

REQUEST FOR PROPOSALS

For

Printing of Tests Booklet and Related Products
for the Personnel Psychology Centre
of the Public Service Commission

SOLICITATION DATE: Wednesday July 27, 2016

CLOSING DATE AND TIME: SEPTEMBER 6, 2016, 2:00 P.M., EASTERN DAYLIGHT SAVING TIME

Contracting Authority: **Angèle Fortier-Renaud**

Public Service Commission
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Public Service Commission
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Proposal Submissions:

Proposals must be sent to the Public Service Commission, at one of the following addresses:

**For delivery by courier services
deliveries:**

Bid Receiving
SOLICITATION NUMBER: CON16-1005
Public Service Commission c/o SCI
Procurement Services
465 Industrial Ave.
Ottawa, Ontario, K1G 0Z1

Attn.: Angèle Fortier-Renaud or Caroline Chao

For in-person drop-off :

Bid Receiving
SOLICITATION NUMBER: CON16-1005
Public Service Commission
Procurement Services
22 Eddy Street, 12th Floor
Gatineau, Québec, K1A 0M7
Attn.: Angèle Fortier-Renaud or Caroline Chao

IMPORTANT: (In-Person Drop-Off)

Please call the contracting authority from the
commissionaire's desk upon arrival.

It is strongly recommended that the bidder contact the Contracting Authority or the backup and schedule an in-person drop-off. It is solely the bidder's responsibility to ensure that the proposal is received at the address above by the closing date and time.

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**Proposal to the Public Service Commission
Bidder Information and Authorization**

Bidder Name and Address:
Legal Status (incorporated, registered, etc.)
GST or HST Registration Number and/or Business Identification Number (The Canada Revenue Agency):

Name and Title of Person authorized to sign on behalf of Bidder:

Print Name	Title
Signature	Date

Central Point of Contact:

The Bidder has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name	Title
Telephone	Fax
E-Mail	

Each proposal must include a copy of this page properly completed and signed. The Bidder's signature indicates acceptance of the terms and conditions set out herein.

NOTE: It is the Bidder's responsibility to contact the Contracting Authority as soon as possible if there are any changes to the Bidder's contact information. The PSC's main method of communicating with Bidders is via email; therefore, it is the Bidder's responsibility to ensure that they verify their email account for important information during both the solicitation period, and the resulting Contract period. The PSC is under no obligation to contact the Bidder via any other means (such as phone, fax or mail), and should the Bidder miss important deadlines sent to their email address identified above, it will be at no fault of the PSC (unless the Bidder has previously advised the Contracting Authority of a change in their email address).

1. STANDARD INFORMATION, INSTRUCTIONS AND CONDITIONS TO THE BIDDER

This is a Request for Proposal (RFP) for the establishment of a contract to satisfy the requirements of the Personnel Psychology Centre of the Public Service Commission (PSC) for “Printing of Tests and Related Services” on an “as and when requested” basis for a two (2) year period commencing on the date of contract award, with provisions to extend the period for three (3) additional one year periods. The PSC will consider entering into a contract for the implementation of the most acceptable proposal, which will be determined by the evaluation of factors set out in this RFP. In addition, the proposal will be measured against the content terms and conditions set forth in this RFP.

1.1 Information

1.1.1 Standard Information

- a) The PSC reserves the right to choose the firm that best meets the requirements, without incurring any obligation to any other firms having responded to this solicitation. The proposal which offers the lowest cost shall not necessarily be chosen.
- b) The PSC reserves the right to accept any proposal without negotiating with the bidder. It is the responsibility of the bidder to obtain all information on the project before bidding.
- c) No proposal jointly submitted by two or more bidders will be accepted. However, a proposal submitted by one bidder as project lead who subcontracts part of the work to another business will be accepted, provided that the potential sub-contractor does not participate in this competition by not submitting a proposal.

1.1.2 Right to Negotiate or Cancel

The PSC reserves the right to further negotiate with bidders in order to arrive at the most cost effective contract that is in keeping with the terms and conditions of the Request for Proposals or, alternatively, not to award a contract at all.

1.1.3 Office of the Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

1.2 Instructions

1.2.1 Confidentiality

All bidders submitting proposals shall maintain the confidentiality of all information, documents, and material, whether in oral, written, or machine readable form furnished by the PSC and shall not communicate such information, documents or materials to any third party without the prior consent of the PSC.

1.2.2 Monitoring

The contractor is to monitor the personnel assigned to any contract resulting from this RFP to ensure that the work progresses to the satisfaction of the Project Authority.

The contractor is also responsible for monitoring and verifying the days billed using periodic audits.

1.2.3 Standard Instructions

- a) It is essential that item 7.1 in this solicitation be fully described in the proposal. Any failure to provide information shall work to the disadvantage of the bidder.
- b) The bidder’s proposal must conform to the stipulated format indicated in section 3, “PRESENTATION OF PROPOSALS” and section 7, “EVALUATION CRITERIA AND SELECTION METHOD”. If the bidders feel that certain items restrict them in some way, they must indicate this in their proposals. Any deviation from the conditions laid down in this document must be described in detail with supporting arguments.

1.3 Conditions

1.3.1 Conditions to Bidders

Bids submitted in response to this solicitation shall be valid in all respects for not less than ninety (90) calendar days from the closing date of this request.

1.3.2 General Conditions, Supplementary Conditions, Terms of Payment and Additional Annexes

The attached Annex A, General Conditions, Annex B, Supplementary Conditions, Annex C, Terms of Payment, Annex D, Equivalent Product, Annex E, Answer Sheets, Annex F, Test Booklets, Annex G, Barcode Description, Annex H, Production Service Standards, Annex I, Procedures for Safeguarding all PSC Material, Annex J, Basis of Payment, Annex K, Security Requirement Checklist, Annex L, Non-Disclosure Agreement, and Annex M, Printing Request Mock-Up are hereby incorporated into and form part of this solicitation. Submission of a bid constitutes acknowledgement that the bidder has read and agrees to be bound by such instructions.

2. SUBMISSION OF PROPOSALS

Bidders must submit **four (4) copies** of the **technical proposal** and **two (2) copies** of the **financial proposal** to the Public Service Commission (see page 1 for complete address) no later than **September 6, 2016, 2:00 PM Eastern Daylight Saving Time**. It is the responsibility of the bidders to ensure that proposals are received at the required address before closing date and time. **Proposals will not be accepted after 2:00 PM Eastern Daylight Saving time and will be returned unopened to the sender.**

Proposals should be concise and should address, but not necessarily be limited to, the evaluation and selection criteria. Items not addressed will be given a score of zero (0). Bids will be evaluated solely on their content.

Due to the high risk of technical difficulties and unsecured equipment, electronic transmission of proposals by such means as electronic mail, facsimile, or commercial telex is not considered to be practical and therefore **will not be accepted.**

During the bid evaluation period, bidders may or may not be required to supply other information to support, validate or clarify the details included in bids. Information shall be made available to the PSC within three (3) working days of receipt of a request.

3. PRESENTATION OF PROPOSALS

The PSC requests that Bidders provide their Bid in separately bound sections and in separate envelopes as follows:

- Section I: Technical Bid including Certifications as a separate section (four (4) hard copies)
- Section II: Financial Bid (two (2) hard copies)

Prices must appear in the Financial Bid only. No prices must be indicated in any other section of the bid. Non-compliance with this condition (for that reason alone) may result in bid disqualification.

The PSC requests that Bidders follow the format instructions described below in the preparation of their bid.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Proposals; and
- c) Include the certifications as a separate section of the Technical Bid.

3.1 Section I: Technical Proposal (with no reference to price)

The Technical Proposal shall deal with the following aspects:

- a) Response to all mandatory requirements specified in this RFP other than for financial information;
- b) Copies of all signed certifications; and
- c) Any other non-financial information.

The Technical Proposal must demonstrate compliance with all mandatory requirements and must demonstrate how the Bidder meets the requirements set out in Part 7 “Evaluation Criteria and Selection Method”. The Technical Proposal must respond to each of the Mandatory Requirements demonstrating how the bidder’s capabilities satisfy the requirement. The use of a table as suggested in PART 7 – Evaluation Criteria and Selection Method is recommended in order to provide a structured response. Sufficient details must be provided to demonstrate to members of the Evaluation Team that the requirement is met.

It is intended to result in the award of one (1) contract for two (2) years plus three (3) one-year irrevocable options allowing Canada to extend the term of the contract of professional services.

3.2 Section II: Financial Proposal

Bidders must provide a firm and all-inclusive fee per product, inclusive of all expenses.

The price quoted is to be exclusive of taxes. **Please indicate taxes separately.**

4. ENQUIRIES DURING THE SOLICITATION PERIOD

All enquiries regarding the proposal solicitation must be submitted by e-mail to the **Contracting Authority** at the address given on page one (1) of this Solicitation, as early as possible within the bidding period. Enquiries must be received no less than five (5) calendar days prior to the bid closing date to allow sufficient time to provide a response. **Enquiries received after that time may not be answered.**

To ensure consistency and quality of information provided to bidders, the Contracting Authority will provide, simultaneously to all companies to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.

All enquiries and other communications with government officials throughout the solicitation period are to be directed **ONLY** to the **Contracting Authority** named on page one (1) of the solicitation. Non-compliance with this condition during the solicitation period may (for that reason alone) result in disqualification of bids.

5. REQUIREMENT

5.1 Title

Printing of Tests and Related Products for the Personnel Psychology Centre of the Public Service Commission.

5.2 Background

The Public Service Commission (PSC) requires printing services to fulfill the following requirements:

The Personnel Psychology Centre’s (PPC) E-testing and Test Administration (ETTA) unit requires the printing of personnel assessment products consisting of envelopes, answer sheets and test booklets. The answer sheets are bilingual. Test booklets are printed in separate English and French versions and some tests are bilingual tumble.

5.3 Ordering

The different products are printed on an as needed basis to support the selection processes of the various government departments that the PSC supports. Since ordering is demand driven, ordering frequency and quantities ordered of any of the products cannot be pre-established. Orders may be for individual or for multiple products. Orders for test booklets may be for one or both languages and may be for different quantities of each.

The quantities indicated in the table below are based on a history of the past two years of ordering and do not represent a firm commitment that all, or any, of the products will be ordered in the same quantities or at all. Any of the products currently being ordered may be revised between printings, deleted from, or new products added to the PSC product list over the term of the contract.

TEST NAME	TEST NUMBER	QUANTITY (rounded)
(A) OCCUPATIONAL TESTS (1 test booklet per test)		
Grammar, Spelling and Punctuation Test	120/220	800
Office Skills Test (OST)	200	500
OST: Filing	201	-
OST: Checking	203	-
OST: Following Directions	206	250
General Competency Test: Level 1	207	-
General Intelligence Test	310	-
General Competency Test: Level 2	314	-
Situation Judgement Test	318	-
General Intelligence Test	320	1 000
Written Communication Proficiency Test	351/353	-
General Administration Test	380	-
Public Service Entrance Exams	371	1 500
Public Service Entrance Exams: Test of Reasoning	373	-
Public Service Entrance Exams: Test of Judgement	375	-
(B) WCT (1 test booklet and 1 booklet of lined paper per test)		
Written Communication Test	345	1 200
Examen de communication écrite	355	500
(C) INTERVIEW PREPARATION FOR BOARD MEMBERS (various)		
Internal Audit Tests	500	-
(D) SECOND LANGUAGE EVALUATION (1 test booklet per test)		
Reading	Various	-
Writing	Various	-
Language Proficiency	602	-
Language Proficiency	603	200
(E) IN-BASKETS (2 envelopes per test)		
Managerial In-Basket Exercise	810	500
Middle Manager In-Basket Exercise	820	700
Middle Management Situational Exercise	840	1 500
(F) SIMULATIONS (2 envelopes per test)		
Human Resources Consultant	410	700
Supervisor Simulation	428	200
Team Leader Simulation	445	1 100
Middle Manager Simulation Exercise	757	300
Program Advisor Simulation	758	300
Senior Managerial Simulation Exercise	861	500
(G) Answer Sheets		
Green		40 000
Blue		-
Salmon		-

5.4 Product Quality

PSC places much emphasis on the quality of the printed products. The distribution of tests is very tightly controlled to maintain the integrity of the testing regime. If a particular or individual test is incomplete, the ramifications can be substantial. PSC MUST have confidence that all copies of a printed test will be complete and of sufficient quality prior to their distribution.

5.4.1 Quality Level

The quality level required is Library Quality. The Contractor must perform the work in accordance with the quality requirements outlined on the following Website: <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/index-eng.html>

Specifically, the Contractor must comply with the following quality requirements:

- Quality Levels for Printing <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqi-qlp-eng.html>
- Quality Levels for Colour Reproduction <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqrc-qlcr-eng.html>
- Quality Levels for Binding <http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/nqr1-qlb1-eng.html>

5.4.2 Pre-production Proofs

Before commencing production of any order the Contractor must provide one complete set of proofs as follows:

Test booklets:

- One colour proof of covers and 1 complete set of backed-up digital or diazo proofs, folded and trimmed to size.

Answer sheets:

- Up to fifty (50) proofs per test run of sheets printed black on colour, to be verified by PSC technical (IT) experts and ETTA staff to ensure that our scanner can read the sheets and that a standard-sized batch can be scanned without incident.
- Envelopes: One blueprint proof of each type of envelope.

Deliver proofs to:

Attention: Supervisor, ETTA
Public Service Commission of Canada
Personnel Psychology Centre - ETTA
(Shipping & Storage, 11th Floor, Room: 11250)
22 Eddy St.
Gatineau, Quebec, J8X 2V6

5.4.3 Incidents of Unacceptable Quality

After three incidents of unacceptable quality of printed deliverables, the contract may be cancelled. After each incident, the Contractor will be advised in writing of the unacceptable quality of deliverables received by PSC. Reprints or reworked deliverables due to unacceptable quality of deliverables by the contractor shall be delivered within a time frame agreed upon by the Contractor and the Project Authority. No extra charge will be charged to PSC for reprints or reworked deliverables.

5.4.4 Equivalent Product

Conditions under which PSC will consider products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation may be found within the document Annex D - Equivalent Product.

5.5 Product Description

5.5.1 Answer sheets

The PSC will require answer sheets for a variety of tests for the duration of the term of the contract. Specific descriptions related to trim size, stock, quantities and ordering, print production, quality and colour standards, artwork, provisions for additional answer sheets, print production, packaging requirements and labels may be found in Annex E - Answer Sheets.

5.5.2 Test Booklets

All test booklets are saddle stitched with separate cover. The majority of test booklets are printed in separate English and French versions. Some tests are printed bilingual tumble.

For specifications which apply to the products printed for the range of test booklets, such as trim size, bindery, number of pages, ink colours, stock, quantities and ordering, packaging, and labels, refer to Annex F – Test Booklets.

5.6 Barcodes

For each order for envelopes and test booklets, the Contractor must output and apply a sequential barcode label to individual copies in the order.

Barcodes will contain the language, product name (test number), and numerical sequence of the number of copies of the product being ordered. A layout of the barcode can be found on Annex G – Barcode Description.

The product identification and numerical sequence will be provided by the PSC with each order.

The Contractor will apply barcodes to the bottom left corner of the envelopes and to the bottom left corner of the front cover of the test booklets.

For In-Baskets and Simulations, which use envelopes instead of test booklets, Envelope A will have a different title than Envelope B, but both will have the same barcode number.

5.7 Shipping

If an order is large enough to be shipped on pallets, the supplier must confirm with the ordering office that the office can accept the number of pallets before the order is shipped.

A packing slip must be included with every shipment.

The package must respect the following:

- Shrink wrap flat in convenient size packages.
- Shrink-wrapped sheets are to be shipped in cartons, 35 lb maximum weight. Cartons are to be loaded to capacity without fillers.

Each package must be labeled and must respect the following:

- Each shrink-wrapped package and carton is to be labelled with contents and quantity.
- The Contractor is responsible for addressing all items being shipped including output and application of any required labels. Each carton must be labelled showing the document numbers, document titles, language, quantity per package and number of packages in the carton, carton number with number of cartons in the shipment.
- Should multiple items be shipped in a carton, each shrink-wrapped package must be labelled showing the document number, document title, package quantity and total quantity ordered.

Each shipment must be accompanied by an invoice, paper or electronic. Preferably, for monitoring purposes, the invoice must use a unique order number (i.e., same order number presented on the cost estimate and the final invoice), and should capture only one product and its related documents.

Material is to be shipped to the following address unless otherwise specified by the Project Authority:

Public Service Commission of Canada
Personnel Psychology Centre - ETTA
(Shipping & Storage, 11th Floor, Room: 11250)
22 Eddy St.
Gatineau, Quebec J8X 2V6

5.8 Material Supplied

The PSC will provide camera ready, electronic files for the test booklets and answer sheets. The text to be printed on the envelopes will be provided as electronic files.

5.9 Production Service Standards

The Contractor must adhere to the production service standards, which include regular service, urgent service, and the order initiation schedule outlined in Annex H – Production Service Standards.

5.10 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/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).
3. The Contractor **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**.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List, attached at Annex K;
 - b. *Industrial Security Manual* (Latest Edition).

The PSC will provide to the contractor an encrypted USB key with all the material to complete the work. All protected information must be saved only on that encrypted USB key.

The contractor **MUST NOT** save or copy the information, even working copies, on their computer hard drives. They must save the information, including working copies and all deliverables, in encrypted format approved by the PSC on a USB key, which shall be transmitted to the PSC; The contractor shall not transfer data of sensitivity level Protected B via E-mail nor use any alternative electronic delivery method. All the protected information must be submitted in person or sent by courier, enclosed in two envelopes, the inside envelope being marked at the required security level, and the outer one bearing only the addresses of the addressee and sender.

The Contractor shall not disclose to any person without the written permission of the PSC any **PROTECTED** documents provided to them by or on behalf of the PSC in connection with the work, including any information that is confidential or proprietary to third parties. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the PSC. The Contractor may disclose to a subcontractor authorized by the PSC, information necessary for the performance of the Subcontract, on the condition that the subcontractor agrees that it will be used solely for the purposes of such Subcontract.

When the Contract, the work, or any information referred to in the above paragraphs is identified as **PROTECTED** by the PSC, the Contractor shall at all times take all measures reasonably necessary for the safeguarding of the **PROTECTED** material.

Information provided to the Contractor by or on behalf of PSC shall be used solely for the purpose of the Contract and shall remain the property of PSC or the third party, as the case may be.

The Contractor shall deliver to the PSC all **PROTECTED** documents or confidential information, together with every copy, draft, working paper and note and USB key that contains such information, upon completion or termination of the Contract or at such earlier time.

Without limiting the generality of the above paragraphs, when the Contract, the work, or any information referred above is identified as **PROTECTED** by the PSC, the PSC Security Services and/or the PSC IT Security Services shall be entitled to

inspect the Contractor's premises and the premises of a subcontractor at any tier for security purposes at any time during the term of the Contract, and the Contractor shall comply with, and ensure that any such subcontractor complies with, all written instructions issued by the PSC dealing with the material so identified, including any requirement that employees of the Contractor or of any such subcontractor execute and deliver declarations relating to reliability screenings, security clearances and other procedures.

5.11 Safeguarding of PSC Material

5.11.1 During the period of the Contract, the contracting company must adhere to specific procedures for safeguarding all PSC material in its possession. See Annex I - Procedures for Safeguarding all PSC Material.

5.11.2 The Contractor must obtain from its employee(s) and subcontractor(s) the non-disclosure agreement attached (see Annex L) before giving said employee(s) and subcontractor(s) access to information by or on behalf of the PSC in connection with the Work.

5.12 PSC Support

PSC will work closely with the Contractor and, on a best effort basis, respond to any queries concerning printing requirements.

5.13 Travel

All travel costs (including parking, taxi fares and delivery charges) incurred by the Contractor to attend meetings at the Public Service Commission location or to deliver/pick up products including proof shall be the responsibility of the Contractor.

5.14 Compromise of a Test

The Contractor shall be responsible for the cost of providing a replacement test at the same standard level established by PSC, including test content, should the test or any portion of its content be compromised through the failure of the Contractor to follow and fully implement the terms and conditions set out in the Contract. The cost of a replacement test will not be limited to the cost of printing a new version of the test but will include the cost of creating and developing the new version and may include the costs associated with any damages caused by the compromise of the test. Therefore, the cost varies from one test to the next, but may vary from \$500,000 to 1 million dollars. This applies to the entire printing and distribution process.

"Compromise" shall mean that there is reasonable, but not necessarily conclusive, evidence that as a result of the Contractor's behavior, the test or any part of its content is in the possession of a third party who could use the information to subvert the purpose of the test.

PSC tests and their contents are designated Protected B. Any disclosure of test content is in contravention of the [Policy on Government Security](#) and the use of such improperly obtained or transmitted information could be found to contravene the provisions of the [Public Service Employment Act](#) (PSEA). Parties involved in the disclosure of or improper use of protected test content may be the subject of an investigation under the PSEA, where a finding of fraud may be punishable on summary conviction or may be referred to the Royal Canadian Mounted Police.

5.15 Additional Contract Clauses

5.15.1 Capacity to Begin the Work

The Contractor shall provide printing services described herein within three (3) days following contract award.

5.15.2 Insurance

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

5.15.3 Author's Alterations

Author's alterations are changes requested by the Project Authority to approved text or layout at any stage during production.

If author's alterations are requested, the Contractor must provide details of the alterations and associated costs to the Project Authority for review and approval. The Contractor cannot undertake any alteration without the written authorization of the Contracting Authority and will be evidenced through a contract amendment.

5.16 Restrictions on the Use of Materials Provided by the Crown

The contractor acknowledges and agrees that any and all materials and information provided by the Crown to the Contractor in the context of this contract and its resulting work, are the exclusive property of the Crown and cannot be shared with any third party (private or public) or used outside the context of this contract and its resulting work without the express written permission of the Public Service Commission (PSC).

These materials and information include but are not limited to assessment tools, materials provided to assist in the administration of the assessment tools, test simulation binders, documentation (e.g. handouts, sample questions, competency profiles) used as aids to coaching clients, as well as information and materials provided to the contractor by the PSC as part of training sessions given in support of this Contract and its resulting work.

5.17 Intellectual Property

The Public Service Commission of Canada shall retain the title to intellectual property arising under the proposed contract where the main purpose of the Crown procurement contract is to generate knowledge and information for public dissemination.

5.18 Green Procurement and Services

The Contractor should make every effort to ensure that all documents prepared or delivered are printed double-sided on Ecology certified recycled paper or on paper with equivalent post-consumer recycled content to the full extent to which it is procurable.

6. PERIOD OF PROPOSED CONTRACT

The period of the proposed contract shall be for a two (2) year period commencing on the date of contract award.

6.1 Option to Extend Contract

The contractor hereby grants to Canada the irrevocable option to extend the period of the Contract by up to three (3) additional one (1) year periods under the same terms and conditions.

Canada may exercise this option at any time by sending a written notice to the Contractor prior to the Contract expiry date, or any extension thereof. The Contractor agrees that, during the extended period of the Contract, the rates/prices will be in accordance with the provisions of the Contract.

The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a formal Contract Amendment.

7. EVALUATION CRITERIA AND SELECTION METHOD

Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Proposals failing to adequately respond to the mandatory requirements will be excluded from further considerations. Your technical proposal should address each of the requirements in the order in which they appear in the RFP.

The Bidder should provide complete details as to where, when (month and year), and how (through which activities/responsibilities), the stated qualifications/experience were obtained.

7.1 Mandatory Requirements

Your technical proposal should address each of the requirements in the order in which they appear in the RFP.

The mandatory requirements (MR) described below will be evaluated on MET/NOT MET basis:

Note: Bidders should provide in the column entitled “RESPONSE” their response or a reference to the page or section of the proposal where their response can be found.

RFP Reference	Requirements	RESPONSE or References Section / Page in Bidder’s Proposal	Met / Not Met
<p>MR1</p>	<p>The Bidder MUST include in its proposal a completed and signed copy of the form ("Proposal to the Public Service Commission –Bidder Information and Authorization") on page 2 of this document (page following Table of Contents).</p> <p>If a completed and signed copy is not provided in the proposal, a Bidder will be provided 72 hours (three working days) to provide a completed and signed copy. If a completed and signed copy is not provided in the 72 hours, the proposal will be considered non-compliant.</p>		
<p>MR2</p>	<p>The Bidder MUST submit with its technical proposal, completed and signed copies of all certification clauses provided in PART 9 - CERTIFICATIONS.</p> <p>If completed and signed copies are not provided in the proposal, Bidders will be provided 72 hours (three working days) to provide them. If copies are not provided in the 72 hours, the proposal will be considered non-compliant.</p>		

<p>MR3</p>	<p>The Bidder MUST identify the name, phone number, email address of the resource who will act as the main point of contact.</p> <p>a) Project Manager</p> <table border="1" data-bbox="399 300 1015 573"> <tr><td>Name:</td></tr> <tr><td>Telephone Number:</td></tr> <tr><td>E-Mail Address:</td></tr> <tr><td>Cellular Number (if available):</td></tr> <tr><td>Fax Number (if available):</td></tr> </table> <p>b) An Alternate Person :</p> <table border="1" data-bbox="399 653 1015 926"> <tr><td>Name:</td></tr> <tr><td>Telephone Number:</td></tr> <tr><td>E-Mail Address:</td></tr> <tr><td>Cellular Number (if available):</td></tr> <tr><td>Fax Number (if available):</td></tr> </table> <p>If this information is not provided, Contractors will be provided 72 hours (three working days) to provide the information. If the information is not provided in the 72 hours, the proposal will be considered non-compliant.</p>	Name:	Telephone Number:	E-Mail Address:	Cellular Number (if available):	Fax Number (if available):	Name:	Telephone Number:	E-Mail Address:	Cellular Number (if available):	Fax Number (if available):		
Name:													
Telephone Number:													
E-Mail Address:													
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Fax Number (if available):													
Name:													
Telephone Number:													
E-Mail Address:													
Cellular Number (if available):													
Fax Number (if available):													
<p>MR4</p>	<p>The Bidder MUST include in its proposal a completed and signed Annex L – Non-Disclosure Agreement.</p> <p>Bidders who do not submit the form duly completed and signed with their proposals will have 72 hours (three business days) to provide them. If the form is not provided within the 72 hours, the proposal will be deemed non-compliant.</p>												
<p>MR5</p>	<p>The Bidder MUST indicate and describe the quality control process in place (such as types of technologies used) and how it will take place with each project.</p>												
<p>MR6</p>	<p>The Bidder MUST demonstrate that it has a minimum of five (5) years of experience in providing printing services (for ex., date of business establishment).</p>												
<p>MR7</p>	<p>The proposal must include a contingency plan which describes in detail all available backup equipment/facilities and other resources at the Bidder’s disposal (i.e. if equipment breaks, how work will be guaranteed for completion).</p> <p>The contingency plan MUST address the following:</p> <ul style="list-style-type: none"> • How the bidder will ensure that work can resume promptly (within 48 hours) with a minimum of delay; and • How the bidder will ensure the protection of Crown owned materials. 												

7.2 Financial Evaluation

The Bidder must provide a fully completed copy of Annex J – Basis of Payment in the Financial Proposal. Items left blank will be interpreted as a \$0 value. The price of the bid will be evaluated in Canadian dollars, taxes excluded. Failure to provide a completed copy of Annex J- Basis or Payment in the Financial Proposal will result in the Bidder being found non-compliant, and the proposal will not be given further consideration.

7.3 Contractor Selection Method

All proposals must meet all Mandatory Requirements before the financial proposal is considered. The proposal which offers the lowest cost (determined based on the procedure described in section 7.2 – Financial Evaluation) will be recommended for contract award.

8. ABORIGINAL SUPPLIER

8.1 Self-identification

The PSC has made a commitment to increase contracting actions between the federal government and Aboriginal businesses, in accordance with The Procurement Strategy for Aboriginal Business. In order to assist the PSC in reporting contracting activities with Aboriginal businesses, it is important that Aboriginal Bidders identify themselves as such by completing and providing appropriate Certification Requirements which have been developed by the Department of Indigenous and Northern Affairs Canada.

9. CERTIFICATION

Bidders must provide the required certifications to be issued a Contract. The PSC will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications Bidders provide to the PSC is subject to verification by the PSC during the bid evaluation period (before issuance of a Contract) and after issuance of a Contract. The PSC Contracting Authority will have the right to ask for additional information to verify the Bidders' compliance with the certifications before issuance of a Contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the PSC Contracting Authority for additional information will also render the bid non-responsive.

9.1 Certifications Precedent to Issuance of a Contract

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the PSC Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the PSC Contracting Authority and meet the requirements within that time period will render the bid non-responsive.

9.1.1 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "*FCP Limited Eligibility to Bid*" list available from the [Employment and Social Development Canada](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page) website.

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

Signature of authorized representative

Date

9.1.2 Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below.

Definitions

For the purposes of this clause,

1. "Former public servant" means a 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 and includes:
 - a) an individual;
 - b) an individual who has incorporated;
 - c) a partnership made up of former public servants; or
 - d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
2. "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 Public Service.
3. "pension" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S., 1985, c. P-36 as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Bidders who are former public servants in receipt of a pension must identify themselves as such by completing the following:

- () The bidder is a former public servant in receipt of a pension;
- () The bidder is a former public servant in receipt of a pension who has incorporated;
- () The bidder is a partnership made up of former public servants in receipt of a pension;
- () The bidder is a former public servant in receipt of a pension who has the sole proprietorship or has a major interested in the entity;
- () The bidder is a former public servant not in receipt of a pension.
- () The bidder is NOT a former public servant.

If the Bidder is a FPS in receipt of a pension, the Bidder must provide the following information:

- a) name of the former public servant _____
- b) date of termination of employment or retirement from the Public Service _____
- c) former maximum salary _____
- d) total annual (gross) pension _____

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

YES () NO ()

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature of authorized representative

Date

9.1.3 Certification of Availability

The bidder certifies that, should it be authorized to provide services under any Contract resulting from this RFP, will be available to commence performance of the work within the time specified in the RFP, and will remain available to perform the work in relation to the fulfilment of the requirement.

Signature of authorized representative

Date

9.1.4 Conflict of Interest

The bidder certifies that he has not accepted or received, directly or indirectly, advantage, benefit, preferential treatment or assistance of any kind through a member of his family or a friend in relation to this RFP and any resulting contract.

Signature of authorized representative

Date

9.1.5 Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid or tender (hereinafter “bid”) to the Public Service Commission for this Request for Proposal do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

(Corporate Name of Bidder or Tenderer [hereinafter “Bidder”])

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. The Bidder discloses that **(check one of the following, as applicable)**:
 - a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. In particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

Signature of authorized representative

Date

9.1.6 Integrity Provisions – Bid (2003-01)

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the bid solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the bid solicitation. The Bidder must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Bidding, Contracting or Entering into a Real Property Agreement”; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
 - a. it has read and understands the [Ineligibility and Suspension Policy](#);
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

Signature of authorized representative

Date

**ANNEX A
GENERAL CONDITIONS**

**ANNEX B
SUPPLEMENTARY CONDITIONS**

**ANNEX C
TERMS OF PAYMENT**

The above documents are available at the following website:

<http://www.psc-cfp.gc.ca/abt-aps/bus-aff/index-eng.htm>

Integrity Provisions:

The *Ineligibility and Suspension Policy* (the “Policy”) and all related Directives incorporated by reference into the bid solicitation on its closing date are incorporated into, and form a binding part of the Contract. The Contractor must comply with the provisions of the Policy and Directives, which can be found on Public Works and Government Services Canada’s website at Ineligibility and Suspension Policy: <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>.

ANNEX D
Equivalent Product

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the bid solicitation will be considered where the Bidder:
 - a) designates the brand name, model and/or part number of the substitute product;
 - b) states that the substitute product is fully interchangeable with the item specified;
 - c) provides complete specifications and descriptive literature for each substitute product;
 - d) provides compliance statements that include technical specifics showing the substitute product meets all technical specifications of the item(s) specified in the bid solicitation;
 - e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any performance criteria; and
 - f) provides an actual sample of the substitute product.

2. Products offered as equivalent in form, fit, function and quality will not be considered if:
 - a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
 - b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.

3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request bidders offering a substitute product to demonstrate, at the sole cost of bidders, that the substitute product is equivalent to the item specified in the bid solicitation.

4. Requests for equivalent products will be considered for the following reasons:
 - a) The item specified in the bid solicitation is discontinued by the manufacturer and is no longer available.
 - b) A lower priced equivalent item becomes available. Must accompany a price adjustment request in accordance with clause 2.0 Price Escalation for Paper under Annex "J" Basis of Payment.

ANNEX E

Answer Sheets

1. Answer sheets

The PSC will require answer sheets for a variety of tests of the term of the contract. Answer sheets will be printed in black and a colour. Any colour required will be stated with the order for a particular answer sheet.

1.1 Trim Size

The majority of sheets are 8.5" x 11"
Answer sheets 17" x 11" folded to 8.5" x 11" may be required over the period of the Contract

1.2 Stock

Lynx Opaque Offset, white, 120 M, or equivalent.

1.3 Quantities and Ordering

1.3.1 The decision to print and store the total quantity of answer sheets or to print only the quantity ordered rests with the Contractor. The PSC will pay for only the quantities ordered.

1.3.2 The number of sheets required for quality control to ensure that the answer sheets scan properly consist of fifty sheets (50) of any answer sheets that print in black and a colour per quality control attempt.

1.4 Print Production

Coloured answer sheets require a non-scannable colour plus black, on the front and back of the sheet.

Over the term of the Contract the PSC may require answer sheets in addition to those currently in production. Any new answer sheets will print on a non-scannable colour and black in a similar format to those currently in production. Should any new answer sheets be required the Contractor will provide consulting services to the PSC Project Authorities for determining the choice of colours for any new sheets. This process will be at the Contractor's sole expense, and at no cost to the PSC.

1.4.1 Print Quality Standards for Answer Sheets

All production will be completed in accordance with the quality standards for printing established by the PSC. Quality Assurance activities will be conducted in accordance with the following procedures:

a) PSC Supplied Artwork

Following contract award, the PSC will supply the Contractor with representative artwork for the answer sheets. This artwork will be used by the Contractor to produce press proof sheets that will be the colour standard for future printing of the answer sheets.

Should any new answer sheets be required, the PSC will provide artwork for the black plate of the new sheet. The Contractor will create the colour plate for each new sheet.

b) Colour Standard

Following the Contract award, the Contractor will work with the designated PSC authorities to establish the colour standard for the answer sheets that print in colour in accordance with the following process:

- The PSC will supply the Contractor with artwork and representative samples of answer sheets that have proven to be acceptable for the scanning requirements.
- The Contractor will provide ink deemed to be non-scannable and acceptable for meeting the requirements of the PSC and will print up to 50 copies for testing by the PSC.
- The Contractor will notify a designated PSC representative when these test copies are to be printed and when the PSC can expect to receive them for testing.
- The PSC will scan the test copies to verify the colours meet the non-scanning requirements. Should the test copies not meet the scanning requirements, the test copies will be returned to the Contractor with an explanation of why they do not meet the requirements. The Contractor will then make whatever ink or press adjustments that are necessary and provide new test copies to the PSC. This process will continue until the test copies meet the PSC requirements. This process will be at the Contractor's sole expense, and at no cost to the PSC.
- When the test copies are deemed to be acceptable for the PSC requirement, a designated PSC representative will sign the test copies as being acceptable for production and will include the date of approval. The test copies will then be returned to the Contractor.

c) Additional Answer Sheets

The processes described in a) and b) listed above will be followed for any answer sheets the PSC may require for the duration of the Contract.

1.4.2 Print Production

The Contractor will ensure that all print runs of answer sheets completed for the duration of the contract comply with the colour standards established under section 1.4.1 Print Quality Standards for Answer Sheets.

ANNEX F

Test Booklets

All test booklets are saddle stitched with separate cover. The majority of test booklets are printed in separate English and French versions. Some tests are printed bilingual tumble.

The following specifications apply to the products printed for the range of test subjects:

Trim Size:

8 1/2" x 11"

Bindery:

Saddle-stitched, 2 wires

Number of Pages:

Booklets may range from a basic 8 to 60 text pages plus cover

Ink Colours:

Cover:

Pages 1 and 4 print in 4 PMS colours, bleeds at the foreedge; pages 2 and 3 print black, no bleeds.
Pages 2 and 3 print black, no bleeds.

Text Pages:

Black throughout, no bleeds

Stock:

Cover: Kallima, coated one side, 10 point, or equivalent
Text Pages: Lynx Opaque, white, 120 M, or equivalent

Quantities and Ordering:

The Contractor must not print any test books other than the quantity required to complete each order.

ANNEX G
Barcode Description

The bar code located on each test booklet is 2 inches wide by ½ inch high and has a maximum of 20 characters (as specified by the PSC).

Example of barcode:



ANNEX H

Production Service Standards

1. Production, Regular Service

Regular Service will require the printed products to be delivered within 21 calendar days after receipt of the order by the Contractor. The 21 days will include up to two days for the Project Authority to review any proofs. Additional review time by the Project Authority beyond two days will be added to the 21 days for delivery. For example, if the Project Authority takes five days for review, the Contractor shall have 24 (21 + 3) days to deliver.

2. Production, Urgent Service

Urgent will require the products ordered to be delivered within ten calendar days after receipt of the order by the Contractor. The ten days will include up to two days for the Project Authority to review any proofs. Additional review time by the Project Authority beyond two days will be added to the ten days for delivery. For example, if the Project Authority takes five days for review, the Contract shall have 13 (10 + 3) days to deliver. It is anticipated that less than 10% of orders will require Urgent Service. The PSC will pay a maximum of 25% more of the cost of regular service production rate; urgent service rate will be negotiated between the Contractor and the Project Authority. The Project Authority will review and approve the rate, then send a written authorization by means of a letter or email to the Contractor. This will constitute the written authorization for the Contractor to proceed with the printing work.

3. Production, Critical Service

Critical Service will require the products ordered to be delivered within five calendar days after receipt of the order by the Contractor. The five days will include one day for the Project Authority to review any proofs. Additional review time by the Project Authority beyond one day will be added to the five days for delivery. For example, if the Project Authority takes two days for review, the Contract shall have 6 (5 + 1) days to deliver. It is anticipated that less than 2% of orders will require Critical Service. The PSC will pay a maximum of 50% more of the cost of regular service production rate; critical service rate will be negotiated between the Contractor and the Project Authority. The Project Authority will review and approve the rate, then send a written authorization by means of a letter or email to the Contractor. This will constitute the written authorization for the Contractor to proceed with the printing work.

4. Order Initiation Schedule

The Contractor must adhere to the following procedures for completing any print requirements as they are ordered:

- a. Upon notification by the Project Authority of a print requirement, pickup originals from the PPC offices within 24 hours (one working day);
- b. Provide a proposed schedule to the Project Authority that includes delivery of proofs within 72 to 96 hours for Regular service, 36 to 48 hours for Urgent Service and 24 hours for Critical Service of having received the master copy and delivery of the final product to the PPC;
- c. Produce proofs and deliver the proofs to the PPC offices;
- d. If necessary due to the unacceptability of proofs, produce and deliver revised proofs to the PPC offices within 24 hours;
- e. Pickup approved proofs from the PPC offices within 24 hours;
- f. Print, assembly, package and label as required, and deliver to the PPC the specified printed materials;
- g. The Contractor must ensure that the originals are safeguarded as per the policy on the safeguarding of protected material; and
- h. Upon completion of the contract, the contractor will be required to return all blueprints to the client at no additional cost.

ANNEX I

Procedures for Safeguarding all PSC Material

During the period of the Contract, the Contractor must adhere to the following procedures for safeguarding all PSC material in their possession:

1. Supplied Hard Copies:

- Hard copies must be handled only by contractor personnel having the required security clearance.
- Other than for production requirements, the Contractor must store the hard copies in accordance with the document safeguarding clauses of the Contract.
- The Contractor must not make copies of the hard copies.
- The supplied hard copies must be returned to the PSC Project Authority upon completion of the contract, or within a specific deadline specified by the Project Authority.

2. Paper Waste:

The Contractor must keep all paper waste generated in the production process for any order separate from all paper waste from other work.

The Contractor must shred all paper waste generated in the production process for any order in accordance with the Policy on Government Security (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>) and the Operational Security Standard on Physical Security (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12329>) requirements for Protected B material.

3. Certification:

When production of any order has been completed, the Contractor must provide a certification to the PSC Project Authority stating that the Contractor has complied with all procedures as specified in this document. This certification must be signed by an authorized officer of the company.

4. Sanitizing of Media:

The Contractor will sanitize all storage media of any device that was used to store the protected material, when they are evergreened or disposed of. The sanitizing must meet the Communications Security Establishments (CSE) Clearing and Declassifying Electronic data storage devices (ITSG-06). The guide can be found at <https://www.cse-cst.gc.ca/en/publication/itsg-06>.

**ANNEX J
BASIS OF PAYMENT**

The Contractor must **offer a price for each item within Annex “J”** Basis of Payment in a separate envelope as its Financial Proposal. The price quoted is to be exclusive of taxes. **Please indicate taxes separately.**

Items for which the **cost is left blank**, will be interpreted as \$0 and will result in the Bidder being found **non-compliant**, and the proposal will not be given further considerations.

The Contractor must be capable of offering the services indicated within each table.

All prices proposed are inclusive of administrative costs, travel costs, supplies and other project related costs.

All prices **MUST** be in Canadian dollars, Free On Board (FOB) destination if applicable, and include all shipping and handling charges to destination (Canadian Customs duties and excise taxes included if applicable), taxes extra.

The PSC will pay a maximum of 25% more of the cost of regular service production rate for urgent services and a maximum of 50% more of the cost for critical services; these rates will be negotiated between the Contractor and the Project Authority. The Project Authority will review and approve the rates, then send a written authorization by means of a letter or email to the Contractor. This will constitute the written authorization for the Contractor to proceed with the printing work.

1. Answer Sheets

1.1 Colour Standard for Answer Sheets

Table 1.1
One time cost for establishing the colour standard for each answer sheet printing in black and a colour as described in Annex E
\$ _____ / colour standard

1.2. Answer Sheets

Table 1.2						
8.5” x 11”, black + 1 colour, 2/2, no bleeds, Lynx Opaque Offset, white, 120 M, or equivalent						
	A	B	C	D	E	
	Year 1 All-inclusive Per product Rate	Year 2 All-inclusive Per product Rate	Option Year 1 All-inclusive Per product Rate	Option Year 2 All-inclusive Per product Rate	Option Year 3 All-inclusive Per product Rate	Overall Total of A to E
REGULAR SERVICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Applicable taxes: _____ %						

SUM OF PRICES FOR TABLES 1.1 and 1.2: _____

2. Test Booklets

Table 2						
8-1/2" x 11", saddle stitched with separate cover, plus inserted sheets (see number of sheets in each table) Price includes cover, as well as outputting and applying barcodes						
Table 2.1. Up to 15 sheets						
	A	B	C	D	E	
	Year 1 All-inclusive Per product Rate	Year 2 All-inclusive Per product Rate	Option Year 1 All-inclusive Per product Rate	Option Year 2 All-inclusive Per product Rate	Option Year 3 All-inclusive Per product Rate	Overall Total of A to E
REGULAR SERVICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Table 2.2. Between 16 to 30 sheets						
	A	B	C	D	E	
	Year 1 All-inclusive Per product Rate	Year 2 All-inclusive Per product Rate	Option Year 1 All-inclusive Per product Rate	Option Year 2 All-inclusive Per product Rate	Option Year 3 All-inclusive Per product Rate	Overall Total of A to E
REGULAR SERVICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Table 2.3. Between 31 and 60 sheets						
	A	B	C	D	E	
	Year 1 All-inclusive Per product Rate	Year 2 All-inclusive Per product Rate	Option Year 1 All-inclusive Per product Rate	Option Year 2 All-inclusive Per product Rate	Option Year 3 All-inclusive Per product Rate	Overall Total of A to E
REGULAR SERVICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Applicable taxes: _____%						

SUM OF PRICES FOR TABLE 2.1, 2.2 and 2.3: _____

3. Envelopes and contents: In-Baskets & Simulations

The production of In-Baskets, Simulations or similar products involves:

- **Envelopes:** printing information onto the front and back of 9" x 12", Open Side, Natural Kraft 24lb, black text, no bleeds, and applying barcodes.
- **Test Items:** printing of material onto white or coloured bond, in simplex and duplex, collating and stitching some material in sets with one (1) stitch top left corner before inserting into envelopes.
- **Assemblage:** Insertion of test items into envelopes, also collating and binding with paper clip in sets, one paper clip top left corner before inserting into envelopes, and banding envelopes A and B together.

Table 3.1

In-Basket 810

- Envelope A contains 2 plain white letter-size envelopes (empty) and 1 sealed containing paper clips and elastics, 5 large paper clips holding material in sets.
- Test Items for Envelope A contains cover sheet printed recto-verso, test items (approx. 70 sheets) printed single-sided with content in stapled sets, 4 formats of blank forms (three forms black on white, one form black on yellow).
- Envelope B contains 1 large paper clip holding test items.
- Test Items for Envelope B (approx. 60 sheets), cover page printed recto-verso, items printed single-sided with content in stapled sets.
- Each envelope labelled with a barcode of same serial number.
- Envelopes A and B banded together.

	A	B	C	D	E	
	Year 1 All-inclusive Per Product	Year 2 All-inclusive Per Product	Option Year 1 All-inclusive Per Product	Option Year 2 All-inclusive Per Product	Option Year 3 All-inclusive Per Product	Overall Total of A to E
REGULAR SERVICE	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

Table 3.2

In-Basket 820: Same specifications as In-Basket 810 above, but number of sheets differ:

- Test Items for Envelope A contains approx. 55 sheets
- Test Items for Envelope B contains approx. 50 sheets

	A	B	C	D	E	
	Year 1 All-inclusive Per Product	Year 2 All-inclusive Per Product	Option Year 1 All-inclusive Per Product	Option Year 2 All-inclusive Per Product	Option Year 3 All-inclusive Per Product	Overall Total of A to E
REGULAR SERVICE	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

Table 3.3

In-Basket 840

- Envelopes: Two envelopes A & B, printed on both sides with a barcode of same serial number.
- Test Items for Envelope A: Inserted in each envelope, contains a cover sheet printed recto-verso, test material printed single-sided (approx. 20 sheets) with content in stapled sets.
- Test Items for Envelope B: Inserted in each envelope, contains a cover sheet printed recto-verso, test material printed single-sided (approx. 50 in English and approx. 55 in French) with content in stapled sets.
- Assemblage: Inserting Test items in respective envelope and banding together.

	A	B	C	D	E	
	Year 1 All-inclusive Per Product	Year 2 All-inclusive Per Product	Option Year 1 All-inclusive Per Product	Option Year 2 All-inclusive Per Product	Option Year 3 All-inclusive Per Product	Overall Total of A to E
REGULAR SERVICE	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

Table 3.4

Simulation

- 3.4.1. Envelopes: Two envelopes A & B, printed on both sides with a barcode of same serial number.
- 3.4.2. Test Items: Inserted in each envelope, contains a cover sheet printed recto-verso, test material printed single-sided with content in stapled sets.
- 3.4.3. Assemblage: Inserting Test Items in respective envelope and banding together.

3.4.1 Envelopes

	A	B	C	D	E	
	Year 1 All-inclusive Per Product	Year 2 All-inclusive Per Product	Option Year 1 All-inclusive Per Product	Option Year 2 All-inclusive Per Product	Option Year 3 All-inclusive Per Product	Overall Total of A to E
REGULAR SERVICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3.4.2.1 Test Items: Up to 30 sheets

	A	B	C	D	E	
	Year 1 All-inclusive Per Product	Year 2 All-inclusive Per Product	Option Year 1 All-inclusive Per Product	Option Year 2 All-inclusive Per Product	Option Year 3 All-inclusive Per Product	Overall Total of A to E
REGULAR SERVICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3.4.2.2 Test Items: Between 30 to 60 sheets

	A	B	C	D	E	
	Year 1 All-inclusive Per Product	Year 2 All-inclusive Per Product	Option Year 1 All-inclusive Per Product	Option Year 2 All-inclusive Per Product	Option Year 3 All-inclusive Per Product	Overall Total of A to E
REGULAR SERVICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

3.4.3. Assemblage

	A	B	C	D	E	
	Year 1 All-inclusive Per Product	Year 2 All-inclusive Per Product	Option Year 1 All-inclusive Per Product	Option Year 2 All-inclusive Per Product	Option Year 3 All-inclusive Per Product	Overall Total of A to E
REGULAR SERVICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Applicable taxes: _____ %

SUM OF PRICES FOR TABLES 3.1 through 3.4: _____

4. Other products

Table 4						
4.1. Cost per single printed sheet, black on white						
	A	B	C	D	E	
	Year 1 All-inclusive Per product	Year 2 All-inclusive Per Product	Option Year 1 All-inclusive Per Product	Option Year 2 All-inclusive Per Product	Option Year 3 All-inclusive Per Product	Overall Total of A to E
REGULAR SERVICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.2. Cost per single printed sheet, black on colour						
	A	B	C	D	E	
	Year 1 All-inclusive Per Product	Year 2 All-inclusive Per Product	Option Year 1 All-inclusive Per Product	Option Year 2 All-inclusive Per Product	Option Year 3 All-inclusive Per Product	Overall Total of A to E
REGULAR SERVICE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Applicable taxes: _____ %						

SUM OF PRICES FOR TABLES 4.1 & 4.2: _____

Other Unexpected Printing Services, not stipulated in the RFP

- a. The Project Authority will contact the Contractor and provide a description of the printing services required, with a description of the work in sufficient detail to allow the Contractor to evaluate and provide a price breakdown of the associated with the implementation or the performance of the requested printing services.
- b. The Project Authority will review and approve this information, then send a written authorization by means of a letter or email to the Contractor. This will constitute the written authorization for the Contractor to proceed with the additional work.

NOTE: The Contractor cannot perform any unexpected additional work without the written approval of the Project Authority. Any work performed without the Project Authority’s approval will be considered outside the scope of the Contract and no payment will be made for such work.

Additional Permanent Printing Services, not stipulated in the RFP

The Project Authority will communicate with the Contractor and provide a description of the additional printing services required, with a description of the work in sufficient detail to allow the Contractor to evaluate and provide the following information:

- a. The Project Authority will communicate with the Contractor and provide a description of the additional printing services required, with a description of the work in sufficient detail to allow the Contractor to evaluate and provide the following information:
 - i. any impact of the additional work on the requirement of the Contract; and
 - ii. a price breakdown of the cost associated with the implementation of the additional work.

- b. The Project Authority will review and approve this information, then forward this information to the Contracting Authority.
- c. The Contracting Authority will send a formal contract amendment to the Contractor for signature.
- d. The Contractor will return the completed and signed amendment to the Contracting Authority. This constitutes the written authorization for the Contractor to proceed with the additional work.

NOTE: The Contractor cannot perform any additional **permanent** work until the formal contract amendment has been signed and returned to the Contracting Authority. Any work performed without the written authorization of the Contracting Authority will be considered outside the scope of the Contract and no payment will be made for such work.

ANNEX K SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <i>CON 16-1005</i>
Security Classification / Classification de sécurité

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 <i>CFP / XSC</i>	2. Branch or Directorate / Direction générale ou Direction <i>DGSED / CPP / PPC</i>	
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 <i>Impression de matériel d'examen de la CFP. PRINTING OF TESTS PRODUCTS OF THE PSC.</i>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input 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 checked="" type="checkbox"/>		
Restricted to: / Limité à: <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





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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)

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
IT Media / Support TI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
--



ANNEX L
NON-DISCLOSURE AGREEMENT

Non-Disclosure Agreement

I, _____, recognize that in the course of my work as a Contractor of the Public Service Commission (PSC), I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract **CON16-1005** between Her Majesty the Queen in right of Canada, represented by the PSC, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labelled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada. I agree that the obligation of this agreement will survive the completion of the Contract **CON16-1005**.

Signature

Date

ANNEX M

PRINTING REQUEST MOCK-UP

1) Answer Sheet and Batch

ANSWER SHEET FRONT / FEUILLE DE RÉPONSES RECTO



Commission de la fonction publique
du Canada

Public Service Commission
of Canada

29628

FEUILLE DE RÉPONSES - ANSWER SHEET

PROTÉGÉ A - PROTECTED A

PARTIE 1 - IDENTIFICATION - PART 1 - IDENTIFICATION

A Prénom / Given name

B Nom de famille / Family name

C N° d'identification / Identification no.

D Code du client / Client code

E Version de l'examen / Text form: Numéro / Number Version / Form

F Date d'examen / Date of test: A / M / J

G Signature

Code supplémentaire / Additional Code: Anglais - English Français - French

PARTIE 2 - RENSEIGNEMENTS STATISTIQUES (Facultatif) - PART 2 - STATISTICAL INFORMATION (Voluntary)

A ÉTUDES - Indiquez le plus haut niveau terminé / EDUCATION - Indicate highest level completed

SECONDAIRES / SECONDARY: Moins de 2 ans / Less than 2 years Plus de 2 ans / 2 years or more Diplôme / Diploma

COLLEGE COMMUNAUTAIRE / CEGEP / COMMUNITY COLLEGE / CEGEP: 1 année / 1 year 2 années / 2 years Diplôme / Diploma

UNIVERSITÉ / UNIVERSITY: 1 année / 1 year 2 années / 2 years 3 années / 3 years Diplôme / Degree Maîtrise / Master's deg Doctoral / Doctoral deg

B Date de naissance / Date of birth: A / M / J

C Résidence / Residence

D Sexe / Sex: Homme / Male Femme / Female

E Veuillez indiquer si vous êtes membre de l'un des groupes suivants / Please indicate if you are a member of any of the following groups:

- Membre d'une minorité visible / Visible minority member
- Personne ayant un handicap / Person with a disability
- Autochtone du Canada / Member of the aboriginal peoples of Canada

F Employeur actuel - Current Employer:

- Fonction publique fédérale / Federal Public Service
- Société de la couronne ou organisme distinct / Crown corporation or separate agency
- Autre / Other

G Organisation / Organization

H Classification: Gr S-gr Niv-Low

A L'USAGE DE L'ÉLUS (Noircir ou un seul cercle) - FOR SLE USE ONLY (Darken only one circle)

MOTIF DE L'ÉLUS - REASON FOR SLE

Dotation - Staffing: Impératif / Imperative Non impératif / Nonimperative

Formation linguistique par l'ÉFPC / CSPS language training: À temps plein / Full-time À temps partiel / Part-time

Formation linguistique par les ministères / Departmental language training: À temps plein / Fulltime À temps partiel / Part-time

Réidentification / Reidentification Prime - Bonus Fils documentaires / Record purposes

Id de l'école / School id: _____

REMPLISSEZ SEULEMENT SI REQUIS - COMPLETE ONLY IF DIRECTED

Second n° d'identification / Secondary identification no. _____

Second type d'identification / Secondary identification type _____

PSC 29628 (07-2014)

29628



ANSWER SHEET BACK / FEUILLE DE RÉPONSES VERSO



Commission de la fonction publique / Public Service Commission
du Canada / of Canada

Noircir les cercles de cette façon / Darken circles like this: Pas de cette façon / Not like this:

	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Q. 1	10	11	12	13	14	31	32	33	34	35	61	62	63	64	65	86	87	88	89	90	111	112	113	114	115	136	137	138	139	140
Q. 2	15	16	17	18	19	36	37	38	39	40	66	67	68	69	70	91	92	93	94	95	116	117	118	119	120	141	142	143	144	145
Q. 3	20	21	22	23	24	41	42	43	44	45	71	72	73	74	75	96	97	98	99	100	121	122	123	124	125	146	147	148	149	150
Q. 4	25	26	27	28	29	46	47	48	49	50	76	77	78	79	80	101	102	103	104	105	126	127	128	129	130	151	152	153	154	155
Q. 5	30	31	32	33	34	51	52	53	54	55	81	82	83	84	85	106	107	108	109	110	131	132	133	134	135	156	157	158	159	160
Q. 6	35	36	37	38	39	56	57	58	59	60																				
Q. 7	40	41	42	43	44																									
Q. 8	45	46	47	48	49																									
Q. 9	50	51	52	53	54																									
Q. 10	55	56	57	58	59																									
Q. 11	60	61	62	63	64																									
Q. 12	65	66	67	68	69																									
Q. 13	70	71	72	73	74																									
Q. 14	75	76	77	78	79																									
Q. 15	80	81	82	83	84																									
Q. 16	85	86	87	88	89																									
Q. 17	90	91	92	93	94																									
Q. 18	95	96	97	98	99																									
Q. 19	100	101	102	103	104																									
Q. 20	105	106	107	108	109																									
Q. 21	110	111	112	113	114																									
Q. 22	115	116	117	118	119																									
Q. 23	120	121	122	123	124																									
Q. 24	125	126	127	128	129																									
Q. 25	130	131	132	133	134																									
Q. 26	135	136	137	138	139																									
Q. 27	140	141	142	143	144																									
Q. 28	145	146	147	148	149																									
Q. 29	150	151	152	153	154																									
Q. 30	155	156	157	158	159																									

No. d'identification de l'administrateur / Administrator Identification Number

Résultats bruts aux sous-tests / Raw sub-test scores					Total				
1	2	3	4	5	6	7	8		

A L'USAGE DE L'ELES - FOR SLE USE ONLY

Niveau requis / Required level: A B C

Code d'identification du centre d'examen / Test centre identification code

Organisation requérante / Requesting organization



BATCH HEADER / DÉBUT D'UN LOT



Test Scoring and Results Reporting System
 Système de correction et de données d'examens

BATCH HEADER / DÉBUT D'UN LOT

Batch number Numéro du lot	Forms count Nombre de formulaires	Test Number Numéro de l'examen	Test Form & Version Formule et version de l'examen
0 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	0 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	0 <input type="radio"/> <input type="radio"/> <input type="radio"/>	A <input type="radio"/> 0 <input type="radio"/>
1 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	1 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	1 <input type="radio"/> <input type="radio"/> <input type="radio"/>	B <input type="radio"/> 1 <input type="radio"/>
2 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	2 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	2 <input type="radio"/> <input type="radio"/> <input type="radio"/>	C <input type="radio"/> 2 <input type="radio"/>
3 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	3 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	3 <input type="radio"/> <input type="radio"/> <input type="radio"/>	D <input type="radio"/> 3 <input type="radio"/>
4 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	4 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	4 <input type="radio"/> <input type="radio"/> <input type="radio"/>	G <input type="radio"/> 4 <input type="radio"/>
5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	5 <input type="radio"/> <input type="radio"/> <input type="radio"/>	H <input type="radio"/> 5 <input type="radio"/>
6 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	6 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	6 <input type="radio"/> <input type="radio"/> <input type="radio"/>	I <input type="radio"/> 6 <input type="radio"/>
7 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	7 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	7 <input type="radio"/> <input type="radio"/> <input type="radio"/>	J <input type="radio"/> 7 <input type="radio"/>
8 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	8 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	8 <input type="radio"/> <input type="radio"/> <input type="radio"/>	K <input type="radio"/> 8 <input type="radio"/>
9 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	9 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	9 <input type="radio"/> <input type="radio"/> <input type="radio"/>	Z <input type="radio"/> 9 <input type="radio"/>

BATCH TRAILER / FIN D'UN LOT

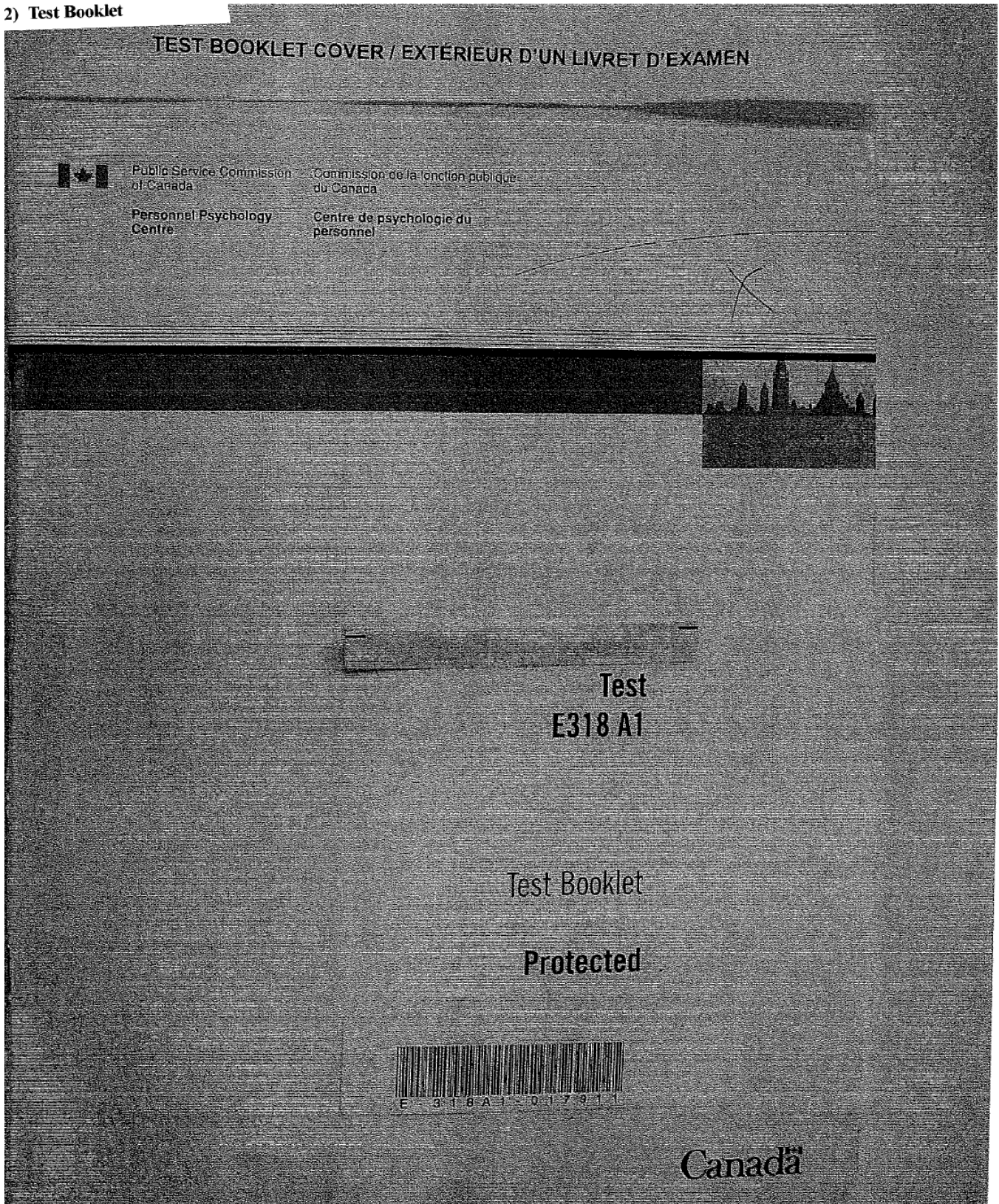


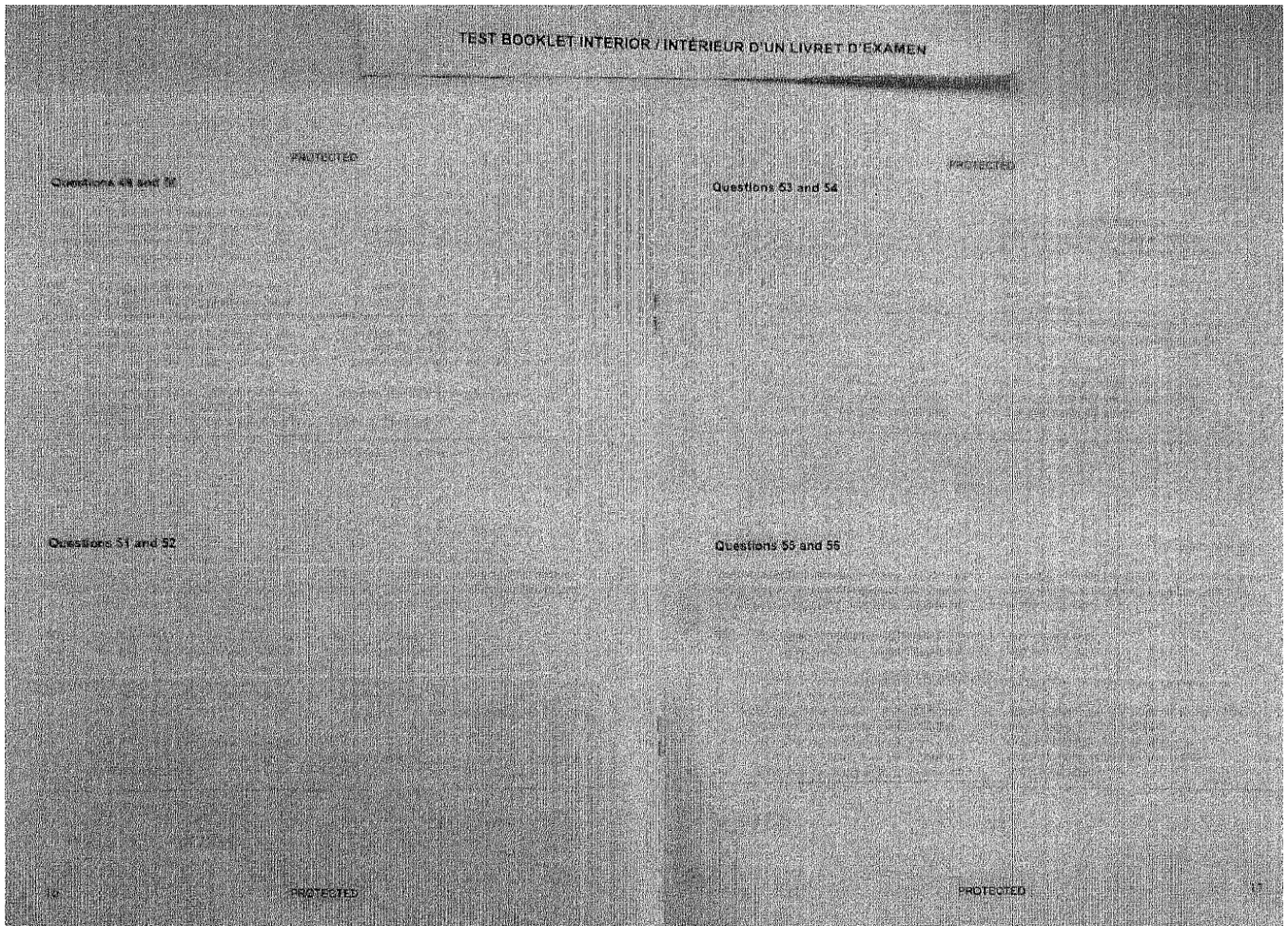
Test Scoring and Results Reporting System
Système de correction et de données d'examen

BATCH TRAILER / FIN D'UN LOT

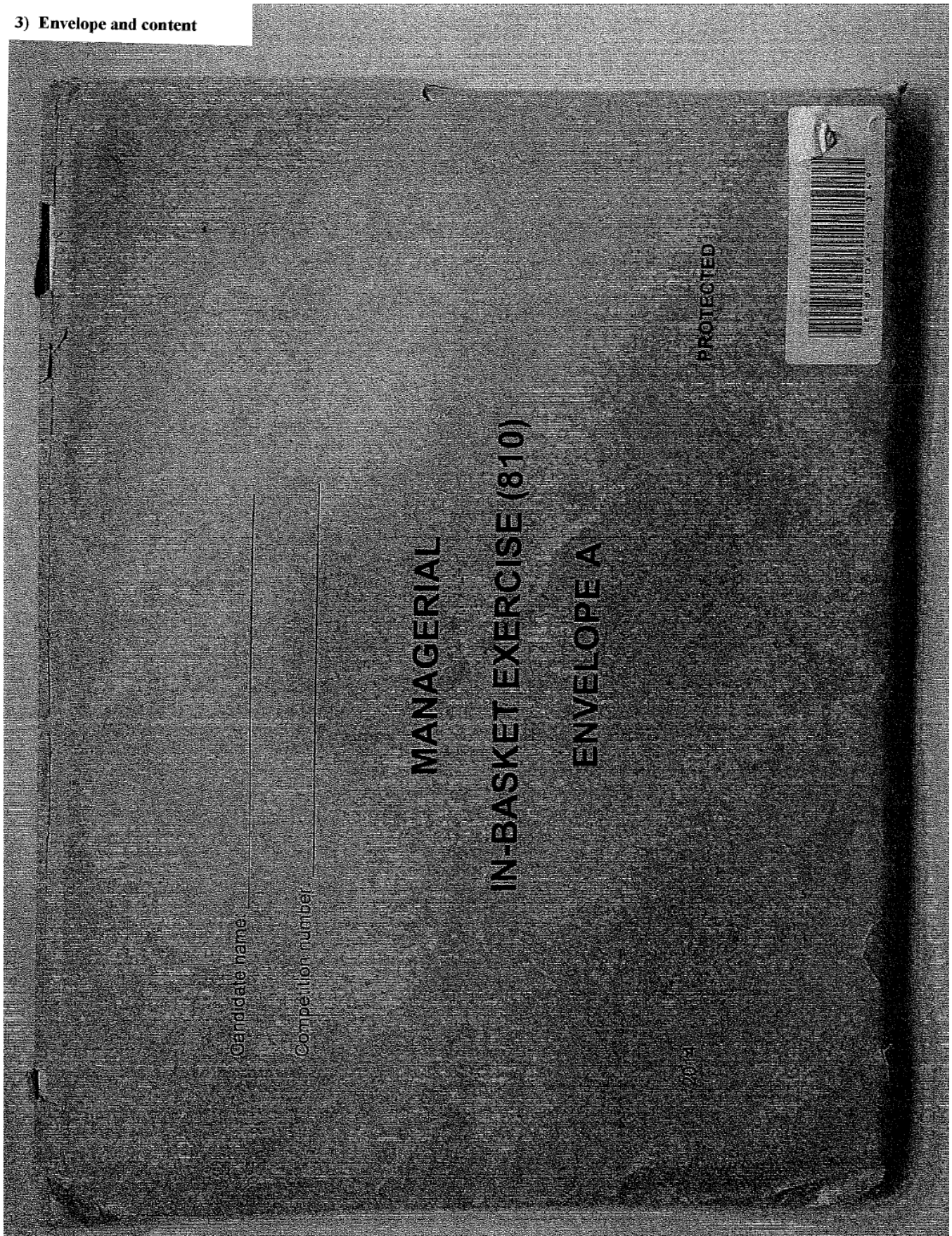


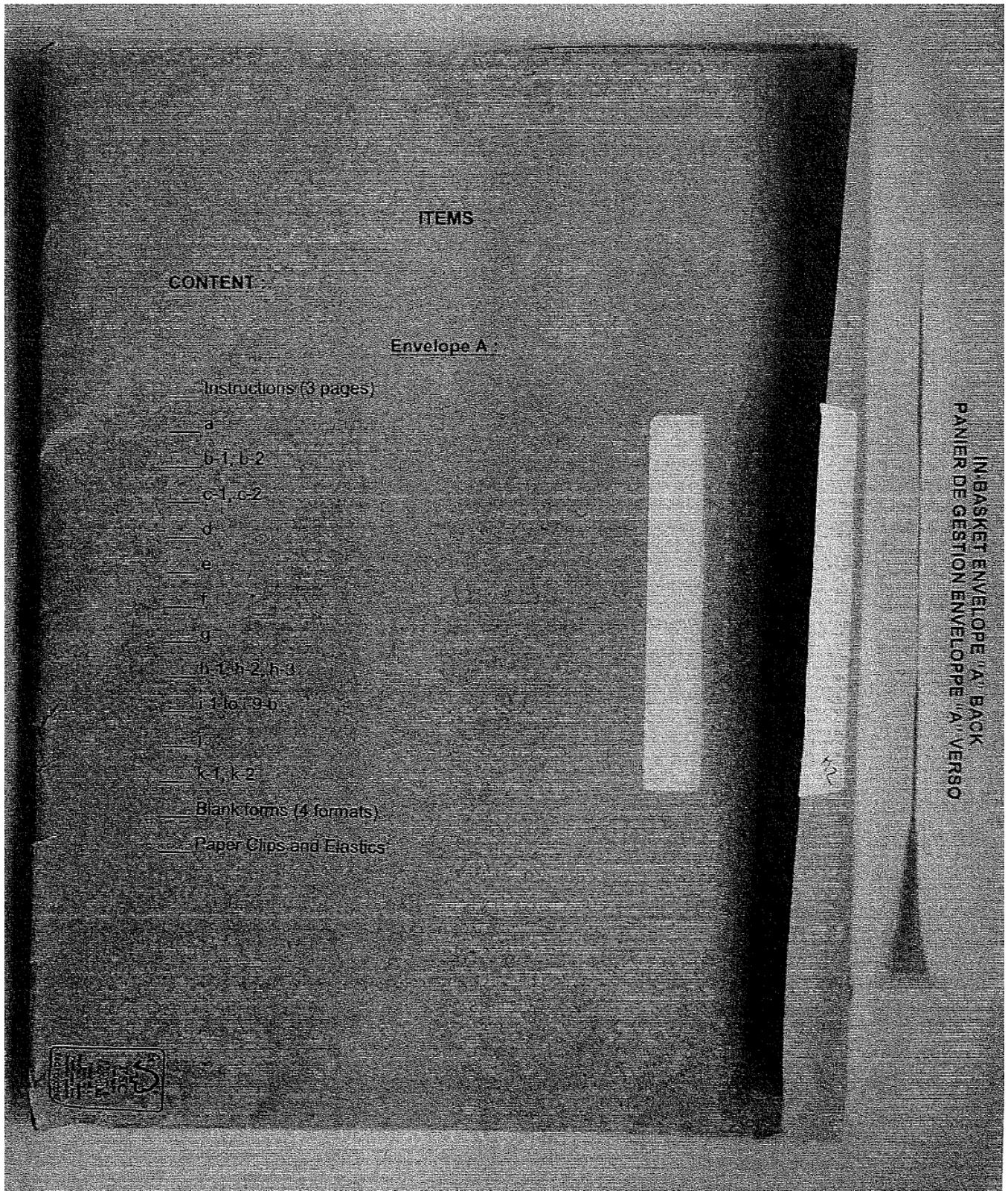
2) Test Booklet

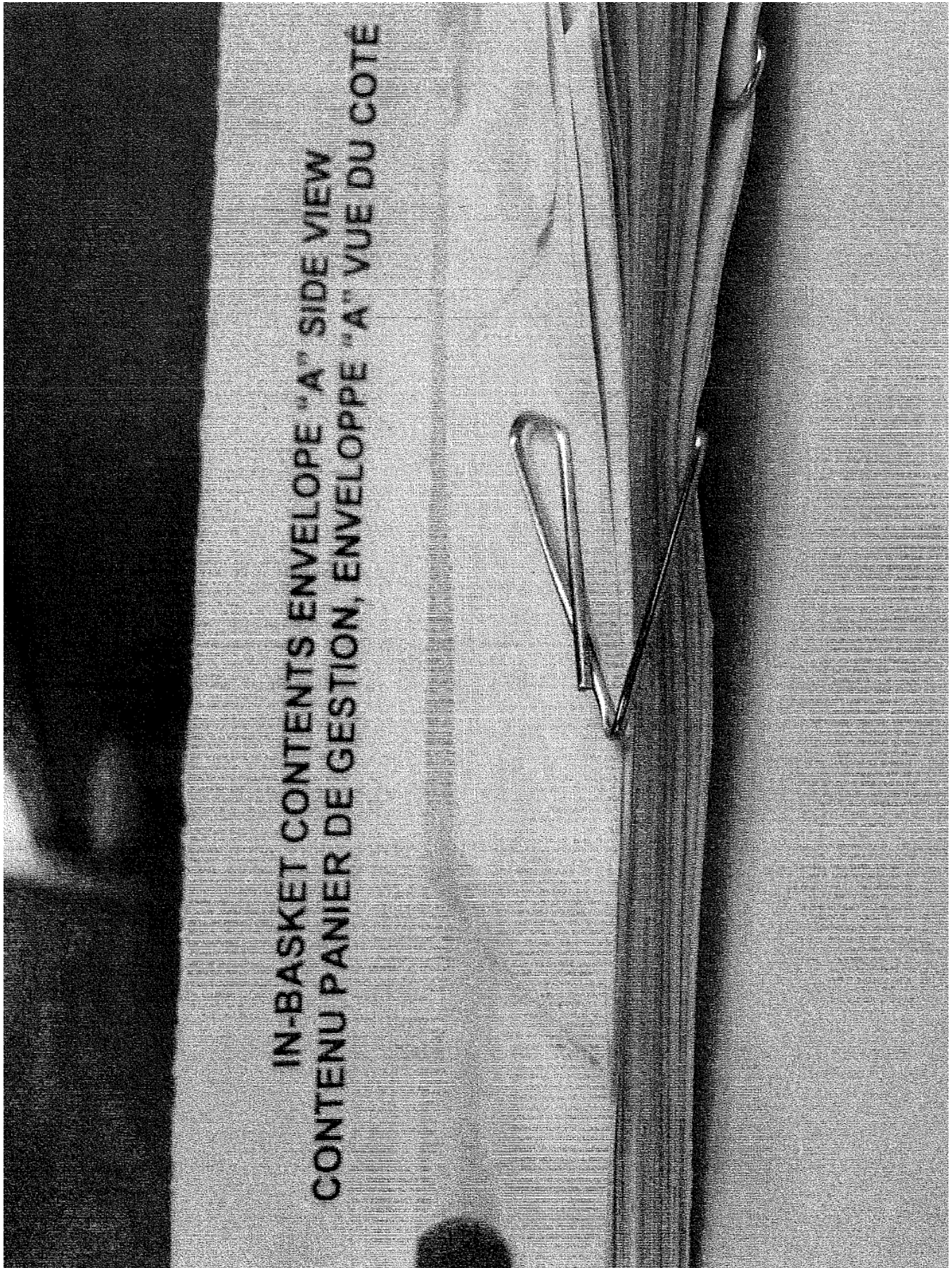


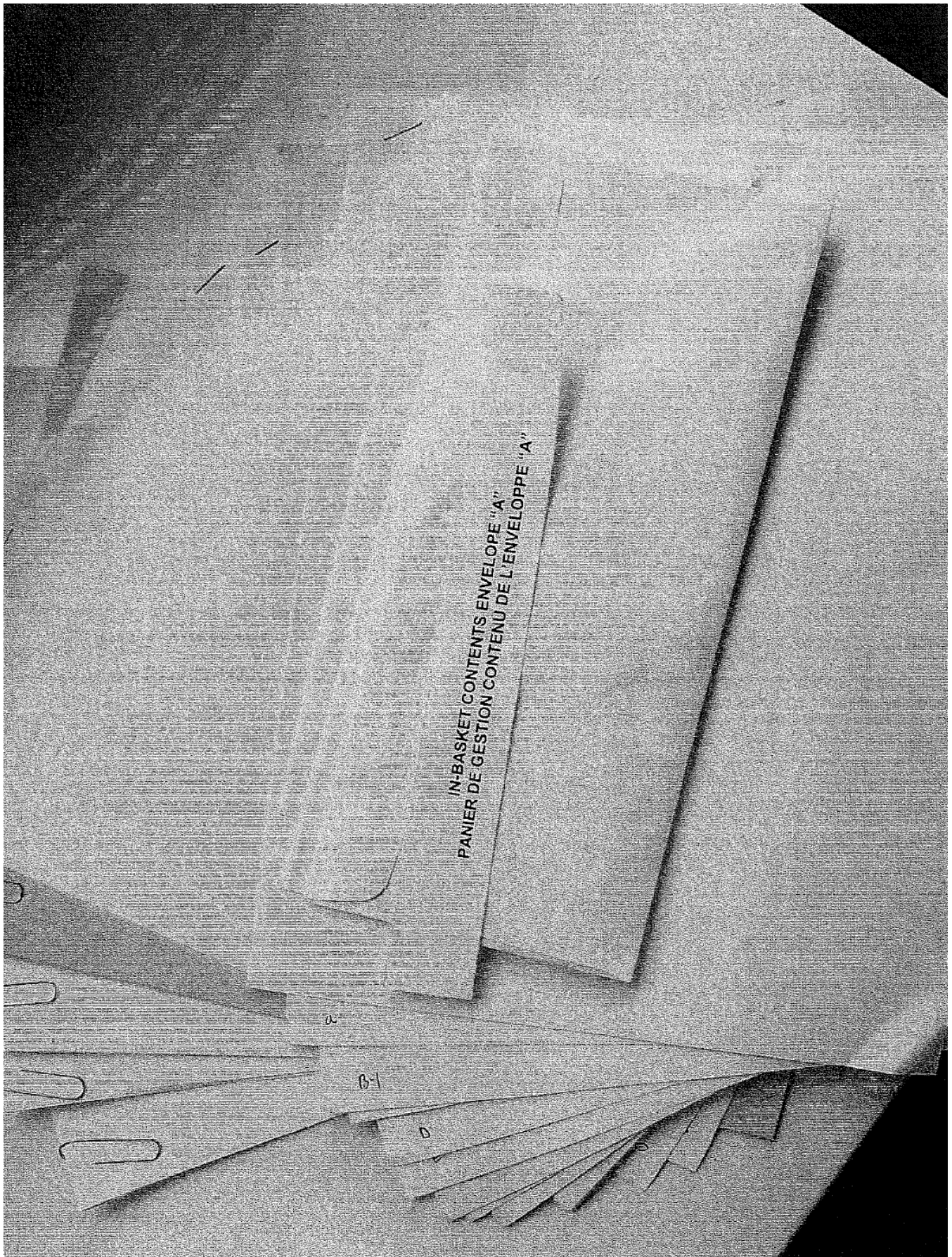


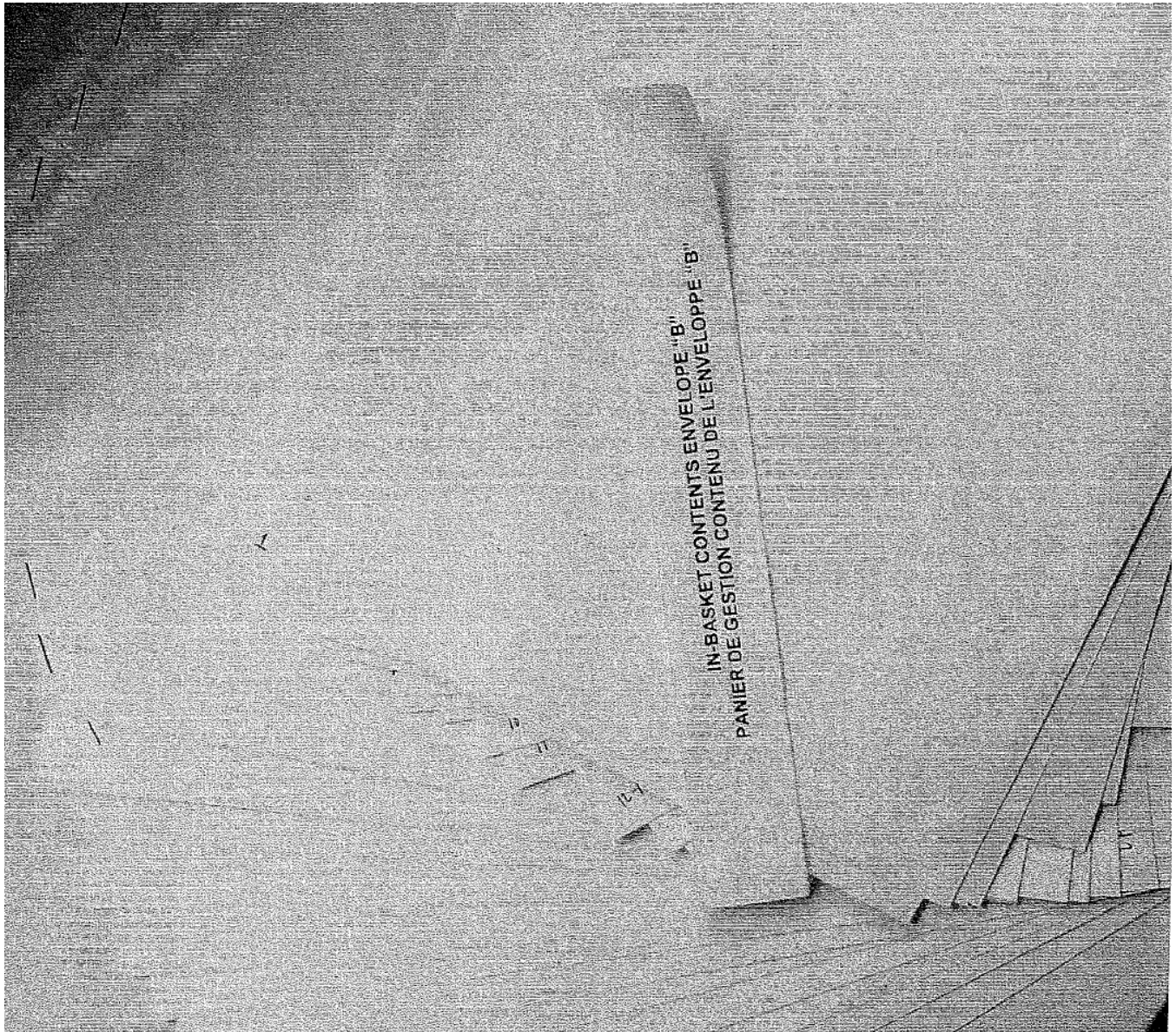
3) Envelope and content











CORNER-STITCHED SHEETS / PAGES AGRAFÉES