/HST as applicable).

## 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_, "as clarified on \_\_\_\_\_".

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## **7.12 Certifications**

### **7.12.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **7.13 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 7.1 Statement of Work

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

[2010C](#) (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2016-04-04), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.5 Payment

#### 7.5.1 Basis of Payment

The Offeror will be paid in accordance with the attached **Annex "B"** for Work performed pursuant to the Standing Offer.

#### 7.5.2 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.

#### 7.5.3.1 Single Payment

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

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

#### 7.5.3.2 Multiple Payments

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

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

#### 7.5.4 SACC Manual Clauses

NUMBER	DATE	DESCRIPTION
A9117C	(2007/11/30)	T1204 - Direct Request by Customer

#### **7.5.5 Payment by Credit Card**

The following credit cards are accepted: TBD and TBD.

#### **7.6 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **7.7 Insurance - No Specific Requirement**

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

#### **7.8 SACC Manual Clauses**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

#### **7.9 Safeguarding Electronic Media**

- a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

#### **7.10 Access to Canada's Property and Facilities**

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

#### **7.11 Delivery Requirement Outside a CLCSA**

The Standing Offer is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

#### **7.12 Suspension or Set Aside of Qualification by Canada**

1. Canada may, by sending written notice to the Offeror, suspend or set aside the Standing Offer under any of the following circumstances:
  - a. the Offeror has made public any information that conflicts with the terms, conditions, pricing or availability of systems identified in this Standing Offer;
  - b. the Offeror is in default in carrying out any of its obligations under any resulting contract and Canada has exercised its contractual right to terminate the contract for default;
  - c. the Offeror is in default in carrying out any of its obligations under this Standing Offer; or
  - d. Canada has imposed measures on the Offeror under the Vendor Performance Corrective Measures Policy (or such similar policy that may be in place from time to time).
2. Suspension or set aside of the Standing Offer will not affect the right of Canada to pursue other remedies or measures that may be available. It will not, on its own, affect any call up entered into before the issuance of the notice. The Standing Offer Authority will however remove the Offeror from the list of Offerors eligible to receive call ups under this Standing Offer. The Offeror will not be able to submit another offer, and the Offeror will not be allowed to submit a new offer for consideration until the requirement is recompeted.

## **ANNEX A STATEMENT OF WORK**

### **1.0 Title**

Optical Scanning and Data Conversion Services

### **2.0 Purpose**

The Government of Canada requires document imaging services, to receive, process and convert paper, micrographic material other hard copy records and digital records to electronic images, to generate and/or capture identified metadata and index data and to store and/or provide images and data that will integrate into specified document management systems, business systems or databases for future retrieval and use.

### **3.0 Scope**

Optical scanning and data conversion services may be requested by Canadian Government users (departments, corporations and agencies) located in the National Capital Region (NCR), on an as-and-when requested basis. It is anticipated that 90% of these services will be performed at any Offeror's site and the other 10% at any user's site located in the NCR. No users are located outside the NCR. No travel and living expenses will be paid to perform these on-site services.

### **4.0 Objective**

Provision of all optical scanning and data conversion mandatory items and each optional items quoted in Annex B - Basis of Payment to government users located in the NCR.

### **5.0 Standards**

5.1 The Offeror shall possess the latest version of the applicable standards and shall be held accountable to the Canadian Government users for adherence to these standards for all items quoted in Annex B - Basis of Payment, where applicable:

- a) CAN/CGSB-72.11-93 - Microfilm and Electronic Image as Documentary Evidence;
- b) CAN/CGSB 72.35-2005 - Electronic Records as Documentary Evidence;

### **6.0 Project Manager**

6.1 The Offeror must have a project manager with a minimum of one full year of experience in scanning policies and techniques for items quoted in Annex B - Basis of Payment.



- 6.2 The Offeror's project manager is available to meet at the convenience of any Canadian Government user in the National Capital Region (NCR). In some instances, the Offeror's project manager may be required to go weekly at the user's location. No travel and living expenses will be paid to attend these meetings, even if the Offeror's project manager is from outside the NCR.
- 6.3 The Offeror's Project Manager's tasks may include (but are not limited to):
- defining and documenting objectives;
  - help determine budgetary requirements;
  - manages projects during development, implementation and operations;
  - ensures the appropriate service bureau equipment is available in the appropriate timeframes;
  - progress reports of the project on an ongoing basis;
  - identifying potential trouble areas and provides recommendations;
  - interfacing with department officials and stakeholders; and
  - reviewing all project documentation, plans, reports, schedules, etc.

## **7.0 Quality Control and Quality Assurance**

- 7.1 The Offeror shall have a qualified person responsible for quality control and quality assurance with a minimum of one full year of experience in quality control and quality assurance procedures for items quoted in Annex B - Basis of Payment.
- 7.2 The Contractor must have a quality assurance plan, policies and procedures in place and followed to meet all related digitization requirements for items quoted in Annex B - Basis of Payment. The plan should include but is not necessarily limited to the following:
- a documented description of methodology followed for imaging and coding quality assurance;
  - identification of the methodology used to determine the sample sizes and samples for quality assurance purposes, such as acceptable quality level;
  - quality procedures;
  - process followed for automated and / or manual review of scanned images;
  - processes followed for data indexing quality control and assurance;
  - timing and frequency of measurement and reporting;
  - timing and type of quality assurance and control reports;
  - quality training plan for Contractor employees; and
  - procedures for exception handling.
- 7.3 The Offeror shall assure that the images stored after optical scanning are of acceptable quality and are locatable by way of the index. The quality references are established on a per job basis once the entire optical scanning system of the Offeror has been determined to be providing the best possible results, as determined by the Offeror.

## **8.0 Equipment**

The Offeror shall be adequately equipped to perform all mandatory items and each optional item quoted in Annex B - Basis of Payment. No subcontracting is allowed except for shipping purposes.

## 9.0 Electronic Media

The Offeror must be able to store and convert images on CD-R and DVD. The Offeror should be able to store and convert images on USB drives.

## 10.0 Constraints

### 10.1 Privacy

All data and records including those in transit must remain in Canada and cannot be transmitted outside of Canada for any reason, and cannot be accessed from outside of Canada for any reason. This includes, but is not limited to, data entry, quality assurance procedures, implementation of Disaster Recovery and Business Continuity Plans or use of cloud technologies.

### 10.2 Urgent Access of Original Documents

On occasion, Canada may require urgent access to documents and/or their electronic images for a variety of reasons including but not limited to security initiatives, an Access To Information Act request, Privacy Act request, hold or disclosure ordered by a court or investigative body. The Offeror must return the documents and/or electronic images within 24 hours to the Canadian Government user location in the NCR, and will make every effort to provide them earlier where requested by the Project Authority.

### 10.3 Travel and Living Costs

The Offeror must be responsible for and must pay for (at its own expense) all travel and living costs of its staff, assigned resources and representatives for work done to meet the requirements of the SOW. This must include, but not be limited to, attendance at meetings, record inspections, and orientation sessions at Client department sites.

### 10.4 Language of Work

Reports, meetings, correspondence, and discussions are to be in English or French. Ability to communicate in both French and English is preferred.

## 11.0 Document Handling

The Offeror shall have an Offeror's address opened during normal business hours in the NCR where any Canadian Government user may choose to deliver or pick up its boxes of documents. The Offeror shall not charge shipping costs to deliver or pick up boxes of documents from that address. Responsibility of documents is transferred to the Offeror while they are in Offeror's possession.

## 12.0 Mandatory Service Items

The Offeror must provide services for all mandatory items listed in Annex B - Basis of Payment. These prices shall be in effect for all job sizes up to the call-up limitation.

Solicitation No. - N° de l'invitation  
E60ZM-150001  
Client Ref. No. - N° de réf. du client  
E60ZM-150001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
379zm.E60ZM-150001

Buyer ID - Id de l'acheteur  
379ZM  
CCC No./N° CCC - FMS No./N° VME

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### **13.0 Optional Service Items**

The Offeror must provide services for all optional items for which the Offeror has provided pricing as listed in Annex B - Basis of Payment. These prices shall be in effect for all job sizes up to the call-up limitation.

## ANNEX "B" BASIS OF PAYMENT

**NOTE TO OFFEROR:** The Offeror will be paid in accordance with the following Basis of Payment for work performed pursuant to any call-up from the resulting Regional Master Standing Offer.

### MANDATORY ITEMS FOR OPTICAL SCANNING AND DATA CONVERSION SERVICES (Excluding Engineering Drawings)

<b>1</b>	<b>Set up charge</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	Preparation of equipment (Offeror's site)	request	\$
b	Preparation of equipment (user's site)	request	\$
<b>2</b>	<b>Document preparation: Sort, remove one binding, fastener, staple or clip. Identify and properly sequence documents for optical scanning. Identify single and double sided pages. Identify portrait or landscape</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	From original document	hour	\$
<b>3</b>	<b>Document reconstruction: replace documents in binders or fasteners</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	From original document	hour	\$
<b>4</b>	<b>Image scanning: TIFF format, CCITT Group 4, black and white (bi-tonal)</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	From paper 8.5 x 11 inches	page	\$
<b>5</b>	<b>Image scanning: PDF normal black and white (bi-tonal)</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	From paper 8.5 x 11 inches	page	\$
<b>6</b>	<b>File naming</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	File name (up to eight characters)	file name	\$
b	File name (more than eight characters)	file name	\$
<b>7</b>	<b>Indexing</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	First field (up to 10 characters)	field	\$
b	First field (more than 10 characters)	character	\$
c	Additional field (up to 10 characters)	field	\$
d	Additional field (more than 10 characters)	character	\$
<b>8</b>	<b>Saving data on electronic media</b>	<b>Unit of Issue</b>	<b>Unit Price</b>
a	One CD-R with a label	CD-R	\$
b	One DVD with a label	DVD	\$
c	One USB key/stick (8 GB minimum)	USB key	\$

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E60ZM-150001

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File No. - N° du dossier  
379zm.E60ZM-150001

Buyer ID - Id de l'acheteur  
379ZM  
CCC No./N° CCC - FMS No./N° VME

9	Packaging electronic media	Unit of Issue	Unit Price
a	Inserting CD-R/DVD in a jewel box supplied by Offeror	each	\$
b	Inserting CD-R/DVD in a sleeve/pouch supplied by Offeror	each	\$
c	Shrinkwrapping CD-R/DVD	each	\$
d	USB key/stick (8 GB minimum) (as necessary)	each	\$

**OPTIONAL ITEMS FOR OPTICAL SCANNING AND DATA CONVERSION SERVICES  
(Excluding Engineering Drawings)**

1	Image scanning: TIFF CCITT G4 black and white (bi-tonal)	Unit of Issue	Unit Price 200 dpi	Unit Price 300 dpi	Unit Price 400 dpi
a	From paper 8.5 x 11 inches	page	mandatory	\$	\$
b	From paper 8.5 x 14 inches	page	\$	\$	\$
c	From paper 11 x 17 inches	page	\$	\$	\$
d	From 16 mm microfilm blipped	page	\$	\$	\$
e	From 16 mm microfilm non-blipped	page	\$	\$	\$
f	From 35 mm microfilm	page	\$	\$	\$
g	From microfiche	page	\$	\$	\$
h	From microfiche jacket (16 mm)	page	\$	\$	\$
i	From microfiche jacket (35 mm)	page	\$	\$	\$
j	From aperture card	page	\$	\$	\$

2	Image scanning: other black and white formats offered than TIFF CCITT G4, black and white (bi-tonal)	Unit of Issue	Unit Price 200 dpi	Unit Price 300 dpi	Unit Price 400 dpi
a	From paper 8.5 x 11 inches	page	\$	\$	\$
b	From paper 8.5 x 14 inches	page	\$	\$	\$
c	From paper 11 x 17 inches	page	\$	\$	\$
d	From 16 mm microfilm blipped	page	\$	\$	\$
e	From 16 mm microfilm non-blipped	page	\$	\$	\$
f	From 35 mm microfilm	page	\$	\$	\$
g	From microfiche	page	\$	\$	\$
h	From microfiche jacket (16 mm)	page	\$	\$	\$
i	From microfiche jacket (35 mm)	page	\$	\$	\$
j	From aperture card	page	\$	\$	\$

3	Image scanning: PDF image only black and white (bi-tonal)	Unit of Issue	Unit Price 200 dpi	Unit Price 300 dpi	Unit Price 400 dpi
a	From paper 8.5 x 11 inches	page	\$	\$	\$
b	From paper 8.5 x 14 inches	page	\$	\$	\$
c	From paper 11 x 17 inches	page	\$	\$	\$
d	From 16 mm microfilm blipped	page	\$	\$	\$
e	From 16 mm microfilm non-blipped	page	\$	\$	\$
f	From 35 mm microfilm	page	\$	\$	\$
g	From microfiche	page	\$	\$	\$
h	From microfiche jacket (16 mm)	page	\$	\$	\$
i	From microfiche jacket (35 mm)	page	\$	\$	\$
j	From aperture card	page	\$	\$	\$

4	Image scanning: PDF image plus hidden text (unedited) black and white (bi-tonal)	Unit of Issue	Unit Price 200 dpi	Unit Price 300 dpi	Unit Price 400 dpi
a	From paper 8.5 x 11 inches	page	\$	\$	\$
b	From paper 8.5 x 14 inches	page	\$	\$	\$
c	From paper 11 x 17 inches	page	\$	\$	\$
d	From 16 mm microfilm blipped	page	\$	\$	\$
e	From 16 mm microfilm non-blipped	page	\$	\$	\$
f	From 35 mm microfilm	page	\$	\$	\$
g	From microfiche	page	\$	\$	\$
h	From microfiche jacket (16 mm)	page	\$	\$	\$
i	From microfiche jacket (35 mm)	page	\$	\$	\$
j	From aperture card	page	\$	\$	\$

5	Image scanning: PDF normal black and white (bi-tonal)	Unit of Issue	Unit Price 200 dpi	Unit Price 300 dpi	Unit Price 400 dpi
a	From paper 8.5 x 11 inches	page	\$	mandatory	\$
b	From paper 8.5 x 14 inches	page	\$	\$	\$
c	From paper 11 x 17 inches	page	\$	\$	\$
d	From 16 mm microfilm blipped	page	\$	\$	\$
e	From 16 mm microfilm non-blipped	page	\$	\$	\$
f	From 35 mm microfilm	page	\$	\$	\$
g	From microfiche	page	\$	\$	\$
h	From microfiche jacket (16 mm)	page	\$	\$	\$
i	From microfiche jacket (35 mm)	page	\$	\$	\$
j	From aperture card	page	\$	\$	\$

6	Image scanning: grey scale formats: JPEG and other formats offered 4 or 8 bits	Unit of Issue	Unit Price 200 dpi	Unit Price 300 dpi	Unit Price 400 dpi
a	From size A, paper 8.5 x 11 inches	page	\$	\$	\$
b	From size B, paper 11 x 17 inches	page	\$	\$	\$

7	Image scanning: colour formats: JPEG and other formats offered 4, 8 or 16 bits	Unit of Issue	Unit Price 100 dpi	Unit Price 150 dpi	Unit Price 200 dpi
a	From size A, paper 8.5 x 11 inches	page	\$	\$	\$
b	From size B, paper 11 x 17 inches	page	\$	\$	\$

8	Image enhancements	Unit of Issue	Unit Price
a	Crop	page	\$
b	Deskew	page	\$
c	Despeckle	page	\$
d	Rotation of 90 degrees	page	\$
e	Insert blank page	page	\$

9	Editing of PDF normal: character accuracy: 99.95%	Unit of Issue	Unit Price High * Quality	Unit Price Medium ** Quality	Unit Price Poor *** Quality
	From size A, image 8.5 x 11 inches	page	\$	\$	\$

10	Editing of PDF image plus hidden text: character accuracy: 99.95%	Unit of Issue	Unit Price High * Quality	Unit Price Medium ** Quality	Unit Price Poor *** Quality
	From size A, image 8.5 x 11 inches	page	\$	\$	\$

11	Optical character recognition and editing: to text formats character accuracy: 99.95%	Unit of Issue	Unit Price High * Quality	Unit Price Medium ** Quality	Unit Price Poor *** Quality
	From size A, paper 8.5 x 11 inches	page	\$	\$	\$

**Notes: Optional Items 9 - 11**

Based on each page containing an average of 2,000 characters in English or French.

\* High Quality is defined as more than 99% character accuracy after automated OCR.

\*\* Medium Quality is defined as between 90% and 99% character accuracy after automated OCR.

\*\*\* Poor Quality is defined as between 75% and 90% character accuracy after automated OCR

12	Keying characters character accuracy: 99.95%	Unit of Issue	Unit Price
	From size A, paper 8.5 x 11 inches	page	\$

13	Formula editing	Unit of Issue	Unit Price
	This enable keying of formula characters	line	\$

14	Linking for PDF	Unit of Issue	Unit Price
	Creating and testing links	link	\$

15	Inserting bookmark	Unit of Issue	Unit Price
	Creating bookmarks/tags for other software than PDF	bookmark	\$



16	PDF file organization for output to CD-R/DVD/USB	Unit of Issue	Unit Price
	Creating an actual PDF file. Creating links between document index and the actual PDF file.	link	\$

17	PDF file cataloguing for output to CD-R/DVD/USB	Unit of Issue	Unit Price
	This enable full-text searching	page	\$

18	Authoring the publication without tags	Unit of Issue	Unit Price
	From size A, image 8.5 x 11 inches	hour	\$

19	Table of content	Unit of Issue	Unit Price
	Field of Table of Content	field	\$

20	Replication	Unit of Issue	Unit Price
a	CD-R Replication of another copy to 99 copies	CD-R	\$
b	CD-R Replication of 100 copies to 499 copies	CD-R	\$
c	CD-R Replication of 500 copies and more	CD-R	\$
d	DVD Replication of another copy to 99 copies	DVD	\$
e	DVD Replication of 100 copies or more	DVD	\$
f	USB key/stick (8 GB minimum) Replication of another copy to 99 copies	USB key	\$
g	USB key/stick (8 GB minimum) Replication of 100 copies or more	USB key	\$

21	Labelling for replication	Unit of Issue	Unit Price
a	Printing and applying CD-R/DVD/USB label created by user	label	\$

22	CD-R/DVD/USB insert for replication	Unit of Issue	Unit Price
a	Printing and inserting cards created by user	card	\$
b	Printing and inserting booklets created by user	booklet	\$

23	Packaging electronic media	Unit of Issue	Unit Price
a	Inserting CD-R/DVD in a jewel box supplied by Offeror	jewel box	mandatory
b	Inserting CD-R/DVD in a plastic pouch supplied by Offeror	pouch	mandatory
c	Individual shrinkwrapping of a jewel box	jewel box	mandatory
d	USB key/stick (8 GB minimum) (as necessary)	USB key	mandatory

24	Image scanning: TIFF CCITT G4 and other raster formats offered black and white (bi-tonal)	Unit of Issue	Unit Price Bond 200 dpi	Unit Price Vellum 200 dpi	Unit Price Mylar 200 dpi
a	From size A, 8.5 x 11 inches	page	Item 1 & 2	\$	\$
b	From size B, 11 x 17 inches	page	Item 1 & 2	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$
f	From size F, 28 x 40 inches	page	\$	\$	\$
g	From size G, 11 x 90 inches	page	\$	\$	\$
h	From size H, 28 x 143 inches	page	\$	\$	\$
i	From size J, 34 x 176 inches	page	\$	\$	\$
j	From size K, 40 x 143 inches	page	\$	\$	\$

25	Image scanning: TIFF CCITT G4 and other raster formats offered black and white (bi-tonal)	Unit of Issue	Unit Price Bond 300 dpi	Unit Price Vellum 300 dpi	Unit Price Mylar 300 dpi
a	From size A, 8.5 x 11 inches	page	Item 1 & 2	\$	\$
b	From size B, 11 x 17 inches	page	Item 1 & 2	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

26	Image scanning: grey scale formats: JGEP and other formats offered 4 or 8 bits	Unit of Issue	Unit Price Bond 200 dpi	Unit Price Bond 300 dpi	Unit Price Bond 400 dpi	Unit Price Bond 600-1200 dpi
a	From size A, 8.5 x 11 inches	page	Item 6	Item 6	Item 6	\$
b	From size B, 11 x 17 inches	page	Item 6	Item 6	Item 6	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$	\$
f	From negative - black and white	page	\$	\$	\$	\$
g	From negative - colour	page	\$	\$	\$	\$
h	From colour slides - 35 mm	page	\$	\$	\$	\$
i	From photograph - black & white	page	\$	\$	\$	\$
j	From photograph - colour	page	\$	\$	\$	\$
k	From transparency	page	\$	\$	\$	\$

27	Image scanning: colour formats: JPEG or other formats offered 4, 8 or 16 bits	Unit of Issue	Unit Price Bond 100 dpi	Unit Price Bond 150 dpi	Unit Price Bond 200 dpi
a	From size A, 8.5 x 11 inches	page	Item 7	Item 7	Item 7
b	From size B, 11 x 17 inches	page	Item 7	Item 7	Item 7
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

28	Data converted from ASCII text formats to:	Unit of Issue	Unit Price
a	Text formats	page	\$
b	HTML	page	\$
c	SGML (the least complex DTD)	page	\$
d	SGML (the most complex DTD)	page	\$
e	XML	page	\$
f	PDF normal	page	\$
g	PDF image plus Hidden text	page	\$

29	Data converted from text formats other than ASCII to:	Unit of Issue	Unit Price
a	Text formats	page	\$
b	HTML	page	\$
c	SGML (the least complex DTD)	page	\$
d	SGML (the most complex DTD)	page	\$
e	XML	page	\$
f	PDF normal	page	\$
g	PDF image plus Hidden text	page	\$
h	PDF Image only	page	\$

30	Data converted from desktop publishing formats to:	Unit of Issue	Unit Price
a	HTML	page	\$
b	SGML (the least complex DTD)	page	\$
c	SGML (the most complex DTD)	page	\$
d	XML	page	\$

31	Data converted from SGML to:	Unit of Issue	Unit Price
a	Text formats	page	\$
b	HTML	page	\$
c	SGML with another DTD (the least complex DTD)	page	\$
d	SGML with another DTD (the most complex DTD)	page	\$
e	XML	page	\$
f	PDF normal	page	\$
g	PDF image plus Hidden text	page	\$
h	PDF Image only	page	\$

32	Saving data on electronic media other than CD-R and DVD, USB key/stick (8GB minimum)	Unit of Issue	Unit Price
a	Flash Drive (non 8 GB minimum)	2 Gb	\$
b	External hard drive	100 Gb	\$
c	<b>Please offer list of other media with firm unit prices, if available</b>		

33	Data converted from TIFF formats to:	Unit of Issue	Unit Price
a	Text formats	page	\$
b	HTML	page	\$
c	SGML (the least complex DTD)	page	\$
d	SGML (the most complex DTD)	page	\$
e	XML	page	\$
f	PDF normal	page	\$
g	PDF image plus Hidden text	page	\$

34	Data converted from raster formats to:	Unit of Issue	Unit Price
a	Text formats	page	\$
b	HTML	page	\$
c	SGML (the least complex DTD)	page	\$
d	SGML (the most complex DTD)	page	\$
e	XML	page	\$
f	PDF normal	page	\$
g	PDF image plus Hidden text	page	\$
h	Other raster formats	page	\$

35	Data converted from raster formats	Unit of Issue	Unit Price
a	Manual - Vector formats	Mb	\$
b	Automatic - Vector formats	Mb	\$
c	Automatic - Vector formats with clean up	hr	\$
d	Automatic - Vector formats with clean up and touch up	hr	\$
e	Automatic - Vector formats to user's specifications	hr	\$

36	Data converted from vector formats	Unit of Issue	Unit Price
a	Raster formats	Mb	\$
b	Other vector formats	Mb	\$
c	Raster formats with clean up	hr	\$
d	Other vector formats with clean up	hr	\$

37	Printing: raster formats black and white (bi-tonal)	Unit of Issue	Unit Price Bond 200 dpi	Unit Price Vellum 200 dpi	Unit Price Mylar 200 dpi
a	From size A, 8.5 x 11 inches	page	\$	\$	\$
b	From size B, 11 x 17 inches	page	\$	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

38	Printing: vector formats	Unit of Issue	Unit Price Bond 200 dpi	Unit Price Vellum 200 dpi	Unit Price Mylar 200 dpi
a	From size A, 8.5 x 11 inches	page	\$	\$	\$
b	From size B, 11 x 17 inches	page	\$	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

39	Printing: raster formats black and white (bi-tonal) - bond	Unit of Issue	Unit Price 200 dpi	Unit Price 300 dpi	Unit Price 400 dpi
a	From size A, 8.5 x 11 inches	page	Item 38	\$	\$
b	From size B, 11 x 17 inches	page	Item 38	\$	\$
c	From size C, 17 x 22 inches	page	Item 38	\$	\$
d	From size D, 22 x 34 inches	page	Item 38	\$	\$
e	From size E, 34 x 44 inches	page	Item 38	\$	\$

40	Printing: grey scale formats - bond	Unit of Issue	Unit Price 200 dpi	Unit Price 300 dpi	Unit Price 400 dpi
a	From size A, 8.5 x 11 inches	page	\$	\$	\$
b	From size B, 11 x 17 inches	page	\$	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

41	Printing: colour formats - bond	Unit of Issue	Unit Price 100 dpi	Unit Price 150 dpi	Unit Price 200 dpi
a	From size A, 8.5 x 11 inches	page	\$	\$	\$
b	From size B, 11 x 17 inches	page	\$	\$	\$
c	From size C, 17 x 22 inches	page	\$	\$	\$
d	From size D, 22 x 34 inches	page	\$	\$	\$
e	From size E, 34 x 44 inches	page	\$	\$	\$

42	Printing: colour formats - bond	Unit of Issue	Unit Price
a	Set up	each	\$
b	TIFF CCITT G	image	\$
c	JPEG grey scal	image	\$
d	ASCII formats	image	\$
e	HTML	image	\$
f	SGML	image	\$
g	XML	image	\$
h	PDF normal	image	\$
i	TIFF formats	image	\$
j	Raster formats	image	\$
k	Vector formats	image	\$

43	Bates stamping	Unit of Issue	Unit Price
	From original document	page	\$

44	Professional services	Unit of Issue	Per Diem
	Project Management	7.5/hr day	\$
	<b>Note: Professional services may only be accessed via a call-up against this RMSO by those clients that will also be requesting optical scanning and/or data conversion services on the same call-up. Furthermore, the professional services components of any call-ups are limited to \$25,000 (including GST/HST as applicable). The aggregate call-up must not exceed \$100,000 (including GST/HST as applicable).</b>		

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable. All shipping charges are to be included in the Per Unit Price.

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated GST or HST of is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Customs and Revenue Agency any amounts of GST and HST paid or due.

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**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#6**

**The documents follows in PDF format.**

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### Annex E

 Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada		<b>Call-up Against a Standing Offer</b> <b>Commande subséquente à une offre à commandes</b>						
SHIP TO - EXPÉDIER À		<p>To the supplier : Your standing offer referred to below is hereby accepted as follows : You are required to supply the goods and/or services shown below at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up.</p> <p>Au fournisseur: Votre offre à commandes, dont la numéro figure plus bas, est acceptée selon les modalités suivantes: Vous devez fournir les biens ou services indiqués ci-dessous aux prix ou selon les modalités du prix et en conformité des autres conditions stipulés dans l'offre à commandes. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre à commandes.</p> <p>Security: This call-up includes security provisions <input type="checkbox"/> No If yes, and SRCL shall accompany all PWGSC call-ups <input type="checkbox"/> Non</p> <p>Sécurité: Cette commande comprend des exigences en matière de sécurité. Si oui, on doit joindre une LVERS à toutes les commandes du TPSGC. <input type="checkbox"/> Yes <input type="checkbox"/> Oui</p>						
SUPPLIER - FOURNISSEUR								
Invoices are to be addressed in accordance with: Adresser les factures selon:								
<input type="checkbox"/> The detailed instructions in the standing offer below Les instructions détaillées de l'offre à commandes								
<input type="checkbox"/> The address shown in the "Ship to" block L'adresse indiquée dans la case "Expédier à"								
<input type="checkbox"/> Special instructions Les Instructions particulières ci-dessous								
Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the following reference numbers. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.						Financial Code(s) - Code financier(s)		
Standing Offer No. - N° d'offre à commandes		Requisition No. - N° de commande						
		Order. Off. - Bur. dem.	Yr. - An.	Serial No. - N° de série				
Goods and Services Tax (GST): Unless otherwise indicated, unit/extended prices include GST. Taxes sur les produits et services (TPS): Sauf indication contraire, la TPS est incluse dans le prix unitaire et le prix total.				Provincial Sales Tax - Taxe de vente provinciale Exigible Non-exigible				
				Lic. no.(s) auth. - Autori. N°(s) de licence				
Amendment No. - N° de modification		Previous Value - Valeur précédente		Value of inc. or dec. - Augm. ou diminution		Tot. est. exp. or rev. tot. est. exp. Mont. tot. prév. ou mont. tot. prév. Révisé		
Item No N° de l'art	Nato Stock number / Item Description N° de nomenclature de l'OTAN / Description de l'article		U. of l. U. de D.	Qty Qté	Unit Price Prix unitaire	HST% %TPS	HST TPS	Extended Price Prix total prévu
Special Instructions - Instructions particulières					HST Amount Montant TPS			
					Total Price Prix Total			
For further information call - Pour renseignements supplémentaires						Delivery required by - Livraison requise le		
Name - Nom:			Telephone No. - N° de téléphone			See herein		
Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques				Approved for the Minister - Approuvé pour le Ministre				
Signature		Date		Signature		Date		

Canada

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**ATTACHMENT 1 to PART 3  
OFFER PREPARATION INSTRUCTIONS**

BID SUBMISSION FORM	
<b>Bidder's full legal name</b> <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name: <input style="width: 90%;" type="text"/>
	Title: <input style="width: 90%;" type="text"/>
	Address: <input style="width: 90%;" type="text"/>
	Telephone #: <input style="width: 90%;" type="text"/>
	Fax #: <input style="width: 90%;" type="text"/>
Email: <input style="width: 90%;" type="text"/>	
<b>Bidder's Procurement Business Number (PBN)</b> <i>[see the Standard Instructions 2003]</i> <i>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>	
<b>Jurisdiction of Contract:</b> Province or Territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Former Public Servants</b> See the Article in Part 2 of the bid solicitation entitled "Former Public Servant" for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation?  Yes ____ No ____  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant "
	Is the Bidder a FPS who received a lump sum payment under the terms of the terms of the Work Force Adjustment Directive?  Yes ____ No ____  If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant "
<b>Security Clearance Level of Bidder</b> <b>[include both the level and the date it was granted]</b> <i>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</i>	

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### BID SUBMISSION FORM

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.

**Signature of Authorized Representative of Bidder**

\_\_\_\_\_

**ATTACHMENT 1 to PART 4  
TECHNICAL BID**

**Mandatory Items:**

Item	Item Description	Equipment (make & model)	Trained Operators
<b>1</b>	<b>Set up charge</b>		
a	Preparation of equipment (Offeror's site)		
b	Preparation of equipment (User's site)		
<b>2</b>	<b>Document preparation : sort, remove one binding, fastener, staple or clip. Identify and properly sequence documents for optical scanning. Identify single and double sided pages. Identify portrait or landscape</b>		
a	From original document		
<b>3</b>	<b>Document reconstruction: replace documents in binders or fasteners</b>		
a	From original document		
<b>4</b>	<b>Image scanning: TIFF format, CCITT Group 4, black and white (bi-tonal)</b>		
a	From paper 8.5 x 11 inches		
<b>5</b>	<b>Image scanning: PDF normal black and white (bi-tonal)</b>		
a	From paper 8.5 x 11 inches		
<b>6</b>	<b>File naming</b>		
a	File name (up to eight characters)		
b	File name (more than eight characters)		
<b>7</b>	<b>Indexing</b>		
a	First field (up to 10 characters)		
b	First field (more than 10 characters)		
c	Additional field (up to 10 characters)		
d	Additional field (more than 10 characters)		
<b>8</b>	<b>Saving data on electronic media</b>		
a	One CD-R with a label		
b	One DVD with a label		
c	One USB key / stick (8 GB minimum)		

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<b>9</b>	<b>Packaging electronic media</b>		
a	Inserting CD-R/DVD in a jewel box supplied by Offeror		
b	Inserting CD-R/DVD in a plastic pouch supplied by Offeror		
c	Shrinkwrapping CD-R/DVD		
d	USB key / stick (8 GB minimum) (as necessary)		

**Optional Items Quoted:**

Item	Item Description	Equipment (make & model)	Trained Operators
<b>1</b>	<b>Image scanning: TIFF CCITT G4 black and white (bi-tonal)</b>		
a	From paper 8.5 x 11 inches		
b	From paper 8.5 x 14 inches		
c	From paper 11 x 17 inches		
d	From 16 mm microfilm blipped		
e	From 16 mm microfilm non-blipped		
f	From 35 mm microfilm		
g	From microfiche		
h	From microfiche jacket (16 mm)		
i	From microfiche jacket (35 mm)		
j	From aperture card		
<b>2</b>	<b>Image scanning: other black and white formats offered than TIFF CCITT G4, black and white (bi-tonal)</b>		
a	From paper 8.5 x 11 inches		
b	From paper 8.5 x 14 inches		
c	From paper 11 x 17 inches		
d	From 16 mm microfilm blipped		
e	From 16 mm microfilm non-blipped		
f	From 35 mm microfilm		
g	From microfiche		
h	From microfiche jacket (16 mm)		
i	From microfiche jacket (35 mm)		
j	From aperture card		
<b>3</b>	<b>Image scanning: PDF image only black and white (bi-tonal)</b>		
a	From paper 8.5 x 11 inches		
b	From paper 8.5 x 14 inches		
c	From paper 11 x 17 inches		
d	From 16 mm microfilm blipped		
e	From 16 mm microfilm non-blipped		
f	From 35 mm microfilm		
g	From microfiche		
h	From microfiche jacket (16 mm)		
i	From microfiche jacket (35 mm)		
j	From aperture card		
<b>4</b>	<b>Image scanning: PDF image plus hidden text (unedited) black and white (bi-tonal)</b>		
a	From paper 8.5 x 11 inches		
b	From paper 8.5 x 14 inches		
c	From paper 11 x 17 inches		
d	From 16 mm microfilm blipped		
e	From 16 mm microfilm non-blipped		

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f	From 35 mm microfilm		
g	From microfiche		
h	From microfiche jacket (16 mm)		
i	From microfiche jacket (35 mm)		
j	From aperture card		
<b>5</b>	<b>Image scanning: PDF normal black and white (bi-tonal)</b>		
a	From paper 8.5 x 11 inches		
b	From paper 8.5 x 14 inches		
c	From paper 11 x 17 inches		
d	From 16 mm microfilm blipped		
e	From 16 mm microfilm non-blipped		
f	From 35 mm microfilm		
g	From microfiche		
h	From microfiche jacket (16 mm)		
i	From microfiche jacket (35 mm)		
j	From aperture card		
<b>6</b>	<b>Image scanning: grey scale formats: JPEG and other formats offered 4 or 8 bits</b>		
a	From size A, paper 8.5 x 11 inches		
b	From size B, paper 11 x 17 inches		
<b>7</b>	<b>Image scanning: colour formats: JPEG and other formats offered 4, 8 or 16 bits</b>		
a	From size A, paper 8.5 x 11 inches		
b	From size B, paper 11 x 17 inches		
<b>8</b>	<b>Image enhancements</b>		
a	Crop		
b	Deskew		
c	Despeckle		
d	Rotation of 90 degrees		
e	Insert blank page		
<b>9</b>	<b>Editing of PDF normal: character accuracy: 99.95%</b>		
a	From size A, image 8.5 x 11 inches		
<b>10</b>	<b>Editing of PDF image plus hidden text: character accuracy: 99.95%</b>		
a	From size A, image 8.5 x 11 inches		
<b>11</b>	<b>Optical character recognition and editing: to text formats character accuracy: 99.95%</b>		
a	From size A, image 8.5 x 11 inches		
<b>12</b>	<b>Keying characters character accuracy: 99.95%</b>		

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a	From size A, paper 8.5 x 11 inches		
<b>13</b>	<b>Formula editing</b>		
a	This enable keying of formula characters		
<b>14</b>	<b>Linking for PDF</b>		
a	Creating and testing links		
<b>15</b>	<b>Inserting bookmark</b>		
a	Creating bookmarks/tags for other software than PDF		
<b>16</b>	<b>PDF file organization for output to CD-R/DVD/USB</b>		
a	Creating an actual PDF file. Creating links between document index and the actual PDF file.		
<b>17</b>	<b>PDF file cataloguing for output to CD-R/DVD/USB</b>		
a	This enable full-text searching		
<b>18</b>	<b>Authoring the publication without tags</b>		
a	From size A, image 8.5 x 11 inches		
<b>19</b>	<b>Table of content</b>		
a	Field of Table of Content		
<b>20</b>	<b>Replication</b>		
a	CD-R Replication of another copy to 99 copies		
b	CD-R Replication of 100 copies to 499 copies		
c	CD-R Replication of 500 copies and more		
d	DVD Replication of another copy to 99 copies		
e	DVD Replication of 100 copies or more		
f	USB Replication of another copy to 99 copies		
g	USB Replication of 100 copies or more		
<b>21</b>	<b>Labelling for replication</b>		
a	Printing and applying CD-R/DVD/USB label created by user		
<b>22</b>	<b>CD-R/DVD/USB insert for replication</b>		
a	Printing and inserting cards created by user		
b	Printing and inserting booklets created by user		



<b>23</b>	<b>Packaging electronic media</b>		
a	Inserting CD-R/DVD in a jewel box supplied by Offeror		
b	Inserting CD-R/DVD in a plastic pouch supplied by Offeror		
c	Individual shrinkwrapping of a jewel box		
d	USB		
<b>24</b>	<b>Image scanning: TIFF CCITT G4 and other raster formats offered black and white (bi-tonal) (Bond, Vellum, Mylar)</b>		
a	From size A, 8.5 x 11 inches		
b	From size B, 11 x 17 inches		
c	From size C, 17 x 22 inches		
d	From size D, 22 x 34 inches		
e	From size E, 34 x 44 inches		
f	From size F, 28 x 40 inches		
g	From size G, 11 x 90 inches		
h	From size H, 28 x 143 inches		
i	From size J, 34 x 176 inches		
j	From size K, 40 x 143 inches		
<b>25</b>	<b>Image scanning: TIFF CCITT G4 and other raster formats offered black and white (bi-tonal) (Bond, Vellum, Mylar)</b>		
a	From size A, 8.5 x 11 inches		
b	From size B, 11 x 17 inches		
c	From size C, 17 x 22 inches		
d	From size D, 22 x 34 inches		
e	From size E, 34 x 44 inches		
<b>26</b>	<b>Image scanning: grey scale formats: JGEP and other formats offered 4 or 8 bits</b>		
a	From size A, 8.5 x 11 inches		
b	From size B, 11 x 17 inches		
c	From size C, 17 x 22 inches		
d	From size D, 22 x 34 inches		
e	From size E, 34 x 44 inches		
f	From negative - black and white		
g	From negative - colour		
h	From colour slides - 35 mm		
i	From photograph - black & white		
j	From photograph - colour		
k	From transparency		
<b>27</b>	<b>Image scanning: colour formats: JPEG or other formats offered 4, 8 or 16 bits</b>		

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a	From size A, 8.5 x 11 inches		
b	From size B, 11 x 17 inches		
c	From size C, 17 x 22 inches		
d	From size D, 22 x 34 inches		
e	From size E, 34 x 44 inches		
<b>28</b>	<b>Data converted from ASCII text formats to:</b>		
a	Text formats		
b	HTML		
c	SGML (the least complex DTD)		
d	SGML (the most complex DTD)		
e	XML		
f	PDF normal		
g	PDF image plus Hidden text		
<b>29</b>	<b>Data converted from text formats other than ASCII to:</b>		
a	Text formats		
b	HTML		
c	SGML (the least complex DTD)		
d	SGML (the most complex DTD)		
e	XML		
f	PDF normal		
g	PDF image plus Hidden text		
h	PDF image only		
<b>30</b>	<b>Data converted from desktop publishing formats to:</b>		
a	HTML		
b	SGML (the least complex DTD)		
c	SGML (the most complex DTD)		
d	XML		
<b>31</b>	<b>Data converted from SGML to:</b>		
a	Text formats		
b	HTML		
c	SGML with another DTD (the least complex DTD)		
d	SGML with another DTD (the most complex DTD)		
e	XML		
f	PDF normal		
g	PDF image plus Hidden text		
h	PDF Image only		
<b>32</b>	<b>Saving data on electronic media other than CD-R, DVD, USB key / stick (8 GB minimum)</b>		
a	Flash Drive (non 8 GB minimum)		
b	External hard drive		
c	<i>Please offer list of other media with firm unit prices, if available</i>		

<b>33</b>	<b>Data converted from TIFF formats to:</b>		
a	Text formats		
b	HTML		
c	SGML (the least complex DTD)		
d	SGML (the most complex DTD)		
e	XML		
f	PDF normal		
g	PDF image plus Hidden text		
<b>34</b>	<b>Data converted from raster formats to:</b>		
a	Text formats		
b	HTML		
c	SGML (the least complex DTD)		
d	SGML (the most complex DTD)		
e	XML		
f	PDF normal		
g	PDF image plus Hidden text		
h	Other raster formats		
<b>35</b>	<b>Data converted from raster formats</b>		
a	Manual - Vector formats		
b	Automatic - Vector formats		
c	Automatic - Vector formats with clean up		
d	Automatic - Vector formats with clean up and touch up		
e	Automatic - Vector formats to user's specifications		
<b>36</b>	<b>Data converted from vector formats</b>		
a	Raster formats		
b	Other vector formats		
c	Raster formats with clean up		
d	Other vector formats with clean up		
<b>37</b>	<b>Printing: raster formats black and white (bi-tonal)</b>		
a	From size A, 8.5 x 11 inches		
b	From size B, 11 x 17 inches		
c	From size C, 17 x 22 inches		
d	From size D, 22 x 34 inches		
e	From size E, 34 x 44 inches		
<b>38</b>	<b>Printing: vector formats</b>		
a	From size A, 8.5 x 11 inches		
b	From size B, 11 x 17 inches		
c	From size C, 17 x 22 inches		
d	From size D, 22 x 34 inches		
e	From size E, 34 x 44 inches		

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<b>39</b>	<b>Printing: raster formats black and white (bi-tonal) - bond</b>		
a	From size A, 8.5 x 11 inches		
b	From size B, 11 x 17 inches		
c	From size C, 17 x 22 inches		
d	From size D, 22 x 34 inches		
e	From size E, 34 x 44 inches		
<b>40</b>	<b>Printing: grey scale formats - bond</b>		
a	From size A, 8.5 x 11 inches		
b	From size B, 11 x 17 inches		
c	From size C, 17 x 22 inches		
d	From size D, 22 x 34 inches		
e	From size E, 34 x 44 inches		
<b>41</b>	<b>Printing: colour formats - bond</b>		
a	From size A, 8.5 x 11 inches		
b	From size B, 11 x 17 inches		
c	From size C, 17 x 22 inches		
d	From size D, 22 x 34 inches		
e	From size E, 34 x 44 inches		
<b>42</b>	<b>Digital Archiving. Conversion of computer images to 16mm microfilm</b>		
a	Set up		
b	TIFF CCITT G		
c	JPEG grey scal		
d	ASCII formats		
e	HTML		
f	SGML		
g	XML		
h	PDF normal		
i	TIFF formats		
j	Raster formats		
k	Vector formats		
<b>43</b>	<b>Bates stamping</b>		
a	From original document		
<b>44</b>	<b>Professional services</b>		
	Project Management		
	<b>Note: Professional services may only be accessed via a call-up against this RMSO by those clients that will also be requesting optical scanning and/or data conversion services on the same call-up. Furthermore, the professional services components of any call-ups are limited to \$25,000 (including GST/HST as applicable). The aggregate call-up must not exceed \$100,000 (including GST/HST as applicable).</b>		

## ATTACHMENT 1 to PART 5 CERTIFICATIONS AND ADDITIONAL INFORMATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Offeror, by submitting the present information to the Standing Offer 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 an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside 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 RFSO closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Offeror certifies having no work force in Canada.
- ☐ A2. The Offeror certifies being a public sector employer.
- ☐ A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Offeror 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 Offeror has a combined workforce in Canada of 100 or more employees; and

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

OR

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

Solicitation No. - N° de l'invitation  
E60ZM-150001  
Client Ref. No. - N° de réf. du client  
E60ZM-150001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
379zm.E60ZM-150001

Buyer ID - Id de l'acheteur  
379ZM  
CCC No./N° CCC - FMS No./N° VME

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B. Check only one of the following:

☐ B1. The Offeror is not a Joint Venture.

**OR**

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



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SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ  
  
☐ TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT  
  
☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

☐ CONFIDENTIAL  
CONFIDENTIEL  
  
☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ SECRET  
SECRET  
  
☐ NATO SECRET  
NATO SECRET

☐ TOP SECRET  
TRÈS SECRET  
  
☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Diaposerait-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui

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

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

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

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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

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



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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Centralized Professional Services System, CPSS		Professional Services - Methods of Supply	<i>Reuben Lorneau</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
000-000-0000	000-000-0000	SSPC.CPSS@tpsgc-pwgsc.gc.ca	2012/03/13

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

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Charron, Annick		SO	<i>Annick Charron</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-956-0615	819-934-1449	annick.charron@tpsgc-pwgsc.gc.ca	<i>March 20, 2012</i>

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No ☐ Yes

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
			<i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			<i>27-MARCH-2012</i>

**Jacques Saumur**  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171