



**RETURN OFFERS TO:
RETOURNER LES OFFRES À :**

Department of Justice
Finance and Planning Branch
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284 Wellington Street
Ottawa, Ontario K1A 0H8
Bids Receiving Unit: 613-724-1521

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**REQUEST FOR STANDING OFFERS (RFSO)
DEMANDE D'OFFRES À COMMANDES
(DOC)**

Comments - Commentaires

Offer To: Department of Justice

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

On behalf of the offeror, by signing below, I confirm that I have read the entire request for standing offers (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO;
2. This offer is valid for the period requested in the RFSO;
3. All the information provided in the offer is complete, true and accurate; and
4. If the offeror is awarded a standing offer, it will accept all the terms and conditions set out in the resulting contract clauses included in the RFSO.

L'offre au : Ministère de la Justice

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

En apposant ma signature ci-après, j'atteste, au nom de l'offrant, que j'ai lu la demande d'offre à commandes (DOC) en entier, y compris les documents incorporés par renvoi dans la DOC et que :

1. l'offrant considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la DOC;
2. cette offre est valide pour la période exigée dans la DOC;
3. tous les renseignements figurant dans l'offre sont complètes, véridiques et exacts; et
4. si une offre à commande est attribuée à l'offrant, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la DOC.

Title – Sujet	
Printing and Reprography Services for the Department of Justice Canada (JUS) Atlantic Regional Office (ARO)	
Solicitation No. – N° de l'invitation	Date
JUS-RFSO-PRINT-2016-001	May 30, 2016
Client Reference No. – N° référence du client	
GETS Reference No. – N° de référence de SEAG	
Solicitation Closes L'invitation prend fin	
at – à	02 :00 PM – 14h00
on – le	July 12, 2016
Time Zone Fuseau horaire	
Eastern Daylight Time (EDT) Heure Avancée de l'Est (HAE)	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>
Address inquiries to – Adresser toute demande de renseignements à :	
Valérie Nguyen	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
	Valerie.Nguyen@justice.gc.ca
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction	
Halifax, Nova Scotia	

Instructions: See Herein

Instructions : Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



REQUEST FOR STANDING OFFERS (RFSO) JUS-RFSO-PRINT-2016-001

FOR THE REQUIREMENT OF

PRINTING AND REPROGRAPHY SERVICES

FOR THE

DEPARTMENT OF JUSTICE CANADA (JUS) ATLANTIC REGIONAL OFFICE (ARO)

Contracting Authority:
Valérie Nguyen
Senior Contracting Officer
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario K1A 0H8
Email: Valerie.Nguyen@justice.gc.ca



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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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security 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 Security Requirements Checklist (SRCL), the Recipient Electronic Payment Registration Request Form, the Printing Services Request Form, and the Standing Offer Usage Report.

1.2 Summary

The Department of Justice Canada (JUS) is the legal services provider for the Government of Canada. In that capacity, JUS has an ongoing requirement to obtain printing services in support of our legal operations. Services required are those related to copying or printing from electronic format (primarily PDF), binding short, medium and long-run documents and scanning paper documents to electronic format (i.e. PDF). The documents in question have a security classification no higher than "Protected B" and pertain to the current activities of the Department of Justice Canada. Based on previous history, the estimated annual quantity is approximately 750,000 copies.

Services are to be provided "as and when requested" according to the following service timeframes (excluding weekends and statutory holidays except Nova Scotia Heritage Day):

- **Standard Service:** Delivery to the client within twenty-four (24) hours of possession of the Printing Services Request Form and documents
- **Rush Service:** Delivery to the client within four (4) hours of possession of the Printing Services Request Form and documents
- **Urgent Service:** Delivery to the client within two (2) hours of possession of the Printing Services Request Form and documents

The Request for Standing Offers (RFSO) is for printing and reprography services for the Department of Justice Canada Atlantic Regional Office (ARO), located in Halifax, Nova Scotia. It is anticipated that up to two (2) Standing Offers will be awarded on a Right of First Refusal basis, as a result of this Request for Standing Offers (RFSO). The Standing Offer(s) will be from date of award to December 31, 2017 with the option to extend for four (4) additional one (1) year periods.

The Offeror's location provided in PART 3 - OFFER PREPARATION INSTRUCTIONS, Section IV: Additional Information, 1.1 Offeror's Proposed Site or Premises Requiring Safeguard Measures must be within the vicinity of the Halifax Regional Municipality (map: <http://maps.halifax.ca/website/ExploreHRM/viewer.php>).

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).



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 fifteen (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>) 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.

Section 05, Submission of Offers, subsection 4 of Standard Instructions 2006 incorporated by reference above is amended as follows:

Delete: 60 days

Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to the Department of Justice Canada 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 and by email to The Department of Justice Canada will not be accepted.

2.3 Former Public Servant

Please see article 5.2.5 of Part 5 – Certifications and Additional Information.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) 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 Nova Scotia.

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.



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 – three (3) hard copies and one (1) soft copy on a CD

Section II: Financial Offer – one (1) hard copy and one (1) soft copy on a CD

Section III: Certifications – one (1) hard copy

Section IV: Additional Information – one (1) hard copy

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

Prices must appear in the financial 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.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex “B” - Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable.

Section III: Certifications

Offerors must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

1. Offeror's Proposed Site(s) or Premises Requiring Safeguarding Measures

As indicated in Part 6 - Security Requirements, the Offeror must provide the full address(es) of the Offeror's and proposed individual(s) site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

2. Offeror's Proposed Individuals Requiring a Security Clearance

As indicated in Part 6 - Security Requirements, the Offeror must provide the required information below, on the proposed individuals who will perform work under this Standing Offer, who require access to classified or protected information or assets.



Full Name (as it appears on the Security Clearance)	Security Screening Certificate and Briefing Form File Number	Level of Security Obtained and Expiry Date
<i>(insert/remove rows as necessary)</i>		

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 Requirements.

3. Payment by Credit Card

Canada requests that Offerors complete one of the following:

(a) Government of Canada Acquisition Cards (credit cards) will be accepted as call-ups under \$10,000.00 including applicable taxes and for payment of invoices for call-ups against the standing offer.

The following credit card is accepted: Master Card _____

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

The Offeror is not obligated to accept the credit card as a call-up or for payment purposes.



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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please see Attachment 1 to Part 4 – Mandatory Technical Criteria

4.1.2 Financial Evaluation

- 4.1.2.1 Completion of the Annex B – Basis of Payment including pricing for all categories and periods indicated therein by the Offeror is mandatory. If Annex B – Basis of Payment is not completed in its entirety, the offer will be deemed non-responsive. Table 2 – Additional Service Rates in Annex B – Basis of Payment will not be considered for purposes of evaluation, but must still be completed.
- 4.1.2.2 Estimated quantities provided in Table 1 – Standard Service Rates in Annex B – Basis of Payment are for evaluation purposes only.
- 4.1.2.3 Offers are to be submitted in Canadian currency, applicable taxes excluded.
- 4.1.2.4 The sum of the evaluated price per item in Table 1 - Standard Service Rates in Annex B – Basis of Payment for the initial period and four (4) optional periods will constitute the evaluated price of the financial offer. If MasterCard is accepted by the Offeror, the evaluated price of the financial offer will be reduced by 10% (rounded to the nearest cent), and that amount will represent the total evaluated price of the financial offer.
- 4.1.2.5 The evaluated price per item will be calculated using the estimated quantity per period identified in Table 1 – Standard Services Rates. The unit prices provided by the Offeror for the initial period and four (4) option periods will each be multiplied by the estimated quantity per period for that specific item and then added together to get the evaluated price per item. This calculation will be done for each item identified in Table 1 – Standard Services Rates. Once the evaluated price per item has been calculated for all items in the table, the sum of those prices will be determined and used as the evaluated price of the financial offer. If the Offer accepts MasterCard, 10% (rounded to the nearest cent) will be taken off the evaluated price of the financial offer to represent the total evaluated price of the financial offer, as indicated in 1.2.4 above.

Example:

	INITIAL PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	OPTION PERIOD 4	ESTIMATED QUANTITY PER PERIOD
Item A	\$3.00/ea	\$3.00/ea	\$3.25/ea	\$3.50/ea	\$3.50/ea	10
Item B	\$5.00/ea	\$5.00/ea	\$5.25/ea	\$5.50/ea	\$5.75/ea	6
Item C	\$2.00/ea	\$2.00/ea	\$2.25/ea	\$2.50/ea	\$3.00/ea	25

Evaluated Price for Item A = $(\$3.00 \times 10) + (\$3.00 \times 10) + (\$3.25 \times 10) + (\$3.50 \times 10) + (\$3.50 \times 10)$
= \$162.50

Evaluated Price for Item B = $(\$5.00 \times 6) + (\$5.00 \times 6) + (\$5.25 \times 6) + (\$5.50 \times 6) + (\$5.75 \times 6)$
= \$159.00

Evaluated Price for Item C = $(\$2.00 \times 25) + (\$2.00 \times 25) + (\$2.25 \times 25) + (\$2.50 \times 25) + (\$3.00 \times 25)$
= \$293.75

Total Evaluated Price = Evaluated Price for Item A + Evaluated Price for Item B + Evaluated Price for Item C

Total Evaluated Price = \$162.50 + \$159.00 + \$293.75

Evaluated Price of the Financial Offer: = \$615.25

Acquisition Card IS accepted: = \$615.25 – \$61.53 (10% of the Evaluated Price of the Financial Proposal)

TOTAL EVALUATED PRICE OF THE FINANCIAL OFFER: \$553.72



4.1.2.6 The prices and information provided by the Offeror in Annex B – Basis of Payment will become effective if the Offeror is selected for issuance of a Standing Offer.

4.1.2.7 Should there be an error in the extended pricing of the offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the estimated quantities of the offer shall be changed to reflect the estimated quantities stated in the RFSO.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive.

4.3 Award of Standing Offer

As a result of this Request for Standing Offers (RFSO), it is anticipated that the Department of Justice Canada will award up to two (2) Standing Offers on a Right of First Refusal basis.

Offeror Ranking:

1st Ranked: responsive offer with the lowest Total Evaluated Price of the Financial Offer

2nd Ranked: responsive offer with the second lowest Total Evaluated Price of the Financial Offer



ATTACHMENT 1 TO PART 4 – MANDATORY TECHNICAL CRITERIA

Mandatory Technical Criteria (M)

To be deemed responsive, offers must comply with the requirements of the Request for Standing Offers (RFSO) and meet all mandatory requirements (listed below). Offers which fail to comply with the requirement of the Request for Standing Offers and/or do not meet ALL mandatory requirements will be deemed non-responsive and will be given no further consideration.

The Mandatory Requirements listed below will be evaluated on a simple met/not met (i.e. compliant/non-compliant basis). Each Mandatory Requirement should be addressed separately. Offers MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance.

Offerors are advised that the month(s) of experience listed for a project or client whose timeframe overlaps that of another referenced project or client will only be counted once. For example: Client 1 timeframe is July 2001 to December 2001; Client 2 timeframe is October 2001 to January 2002; the total months of experience for these two client references is seven (7) months.

Attention Offerors: Write beside each of the criteria the relevant page number(s) from your offer which addresses the requirement identified in the criteria.

MANDATORY TECHNICAL CRITERIA			
No.	Mandatory Requirement	Page No.	MET/NOT MET
M1	<p>Environmental Programs</p> <p>By the Request for Standing Offers (RFSO) closing date, the Offeror must have obtained certification under any one (1) of the following environmental programs:</p> <ul style="list-style-type: none"> • Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services); • Forest Stewardship Council (FSC) Chain-of-Custody Certification(COC); • Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification; • Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS); • Program for the Endorsement of Forest Certifications (PEFC); or • ISO 14001. <p>In order to demonstrate compliance with M1, the Offeror must provide a copy of its current certification(s) with its offer.</p>		
M2	<p>Offeror's Experience</p> <p>The Offeror must demonstrate they have a minimum of sixty (60) months experience in the last eighty four (84) months (up to RFSO closing date) in providing printing and reprography services.</p> <p>In order to demonstrate compliance with M2, the following information must be provided for each client for which the experience was obtained:</p> <ol style="list-style-type: none"> a) The name of the client organization; b) A brief description of the services provided for that client; c) The start and end date of the work; and d) The name of the client reference and current contact information (telephone number or email address) 		



MANDATORY TECHNICAL CRITERIA (continued)			
No.	Mandatory Requirement	Page No.	MET/NOT MET
M3	<p>Offeror's Quality Assurance</p> <p>The Offeror must utilize a quality assurance regimen within its print shop and demonstrate this by providing in its offer their approach to performance and quality. To demonstrate their approach, the Offeror must provide details on the following:</p> <ul style="list-style-type: none"> a) The hiring practices for print shop resources, identifying required qualifications for the resources and the selection process; b) How work is assigned to print shop resources; c) How work is monitored in the print shop; d) How issues/problems are handled and solved in the print shop; e) How the quality and performance of the work by the print shop will be maintained throughout the entire duration of the potential Standing Offer; and f) How the Offeror's Supervisor and the print shop employees communicate with the Identified Users. 		
M4	<p>Offeror's Location</p> <p>The Offeror's location provided in PART 3 - OFFER PREPARATION INSTRUCTIONS, Section IV: Additional Information, 1.1 Offeror's Proposed Site or Premises Requiring Safeguard Measures must be within the Halifax Regional Municipality. (Map: http://maps.halifax.ca/website/ExploreHRM/viewer.php)</p>		
M5	<p>Electronic Capabilities</p> <p>The Offeror must demonstrate that they have the capability of facilitating secure transmission of orders electronically (submitted to them by the Department of Justice Canada), including document uploading to a security classification up to and including "PROTECTED B".</p> <p>The handling and safeguarding of classified and protected information and assets is addressed by the Industrial Security Manual, Chapter 5: http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/index-eng.html.</p>		



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless otherwise specified, 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 Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

The certifications 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.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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.

5.2.2 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).

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.

5.2.3 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

5.2.4 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.

5.2.5 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below before the issuance of a standing offer.

A. 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.

B. 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.

C. 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.



PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

6.1.1 At the Request for Standing Offers closing date, 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 sites must meet the security requirements as indicate 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 as indicated in Part 3 – Section IV Additional Information;
- (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
- (e) the Offeror must provide the address of the proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2 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 perform the Work 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:

7.2.1.1 The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

7.2.1.2 The Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

7.2.1.3 The Offeror MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.

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 Offeror must comply with the provisions of the:
(a) Security Requirements Check List, attached at Annex C;
(b) Industrial Security Manual (Latest Edition)

7.2.2 Offeror's Sites or Premises Requiring Safeguarding

Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

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 Offer Reporting Periodic Usage Reports – Standing Offer

7.3.2.1 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 paid for by a Government of Canada Acquisition Card.



7.3.2.2 The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "F". 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.

7.3.2.3 The data must be submitted electronically on a quarterly basis to:
CMMD_DGMM@justice.gc.ca and AROContractsandMaterial.Management@justice.gc.ca.

7.3.2.4 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.

7.3.2.5 The data must be submitted electronically as indicated in 7.3.2.3 above, no later than twenty (20) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of Award to December 31, 2017.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

Option Period 1: January 1, 2018 to December 31, 2018

Option Period 2: January 1, 2019 to December 31, 2019

Option Period 3: January 1, 2020 to December 31, 2020

Option Period 4: January 1, 2021 to December 31, 2021

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at least ten (10) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Valérie Nguyen
Senior Contracting Officer
Department of Justice Canada
284 Wellington Street
Ottawa, ON K1A 0H8
Telephone: 613-862-1704
E-mail address: Valerie.Nguyen@justice.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 on the Printing Services Request Form as the "Contact Name".

The Project Authority is the representative of the department 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.



The Project Authority is also the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.5.3 Offeror's Representative

Contact information of the individual response for:

General Enquiries/Receiving Call-Ups:

Name: _____

Telephone: _____

Email Address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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

The Identified Users authorized to make call-ups against the Standing Offer are: the Atlantic Regional Office (ARO) of the Department of Justice Canada and the Contracting and Materiel Management Division (CMMD) at the Department of Justice Canada Headquarters.

7.8 Call-up Procedures

7.8.1 Right of First Refusal Basis

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror and obtain an estimate for that specific court file. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the second ranked offeror. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately.

Please see ANNEX A – STATEMENT OF WORK, 6. SERVICE REQUEST PROCEDURES for more detailed information on the call-up procedures.

7.8.2 Offeror Ranking (to be completed at award)

1st Ranked: _____

2nd Ranked: _____

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$75,000.00 (Applicable Taxes included).

7.10 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the following:

7.10.1 Up to \$10,000.00 (Applicable Taxes Included)

When the total estimated cost provided by the Offeror for the specific court file is under \$10,000.00 including applicable taxes, the Identified User will authorize The Work is to be completed in accordance with the Standing Offer by providing the Offeror a completed Printing Services Request Form (attached as Annex E) and use the Government Acquisition Card (Department of Justice Canada uses MasterCard) as the call-up instrument. If it is not feasible to use the acquisition card, please follow the instructions outlined in section 7.10.2 below.

7.10.2 Up to the Call-up Limitation (Applicable Taxes Included)

When the total estimated cost provided by the Offeror for the specific court file exceeds \$10,000.00 including applicable taxes or the acquisition card is not a feasible call-up instrument to be used, the Identified User will provide the Offeror a completed Printing Services Request Form (attached as Annex E) along with a Department of Justice 942J – Call-up Against a Standing Offer to confirm The Work for the specific court file. The clauses from B. Resulting Contract Clauses must be included in each call-up.



7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ **(to be completed at Standing Offer Issuance)** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 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) Annex D - Recipient Electronic Payment Registration Request Form;
- i) Annex E - Printing Services Request Form;
- j) Annex F – Standing Offer Usage Report; and
- k) the Offeror's offer dated _____ **(insert date of offer)**

7.13 Certifications and Additional Information

7.13.1 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.

7.14 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 Nova Scotia.



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 perform the Work described 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 is to be performed during the period of _____ (*fill in start date of the work*) to _____ (*fill in end date of the work*).

7.4 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B – Basis of Payment, for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Limitation of Expenditure

7.5.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert the amount at award*). Customs duties are included and Applicable Taxes are extra.

7.5.2.2 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.

7.5.2.3 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 Method of Payment (*select one of the following at award*)

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.

OR

7.5.3.1 Monthly Payments

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

7.5.4 Payment by Credit Card (if applicable)

The following credit card is accepted for invoices that do not exceed \$10,000.00, including applicable taxes: MasterCard.

7.5.5 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 12 – Payment Period and Article 13 - Interest on Overdue Accounts, set out in 2010C (2016-04-04) General Conditions - Services (Medium Complexity) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 12 – Payment Period and Article 13 - Interest on Overdue Accounts, set out in 2010C (2016-04-04) General Conditions - Services (Medium Complexity) forming part of this Contract will not apply, until the Contractor corrects the matter.

7.6 Invoicing Instructions

7.6.1 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.

7.6.2 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

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

7.8 SACC Manual Clauses

[P1010C](#) (2010-01-11) Quality Levels for Printing

[P1011C](#) (2010-01-11) Quality Levels for Colour Reproduction

[P1013C](#) (2010-01-11) Quality Level for Forms

[P1016C](#) (2010-01-11) Quality Levels for Binding

[P1005C](#) (2010-01-11) Packaging and Packing of Printed Products

[B7500C](#) (2006-06-16) Excess Goods



ANNEX A - STATEMENT OF WORK

1 TITLE

Printing & Reprography Services for the Department of Justice Canada (JUS) Atlantic Regional Office (ARO)

2 OBJECTIVE

To obtain printing & reprography services on an “as and when requested” basis for the Department of Justice Canada's Atlantic Regional Office (ARO) located in Halifax, Nova Scotia, in support of providing legal services to the Government of Canada.

3 BACKGROUND

The Department of Justice Canada (JUS) is the legal services provider for the Government of Canada. In that capacity, JUS has an ongoing requirement to obtain printing services in support of our legal operations. Services required are those related to copying paper documents or printing from electronic format (primarily PDF), binding short, medium and long-run documents and scanning paper documents to electronic format (i.e. PDF). The documents in question have a security classification no higher than “Protected B” and pertain to the current activities of the Department of Justice Canada. Based on previous history, the estimated annual quantity is approximately 750,000 copies.

4 REQUIREMENT DESCRIPTION

4.1 SCOPE

The Contractor must provide all facilities, equipment, material and labour to carry out the Work. There are no additional charges for overruns/underruns, author's alterations are not allowed, and there is no minimum work quantities.

Original material may be supplied to the Contractor by JUS in either electronic or hard copy format which range from legal documents and legal cases to printed material, maps, boxes of materials of various size and shape, etc. to support case work. The Work may require removal of staples and other bindings from originals within the requested timelines. Some original documents may have Post-It notes attached, which will have to be removed/reattached and transcribed onto the copies by the Contractor. The Work required contains protected information. In handling all requests and documents, the Contractor must ensure steps are taken to secure the information and documents therein.

JUS may also, at its sole discretion, supply printing and binding materials as required to complete individual print requests.

4.2 SUPPLIES

Paper used by the Contractor must be white, 20 lb bond and contain at least 30% post-consumer waste*. Coloured paper must be 20-24 lb bond and contain at least 30% post-consumer waste*. Cover stock must be 50-67 lb with at least 20% post-consumer waste*.

*Post-consumer waste in paper is defined as content that comes specifically from products that have passed through their end use as a consumer item. It is retrieved through residential and commercial recycling programs. From an environmental perspective, the higher the post-consumer content the better, as this supports collection programs that help "close the loop" and reduce the amount of waste going into the landfill.

Coloured paper (20-24 lb) and cover stock (50-67 lb) must be available in (but not limited to) the following colours: light (baby) blue, buff, mint green, emerald green, cream/ivory, red, grey, orange, purple, pink, tan, yellow, burgundy, gold, white, buff, and clear.

All indexes must have black print and be only one sided. Alphabetical indexes (tabs A to Z) must be laminated and must be cut 1/26e, numerical indexes (tabs 1 to ...) must be cut 1/25e, and custom indexes (custom tabs) must be available in different cuts, which can include but not limited to: 1/5e, 1/10e, 1/25e, 1/26e, etc. The Contractor must supply all indexes with tabs. Indexes may be required individually and/or in sets, in accordance with the Work to be done.



4.3 TASKS/DETAILED SERVICES

The Contractor must provide the following services on an “as and when requested” basis:

A: Reprographics/Duplicating

Black Copying:

- single and/or double sided
- hardcopy and/or electronic originals will be given
- sizes 8½” x 11”, 8½” x 14” and/or 11” x 17”
- white and/or coloured paper as specified by JUS

Colour Copying:

- single and/or double sided
- hardcopy and/or electronic originals will be given
- sizes 8½” x 11”, 8½” x 14” and/or 11” x 17”
- white and/or coloured paper as specified by JUS

Copying on Cover Stock:

- black and/or coloured ink
- single and/or double sided
- sizes 8½” x 11” and/or 8½” x 14”
- white and/or coloured cover stock as specified by JUS

Copying from an Original Bound Book:

- black and/or coloured ink
- single and/or double sided
- sizes 8½” x 11” and/or 8½” x 14”
- first copy from the bound book, additional copies to be completed from the produced first copy
- white and/or coloured paper, white and/or coloured cover stock as specified by JUS

Scanning Hardcopy Originals to Electronic:

- primarily PDF on CD/DVD output
- black and white or coloured original documents
- sizes 8½” x 11” and/or 8½” x 14”

B: Bindery Services

Cerlox Binding:

- punch included
- sizes 8½” x 11” booklet or 8½” x 14” booklet
- number of sheets per booklet will vary

Stapling & Wire Stitch

- either manual or automatic
- number of sheets will vary
- sizes will vary: 8½” x 11”, 8½” x 14” and/or 11” x 17”

C: Inserting Services

Dividers:

- cover stock to be used
- white and/or coloured card stock
- sizes 8½” x 11” and/or 8½” x 14”
- title/subtitle to be printed on divider and custom tab with title/sub-title to be supplied by JUS, as well as documents in which the Work has to be done
- Contractor to print title/subtitle onto divider (colour or black ink), affix the supplied custom tabs on the divider and/or insert the dividers into the supplied document



Indexes:

- alphabetical (A to Z), numerical (1 to ...) or custom, as necessary
- one sided only with black print
- sizes 8½" x 11" and/or 8½" x 14"
- alphabetical cut 1/26e, numerical cut 1/25e, custom available in different cuts, which can include but not limited to: 1/5e, 1/10e, 1/25e, 1/26e, etc.
- required individually and in sets as necessary
- wording/characters for custom tab(s) to be provided by JUS, Contractor will create the custom tab(s)
- Contractor must supply all indexes with tabs, and insert each into the supplied documents

Inserts – White or Colour Sheets:

- sizes 8½" x 11" and/or 8½" x 14"
- various colours
- Contractor must supply the paper and insert each into the supplied documents

Clear Covers:

- acetate
- sizes will vary: 8½" x 11" and/or 8½" x 14"
- Contractor must supply and attach each to the documents

Transparencies:

- With removable strip
- sizes will vary: 8½" x 11" and/or 8½" x 14"
- text to be printed on transparencies, wording to be supplied by Justice
- Contractor must supply and insert each into the documents

D: Other Services

Manual Processing:

- originals to be unstapled/restapled
- removing/replacing Post-It notes
- transcribing annotations from Post-It notes to the reproduced document

Folding:

- by hand or machine
- various sizes/number of folds required
- specifications will be provided

Page Numbering:

- of original document set(s)
- of reproduced document set(s)
- specific formats will be given as necessary

Media Duplication (onto CD/DVD):

- files (primarily PDF) must be burned onto a CD or DVD as necessary
- each disc must come with a transparent case
- each disc must be identified by a stick-on label produced specifically for this purpose
- each label must be printed in black or colour as necessary

Gathering:

- by hand or machine (including online sorters)
- collating single sheets into sets or books including covers

Hole Punching:

- 1 hole, 2 holes or 3 holes as required

Enlargements & Reductions:

- various size requirements
- colour or black ink originals



5 HOURS OF AVAILABILITY AND SERVICE TIMEFRAMES

The Contractor must provide services during the core working hours of the Department of Justice Canada's Atlantic Regional Office in Halifax. Those core working hours are from 8:00 a.m. to 5:00 p.m. Monday to Friday, excluding statutory holidays except Nova Scotia Heritage Day. Specific job orders may require completion outside of these core hours (and are subject to the same rates as the jobs completed within the core hours). Job orders subject to a surcharge (markup rate for Rush Service or Urgent Service) by the Contractor must be specifically authorized in writing in advanced by the identified Project Authority.

Services are to be provided "as and when requested" according to the following service timeframes (excluding weekends and statutory holidays except Nova Scotia Heritage Day):

- 5.1 **Standard Service:** Delivery to the client within twenty-four (24) hours of receipt of the Printing Services Request Form and original documents
- 5.2 **Rush Service:** Delivery to the client within four (4) hours of receipt of the Printing Services Request Form and original documents
- 5.3 **Urgent Service:** Delivery to the client within two (2) hours of receipt of the Printing Services Request Form and original documents

6 SERVICE REQUEST PROCEDURES

- 6.1 The client will complete the Printing Services Request Form attached as Annex E. On the form, they will indicate the service timeframe required for the request (Standard, Rush or Urgent).
- 6.2 The client will contact the Offeror deemed the "1st Ranked" Offeror to determine whether or not they can complete the request within the identified service level timeframe and obtain an estimate for that specific court file. If that Offeror cannot meet the identified timeframe, then the client is to document this in writing and proceed to contact the Offeror deemed the "2nd Ranked" Offeror to complete the request and obtain an estimate.
- 6.3 If the Offeror confirms their ability to complete the Work, arrangements are then made between the selected Offeror and client for the Offeror to obtain possession of the Printing Services Request Form and original documents to be processed for the request. At this time, the Offeror becomes the Contractor. Either the Contractor must pick up the form and applicable documents from the client's location or the client will bring the form and documents to the Contractor to process (will vary depending on each requirement and service level selected, as agreed upon between the Contractor and client). The timeframe for the applicable service level begins when the Contractor gains possession of the completed Printing Services Request Form and original documents. The client will identify the highest level of security classification applicable for the specific requirement on the Printing Services Request Form.

7 SECURE PICK UP AND DELIVERY OF REQUIREMENTS

The Contractor must provide secure pickup and delivery at no additional charge. The location for pickup and delivery is as follows:

- Duke Tower, 5251 Duke Street, Halifax, Nova Scotia, B3J 1P3

"As and When Requested" Pickup

The Contractor will be required to complete "as and when requested" pickups from the location listed above, Monday to Friday, excluding all statutory holidays except Nova Scotia Heritage Day.

For certain requirements, it may be agreed upon between the client and the Contractor for the client to bring the form and original documents to the Contractor for them to process.

Delivery of Work

The Contractor must arrange for delivery of the completed Work to the location as indicated above, Monday to Friday, excluding all statutory holidays except Nova Scotia Heritage Day. The Contractor must return to the client, at the time of delivery, all original material used in the printing process in the same condition as they were received. All items remain the responsibility of the Contractor until delivered and accepted by the Department of Justice Canada.

For certain requirements, it may be agreed upon between the client and the Contractor for the client to come and retrieve the Work and original documents from the Contractor upon completion.



Urgent Service Requirements

For certain requirements that are Urgent, it may be agreed upon between the client and the Contractor for the client to bring the request form and original documents, wait while the request is processed, and take the completed Work and original documents with them. For Urgent Service requirements that cannot be done while the client waits, the Contractor's on-site manager or designate will inform the client by telephone or email once the Work has been completed, so the Work and original documents can be picked up, or advise them of when they will receive the Work and the original documents.

8 RELEVANT POLICIES, STANDARDS, METHODOLOGIES

The printing required is "Informational" quality in accordance with the latest edition of the PWGSC booklet entitled "A Customer Guide to Quality Printing".

<http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/guide-eng.html>

Upon request from the Project Authority, the Contractor must produce a sample production. The sample production must be reviewed and approved by the Project Authority prior to final production.

Services are to be provided in accordance with the rules of court, including, but not limited to the following Courts:

- Court of Queen's Bench of New Brunswick: <https://www.gnb.ca/cour/04CQB/index-e.asp>
- The Court of Appeal of New Brunswick: <https://www.gnb.ca/Cour/03COA1/index-e.asp>
- The Provincial Court of New Brunswick: <https://www.gnb.ca/cour/06PCNB/index-e.asp>
- Nova Scotia Court of Appeal: http://www.courts.ns.ca/Appeal_Court/NSCA_home.htm
- Supreme Court of Nova Scotia: http://www.courts.ns.ca/Supreme_Court/NSSC_home.htm
- Provincial Court of Nova Scotia: http://www.courts.ns.ca/Provincial_Court/NSPC_home.htm
- The Prince Edward Island Court of Appeal: <http://www.courts.pe.ca/appeal/>
- The Supreme Court of Prince Edward Island: <http://www.courts.pe.ca/supreme/>
- The Provincial Court of Prince Edward Island: <http://www.courts.pe.ca/index.php?number=1051070>
- The Supreme Court of Newfoundland and Labrador: <http://www.court.nl.ca/supreme/>
- The Provincial Court of Newfoundland and Labrador: <http://www.court.nl.ca/provincial/>

Specific instructions will be provided as required by Justice Canada to the Contractor. The Contractor will be responsible for meeting the applicable standards identified on the Printing Services Request Form.



ANNEX B - BASIS OF PAYMENT

Table 1 and Table 2 below must be completed in their entirety without exception, otherwise the offer will be deemed non-responsive. Information provided in Table 2 – Additional Service Rates will not be considered for purposes of evaluation, but must still be completed. The prices and information provided by the Offeror will become effective if the Offeror is selected for issuance of the Standing Offer.

The Offeror must submit firm unit prices in Canadian funds including Canadian Customs Duties, excise taxes, and F.O.B Destination, applicable taxes excluded. All pick-up and delivery service to Duke Tower, 5251 Duke Street, Halifax, Nova Scotia, must be included in the firm unit prices provided.

Quantities provided in Table 1 – Standard Service Rates are estimates only and are used ONLY FOR EVALUATION PURPOSES.

TABLE 1 – STANDARD SERVICE RATES								
Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):			INITIAL PERIOD Award Date to 31-Dec-2017	OPTION PERIOD 1 01-Jan-2018 to 31-Dec-2018	OPTION PERIOD 2 01-Jan-2019 to 31-Dec-2019	OPTION PERIOD 3 01-Jan-2020 to 31-Dec-2020	OPTION PERIOD 4 01-Jan-2021 to 31-Dec-2021	Estimated Quantity (Per Period) FOR EVALUATION PURPOSES ONLY
A	Reprographics/Duplicating							
A1	Black Copies on White Paper (20 lb) from Hardcopy Originals							
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
A2	Colour Copies on White Paper (20 lb) from Hardcopy Originals							
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
A3	Black Copies on White Paper (20 lb) from Electronic Originals							
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
A4	Colour Copies on White Paper (20 lb) from Electronic Originals							
	One-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	One-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	One-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000
	Two-sided	8 ½" x 11"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	250,000
	Two-sided	8 ½" x 14"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	50,000
	Two-sided	11" x 17"	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	1,000



TABLE 1 – STANDARD SERVICE RATES

Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):		INITIAL PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	OPTION PERIOD 4	Estimated Quantity (Per Period) FOR EVALUATION PURPOSES ONLY
		Award Date to 31-Dec-2017	01-Jan-2018 to 31-Dec-2018	01-Jan-2019 to 31-Dec-2019	01-Jan-2020 to 31-Dec-2020	01-Jan-2021 to 31-Dec-2021	
A5	Black Copies on Coloured Paper (20-24 lb, various colours)						
	One-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	75,000
	One-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	20,000
	One-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	500
	Two-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	75,000
	Two-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	20,000
	Two-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	500
A6	Colour Copies on Coloured Paper (20-24 lb, various colours)						
	One-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	25,000
	One-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	5,000
	One-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	500
	Two-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	25,000
	Two-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	5,000
	Two-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	500
A7	Black Copies on Cover Stock (50-67 lb, various colours)						
	One-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	7,500
	One-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	4,000
	Two-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	7,500
	Two-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	4,000
A8	Colour Copies on Cover Stock (50-67 lb, various colours)						
	One-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	2,500
	One-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	1,000
	Two-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	2,500
	Two-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	1,000
A9	Black Copies - Bound Book Original (first copy pricing – subsequent copies apply A1 to A8 as applicable)						
	One-sided	8 1/2" x 11"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	750
	One-sided	8 1/2" x 14"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	750
	Two-sided	8 1/2" x 11"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	750
	Two-sided	8 1/2" x 14"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	750
A10	Colour Copies - Bound Book Original (first copy pricing – subsequent copies apply A1 to A8 as applicable)						
	One-sided	8 1/2" x 11"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	250
	One-sided	8 1/2" x 14"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	250
	Two-sided	8 1/2" x 11"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	250
	Two-sided	8 1/2" x 14"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	250
A11	Scanning Hardcopy (either Black and White or Colour) Originals to Electronic (Primarily PDF)						
		8 1/2" x 11"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	100,000
		8 1/2" x 14"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	50,000
		11" x 17"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	1,000



TABLE 1 – STANDARD SERVICE RATES

Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):		INITIAL PERIOD Award Date to 31-Dec-2017	OPTION PERIOD 1 01-Jan-2018 to 31-Dec-2018	OPTION PERIOD 2 01-Jan-2019 to 31-Dec-2019	OPTION PERIOD 3 01-Jan-2020 to 31-Dec-2020	OPTION PERIOD 4 01-Jan-2021 to 31-Dec-2021	Estimated Quantity (Per Period) FOR EVALUATION PURPOSES ONLY
B Bindery Services							
B1	Binding, Cerlox (per 8 ½" x 11" Booklet, punch included)						
	1 to 15 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	16 to 25 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	26 to 75 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	76 to 100 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	101 to 200 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	201 to 300 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	301 to 400 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	401 + sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
B2	Binding, Cerlox (per 8 ½" x 14" Booklet, punch included)						
	1 to 15 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	16 to 25 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	26 to 75 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	76 to 100 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	101 to 200 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	201 to 300 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	301 to 400 sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
	401 + sheets per Booklet	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	3,000
B3	Stapling/Wire Stitch (per Booklet, any size)						
	Manual	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	25,000
	Automatic	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	100,000
C Inserting Services							
C1	Divider (Cover Stock with Label) – Labels with title/sub-title supplied by Justice. Contractor must affix each label to 50-67 lb cover stock divider (white or colour) and insert each into the supplied documents						
	Per Divider - 8 ½" x 11" (cover stock, sticking & inserting)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
	Per Divider - 8 ½" x 14" (cover stock, sticking & inserting)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
C2	Indexes (Alphabetical) - black print (A to Z), one side only, cut 1/26e - the Contractor must supply all indexes with tabs. Letters A to Z will be required individually and in sets in accordance with the work to be done						
	Per Index - 8 ½" x 11" (material & inserting)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
	Per Index - 8 ½" x 14" (material & inserting)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
C3	Indexes (Numerical) - black print (1 to ...), one side only, cut 1/25e - the Contractor must supply all indexes with tabs. Numbers 1 and more will be required individually and in sets in accordance with the work to be done						
	Per Index - 8 ½" x 11" (material & inserting)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000
	Per Index - 8 ½" x 14" (material & inserting)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	5,000



TABLE 1 – STANDARD SERVICE RATES

Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):		INITIAL PERIOD Award Date to 31-Dec-2017	OPTION PERIOD 1 01-Jan-2018 to 31-Dec-2018	OPTION PERIOD 2 01-Jan-2019 to 31-Dec-2019	OPTION PERIOD 3 01-Jan-2020 to 31-Dec-2020	OPTION PERIOD 4 01-Jan-2021 to 31-Dec-2021	Estimated Quantity (Per Period) FOR EVALUATION PURPOSES ONLY
C4	White (20 lb) or Colour (20-24 lb) Sheets – Contractor must supply the paper and insert each into the supplied documents						
	Per Sheet - 8 ½" x 11" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
	Per Sheet - 8 ½" x 14" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
C5	Clear Covers (acetate) – Contractor must supply and attach each into the documents as required						
	Per Sheet - 8 ½" x 11" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
	Per Sheet - 8 ½" x 14" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
C6	Transparencies (with removable strip) – Contractor must supply, print text on, and insert each into the documents as required						
	Per Sheet - 8 ½" x 11" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
	Per Sheet - 8 ½" x 14" (material & inserting)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	5,000
D	Other Services						
D1	Manual Processing (originals need to be unstapled/re-stapled, removing/replacing Post-It notes, transcribing from Post-It notes, etc.)						
	Per hour	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	1,000
D2	Folding						
	By Hand	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000
	By Machine (make-ready included, maximum 2 folds)	\$_____/m folds	\$_____/m folds	\$_____/m folds	\$_____/m folds	\$_____/m folds	1,000
D3	Page Numbering						
	Of Original Document Set(s)	\$_____/pg	\$_____/pg	\$_____/pg	\$_____/pg	\$_____/pg	1,000
	Of Reproduced Document Set(s)	\$_____/pg	\$_____/pg	\$_____/pg	\$_____/pg	\$_____/pg	1,000
D4	Media Duplication (onto CD/DVD)						
	Disc Label	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000
	File Copying - first disc	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000
	Additional discs	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000
D5	Gathering – Collating single sheets into sets or books including covers						
	By Hand or Machine (including online sorters)	\$_____/m sheets	\$_____/m sheets	\$_____/m sheets	\$_____/m sheets	\$_____/m sheets	50,000
D6	Miscellaneous						
	Hole Punching	\$_____/m holes	\$_____/m holes	\$_____/m holes	\$_____/m holes	\$_____/m holes	100,000
	Enlargements & Reductions (per original)	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	\$_____/ea	1,000

Legend:

ea = each

m folds = 1000 folds

pg = page

m sheets = 1000 sheets

hr = hour

m holes = 1000 holes



Note: Prices provided by the Offeror for the Initial Period and Option Period 1 are FIRM. Upon notification of extension for Option 2 through Option 4, Offerors are authorized to submit proposed price increases to the Standing Offer Authority for consideration. Prices must not be increased by more than the rate established in the Consumer Price Index (CPI). The CPI is widely used as an indicator of the change in the general level of consumer prices or the rate of inflation. For the purpose of this Standing Offer, CPI shall be the most current percentage change over one year, Core CPI, as posted at the Bank of Canada web site, will be used. (Link: http://www.bankofcanada.ca/rates/price-indexes/cpi/?page_moved=1)

TABLE 2 – ADDITIONAL SERVICE RATES	
Service Rates	% Mark-up of Standard Service Rates to be Applied (Materials, Pickup/Delivery, and Labour included, Applicable Taxes extra)
Rush Service (Delivery to the client within four (4) hours of receipt of the Printing Services Request Form and documents)	_____ %
Urgent Service (Delivery to the client within two (2) hours of receipt of the Printing Services Request Form and documents)	_____ %



ANNEX C - SECURITY REQUIREMENTS CHECK LIST

	Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat Common PS SRCL#9 <hr/> Security Classification / Classification de sécurité UNCLASSIFIED
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)		
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	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? / 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"/>
TBS/SCT 350-103(2004/12)	Security Classification / Classification de sécurité UNCLASSIFIED	



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Gouvernement du Canada

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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 / Non Yes / 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 / Non Yes / Oui

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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 / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

Security Classification / Classification de sécurité UNCLASSIFIED
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ANNEX D – RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

The Government of Canada has announced that direct deposit will replace cheques as the method of payment. As a result, for Justice Canada, direct deposit will be mandatory as of April 1st, 2014. The Department is asking you to sign up for direct deposit by completing the "Recipient Electronic Payment Registration Request form".

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.



Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

3 - BANKING INFORMATION

If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0	Cheque No. N° de chèque 000000	
Pay to the order of Payez à l'ordre de	\$ _____ Dollars	
"Void" «Nul»		
Signature	_____	
"000" "00000"000	000000"0	
Transit No. N° de la succursale	Bank No. N° de l'institution financière	Account No. N° du compte

If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with original signature(s) to the following address:

For Goods and Services Suppliers

Chief, Accounting Services
Room 1386, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

For Grants and Contributions

Manager, Grants and Contributions Financial Services
Room 6250, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

Please write the following on the envelope: "To be opened by addressee only".





Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

- IMPORTANT**
- ➔ Must be a Canadian recipient holding a bank account in Canadian \$.
 - ➔ For Electronic Data Interchange (EDI), compliancy must be confirmed by your financial institution and you may be charged EDI service fees.
 - ➔ Note that Direct Deposit payments carry no stub information.

1 - TYPE OF REQUEST

- New request ➔ Direct Deposit (DD) Electronic Data Interchange (EDI)
- Change ➔ to banking information (provide a new blank cheque)
 ➔ from Direct Deposit (DD) to from Electronic Data Interchange (EDI) to
Electronic Data Interchange (EDI) **Direct Deposit (DD)**

2 - RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)

Address

City

Province

Postal Code

Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print)

Telephone

Name of Payment Contact (please print)

Telephone

Fax

E-mail for Payment Notifications (please print)

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature _____ Date _____ Signature _____

3 - BANKING INFORMATION

Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

1 Branch Number (transit) 2 Financial Institution Number 4 Name(s) of Account Holder(s)

3 Account Number

If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.

5 Financial Institution Name, Address and Telephone Number 7 Financial Institution Stamp

6 Signature of Financial Institution Representative

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY ➔ Name (please print) Vendor Code

Signature Date

VERIFIED BY ➔ Name (please print) Signature

Payment Method Changed

Date _____





ANNEX E – PRINTING SERVICES REQUEST FORM

PRINTING SERVICES REQUEST FORM

REQUEST NUMBER

Date Submitted	<input type="text"/>	Date Required	<input type="text"/>
Contact Name	<input type="text"/>	Time Required	<input type="text"/>
Contact Phone	<input type="text"/>	Portfolio	<input type="text"/>
		Cost Centre	<input type="text"/>

FINANCE INFORMATION

Office Charge	<input type="text"/>	Court/Other File Number (Optional)	<input type="text"/>
DOJ File Number	<input type="text"/>	File Name	<input type="text"/>
Client Department	<input type="text"/>	Phone Number	<input type="text"/>
Client Contact	<input type="text"/>	Client Address	<input type="text"/>
Order Number	<input type="text"/>		

PRINTING INSTRUCTIONS

Copies Required	<input type="text"/>	SAME AS ORIGINAL(S)	<input type="text"/>		
Single Sided	<input type="text"/>	Double Sided	<input type="text"/>		
Black & White Copies	<input type="text"/>	Colour Copies	<input type="text"/>		
Cerlox	<input type="text"/>	Binder	<input type="text"/>	Staple	<input type="text"/>
Covers	<input type="text"/>	Tabs	<input type="text"/>	Dividers	<input type="text"/>
Book copying	<input type="text"/>	Scanning	<input type="text"/>		
CD Copying	<input type="text"/>	Maps/Drawings	<input type="text"/>		
Hole Punch	<input type="text"/>				

OTHER INSTRUCTIONS / REQUESTS:

DESCRIPTION OF DOCUMENT:

Certified pursuant to Section 32 of the Financial Administration Act /
Certifié en vertu de l'article 32 de la Loi sur la gestion finances publiques

Signature _____

Date _____

Approved for the Minister

Approuvé pour le Ministre

Signature _____

Date _____

Goods and/or Services Received

Signature _____

Date _____

