



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

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

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

**Gatineau  
Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> PRINTING, WAREHOUSING & DIST. SVCS	
<b>Solicitation No. - N° de l'invitation</b> M7594-171626/A	<b>Date</b> 2017-01-03
<b>Client Reference No. - N° de référence du client</b> M7594-171626	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-020-72175	
<b>File No. - N° de dossier</b> cw020.M7594-171626	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-01-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Werk(cw), Janet	<b>Buyer Id - Id de l'acheteur</b> cw020
<b>Telephone No. - N° de téléphone</b> (613) 998-3968 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> RFP Bid Receiving -pwgsc DDP - Réception des soumission - tpsgc	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Electronic Payment Instruments, and the Evaluation Grid.

### **1.2 Summary**

The Canadian Firearms Program (CFP), a service line within the Specialized Policing Services of the Royal Canadian Mounted Police (RCMP), has a requirement for a Contractor to provide printing, warehousing, order fulfillment and distribution services for a variety of CFP items consisting of, but not limited to:

- Single and multipart forms in various sizes;
- Communication products consisting of such items as letterheads, single and multipage fact sheets, fold out pamphlets, booklets, business cards, paper and laminated cards;
- Envelopes in various sizes;
- Paper and non-paper promotional products.

The Contractor must provide the following services: printing, variable on-demand printing, warehousing, inventory control, web based ordering site, order processing, order fulfillment, mail preparation, distribution, tracking, and reporting of activity on an if and when required basis.

The period of the Contract is from the date of award to March 31, 2018 inclusively with two (2) option periods of one (1) year each and the option to extend the contract by an additional four (4) months for transition.

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

The Agreement on Internal Trade (AIT), applies to this procurement.

The requirement is limited to Canadian goods and/or services.

Any resulting contract may be used for delivery requirements to locations across Canada, including those within Comprehensive Land Claims Settlement Areas.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

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

Department of Public Works and Government Services  
**Bid Receiving Unit**  
Place du Portage, Phase III, Core 0B2  
11 Laurier Street  
Gatineau, Quebec  
For couriers: J8X 4A6                      For regular mail: K1A 0S5  
Telephone : (819) 956-3370

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

### **2.3 Former Public Servant**

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

#### **Definitions**

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority ([Kathleen.gagne@pwgsc-tpsgc.gc.ca](mailto:Kathleen.gagne@pwgsc-tpsgc.gc.ca) and [janet.werk@pwgsc-tpsgc.gc.ca](mailto:janet.werk@pwgsc-tpsgc.gc.ca)) **no later than ten (10) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (4 hard copies and 1 soft copy on USB key)

Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)

Section III: Certifications (2 hard copies)

Section IV: Additional Information (2 hard copies)

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

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

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

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

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

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

#### Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. **Simply repeating the statement contained in the bid solicitation is not sufficient.** In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Bidders should also provide the page number where each evaluation criterion is addressed (see the table in Annex D)

## **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

## **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **Section IV: Additional Information**

### **3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.3.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

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

### **3.1.4 Integrity Provisions – List of Names**

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

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

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

To meet the requirement described herein, the experience of the Bidder must be work for which the Contractor was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

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

##### **4.1.1.1 Mandatory Criteria**

Bidders must meet all the mandatory requirements of the RFP. No further consideration will be given to bidders not meeting all of the mandatory criteria.

The mandatory technical evaluation criteria are included in Annex "E".

##### **4.1.1.2 Point Rated Technical Criteria**

Only those proposals which first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Technical Evaluation.

Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team. Simply repeating the statement contained in the bid solicitation is not sufficient.

The point rated technical evaluation criteria are included in Annex "E".

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, all applicable taxes excluded; FOB destination, Canadian customs duties and excise taxes included.

The Financial Evaluation will be based on the total evaluated price of the financial proposal using the Excel spreadsheet.

To determine the total evaluated price, the all-inclusive prices and rates submitted in the Annex "B": Basis of Payment will be multiplied and when specified divided by the corresponding quantities for evaluation, and then added together to obtain the total evaluated price as specified in the Annex "B": Basis of Payment Excel spreadsheet being distributed through Government Electronic Tendering Service (BuyandSell.gc.ca).

This total evaluated price will be divided by the total points to determine the price per point.

## **4.2 Basis of Selection**

**4.2.1** To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum of 75 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 396 points.

**4.2.2** Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### **5.1.1 Integrity Provisions – Required Documentation**

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

#### **5.1.2 Federal Contractors Program for Employment Equity - 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 at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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.

### **5.1.3 Additional Certifications Precedent to Contract Award**

#### **5.1.3.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 4 of clause A3050T.

**5.1.3.1.1** *SACC Manual* clause A3050T (2014-11-27) Canadian Content Definition.

#### **5.1.3.2 Status and Availability of Resources**

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (d) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

1.2 Before award of a contract, the following conditions must be met:

- (e) Before award of a contract the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. The Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive

2. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Financial Capability**

*SACC Manual* clause A9033T (2012-07-16) Financial Capability

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2030 (2016-04-04), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

### 7.3 Security Requirements

**7.3.1** The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding and Production Capabilities at the level of PROTECTED A, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/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 at the level of PROTECTED A.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide attached at Annex "C"
  - (b) Industrial Security Manual (Latest Edition).

#### 7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

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

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

**7.3.2.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2018 inclusive.

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions and the option to extend the Contract by an additional four (4) months for transition.

The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### **7.4.4 Comprehensive Land Claims Agreements (CLCAs)**

The Contract is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

### **7.4.5 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Janet Werk  
Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
360 Albert Street, Ottawa, Ontario K1A 0S5

Telephone: 613-998-3968 E-mail address: janet.werk@tpsgc-pwgsc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Contract is:

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	
E-mail address:	

In its absence, the Project Authority is:

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	
E-mail address:	

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative

Project Manager		Replacement – Project manager	
Name:		Name:	
Telephone:		Telephone:	
Facsimile:		Facsimile:	
E-mail :		E-mail :	

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

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

## **7.7 Payment**

### **7.7.1 Basis of Payment**

The Contractor will be paid in accordance with Annex "B" for Work performed pursuant to the Contract.

### **7.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (a) when it is 75 percent committed, or
  - (b) four (4) months before the contract expiry date, or
  - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.7.3 Method of Payment**

Payment by Canada to the Contractor for the Work shall be made in accordance with clause H1001C Multiple Payments and H1008 monthly payments.

#### **7.7.3.1 SACC Manual Clauses**

H1001C (2008-05-12) - Multiple Payments  
H1008C (2008-05-12) - Monthly Payments  
A9117C (2007-11-30) – T1204 – Direct Request by Customer Department

### **7.7.4 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.

The Contractor must submit monthly invoices for work completed during the invoice period to the CFP Project Authorities. The Contractor must provide separate monthly invoices, one for the CFP Forms Products, and one for the CFP Communications Products.

The invoices must detail the activity and associated cost for each of the following:

- Orders received,
- Orders fulfilled (indicating whether fulfilled from inventory or by on-demand print),
- Orders shipped (with method of shipping),
- Storage cost,
- System support,

For mass mailings, in addition to the total mailing cost the invoice must provide the cost of the individual envelope/package with the number of sheets of paper for per product.

For printing services and reprints the invoice must clearly identify each print request indicating the form number, the cost, and the print quantity. Invoices for any print requirements must not be sent before the goods have been received by the warehouse and the CFP Project Authorities notified in writing that the goods are available to be added into inventory.

The Contractor must never send invoices to any other Ordering Authority.

Invoices must be distributed as follows:

- 1) **Orders:** The **original copy must be forwarded invoicing address provided with each order** for certification and payment.
- 2) **All other services:** The **original copy must be forwarded to the Project Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
- 3) One (1) copy of must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### 7.9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification.

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2030 (2016-04-04), General Conditions - Higher Complexity - Goods;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_.

## 7.12 Insurance

*SACC Manual* clause G1005C (2016-01-28) Insurance- No Specific Requirement

## 7.13 Handling of Personal Information

The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

## 7.14 Inspection and Acceptance

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

Solicitation No. - N° de l'invitation  
M7594-171626/A  
Client Ref. No. - N° de réf. du client  
M7594-171626

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW020. M7594-171626

Buyer ID - Id de l'acheteur  
CW020  
CCC No./N° CCC - FMS No./N° VME

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## 7.15 Other Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN:

SACC Reference	Title	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1012C	Quality Levels for Envelopes	2010-01-11
P1013C	Quality Levels for Forms	2010-01-11
P1015C	Quality Levels for Labels	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11

## **ANNEX "A" STATEMENT OF WORK**

The Contractor must provide the services necessary to meet this Statement of Work as defined herein.

### **Definitions:**

**RCMP:** Royal Canadian Mounted Police

**PWGSC:** Public Works and Government Services Canada (and Public Service Procurement Canada)

**CFP:** Canadian Firearms Program

**FSD:** Firearms Service Delivery

### **A.1. INTRODUCTION**

The Canadian Firearms Program (CFP), a service line within the Specialized Policing Services of the Royal Canadian Mounted Police (RCMP), has a requirement for a Contractor to provide printing, warehousing, order fulfillment and distribution services for a variety of CFP items consisting of, but not limited to:

- Single and multipart forms in various sizes;
- Communication products consisting of such items as letterheads, single and multipage fact sheets, fold out pamphlets, booklets, business cards, paper and laminated cards;
- Envelopes in various sizes;
- Paper and non-paper promotional products.

The Contractor must provide the following services: printing, variable on-demand printing, warehousing, inventory control, order processing, order fulfillment, mail preparation, distribution, tracking, and reporting of activity on an if and when required basis.

In providing this service the Contractor must, at a minimum:

- Provide printing services for a variety of departmental publications as specified by CFP Project Authorities.
- Review the overall requirement for the purpose of establishing the most efficient and cost effective method of supply of the items identified in the Contract.
- With direction from the CFP Project Authority, establish the level of inventory required for each of the items and store all in a secure, climate controlled warehouse, monitor and control any inventory kept in the warehouse over the term of the Contract and produce or purchase items as required to maintain the inventory of material at the required level;
- Provide document management and on demand print services for those items identified as being best produced through this method;
- Receive orders on an if and when required basis for both warehouse items or variable on-demand printing and provide complete order fulfillment preparation for distribution and delivery to a specified address via Canada Post or a courier provider for large or urgent orders.
- Provide an Internet ordering tool to allow CFP Ordering Authorities to place orders.
- Provide comprehensive reporting as required;
- Provide quality control services for the Contract;
- As required, provide consulting services to CFP for cost savings and gaining efficiencies in managing the supply of material;

- Provide on-going liaison with the CFP Project Authority for the daily management of the supply of material;
- Train CFP Project Authorities and Ordering Authorities, if required, to use the on-line ordering tool.
- The Contractor must transfer the inventory of material from the previous supplier's warehouse (if applicable) to the Contractor's facility.

The Contractor must carry out these functions in accordance with CFP business and operational requirements. The printing services of the Contractor must include the production of specific forms and communication products as identified by the CFP Project Authorities, and new items as and when required.

## **A.2. TRANSITION OF CFP MATERIAL FROM PREVIOUS CONTRACTOR**

The Contractor must transfer the existing CFP inventory from the previous Contractor's warehouse located in the National Capital Region to the Contractor's facility and have it ready for order fulfillment within 25 working days of award of the Contract.

The Contractor must submit a project plan which will detail the transition.

Upon taking possession of the inventory from the previous Contractor's facility, the Contractor must audit each shipment to ensure the stated quantities, titles and language of products indicated on the supplied inventory list and packing slips match the contents. The CFP Project Authority and the PWGSC Contracting Authority must be advised of any missing information.

Any of the transferred material with visible damage to packaging must be segregated and the CFP Project Authorities must be advised of the extent of the damage. Any of the transferred material received on skids with non-standard dimensions may be transferred by the Contractor to standard pallets.

Any of the material incorrectly identified and/or labeled must be relabeled to meet the Contractor's warehouse management requirements.

The Contractor must complete a detailed inventory of all transferred material. The Contractor must submit an invoice itemizing the number of hours to perform this task in accordance with the prices and hourly rates included in the *Annex B Basis of Payment*.

The CFP Project Authorities will supply a list of the entire inventory of the existing forms and communication products currently in the possession of the previous Contractor.

The CFP Project Authorities will assign the inventory to the Contractor in accordance with and for the purposes of providing the services specified in the Annex A *Statement of Work*. It is understood that this inventory, pertaining to its nature, shall be and shall remain the sole and exclusive property of the RCMP and must not become the property of the Contractor.

## **A.3. WAREHOUSING, INVENTORY MANAGEMENT AND ORDERING PROCESS**

### **A.3.1 Warehousing**

The Contractor must provide the necessary secure, climate-controlled storage space for CFP forms, communication products, and non-printed products.

The Contractor must take into account the possible growth or reduction in space over the term of the Contract. The Contractor's warehousing capabilities must be scalable should inventory increase.

#### **A.3.1.2 Current Volumetrics**

The current warehousing volumes for forms and communication products are being provided for information purposes only (See Appendix 1 to Annex "A"). There are approximately 150 products including roughly 50 forms, 10 envelopes, 80 communication products, and 10 other products such as, but not limited to, magnets, brochure holders, and trigger locks.

Historically, the monthly storage requirements have required an average of 2800 cubic feet in total for regular warehousing. This information is provided solely as an indication of past usage and does not represent a firm commitment that the same amount of warehousing space will be required during the period of the contract.

### **A.3.2 Inventory Management**

All activities concerning the management of the inventory of the CFP products must be completed for each product individually.

For tracking and reporting purposes, products in the CFP inventory will be divided into two distinct categories, called CFP Forms and CFP Communications, as directed by the CFP Project Authorities at the time of Contract award.

While the bulk of the products to be stored by the Contractor are printed goods, some products are not. Some products may also be produced outside the contract and must be warehoused by the Contractor. For example trigger/cable locks and brochure holders. Quantity and packaging will be dependent on specific products.

Upon the Contractor producing or receiving new and reprinted CFP Forms and CFP Communications products, the Contractor must record them into the inventory of stocked products.

New and reprinted products, printed by the Contractor or by the Contractor's managed Sub-Contractors, as well as products supplied by the CFP will arrive at the Contractor's facility throughout the term of the Contract.

The Contractor must use inventory control and status-tracking processes for rapid inputting of material as it arrives. The inventory control must provide continuous tracking of all material, the processing of order information, and the continuous maintenance and reporting of activities during the period of the Contract.

The Contractor must manage the items listed within the Contract, and any new products that may be added to the inventory during the period of the Contract. The Contractor must make new products that have been approved by the CFP Project Authorities for release available for order within two (2) business days. Products may be added or deleted by the CFP Project Authorities over the period of the contract. The decision to include any new item in the Contract is solely that of the CFP Project Authorities.

The Contractor must ensure the quantity of the various CFP products held by the Contractor in their warehouse is sufficient, based on average usage, to always have an adequate quantity on hand to fulfill orders during the period of the Contract. To this end, the Contractor must work with the CFP Project Authorities to establish the quantities to be held in inventory, the re-order points, and the re-ordering time frames for each product in inventory. The Contractor must ensure that a minimum quantity of three (3) months supply (based on average monthly usage) of any product is always available in inventory. Should an order, or number of orders, be received that would reduce the inventory of the item below the three (3) month reorder point, the Contractor must advise the CFP Project Authorities of the situation and await instructions for how orders should be processed and replenishment actions initiated before any fulfillment actions are started.

### **A.3.3 Ordering Process**

Orders will be placed either by several methods: internet based as well as via email or fax.

Orders are placed throughout the year and any given order may be for a single item or for multiple products. The quantities of the various products ordered and the ordering frequency of any of the various products required is subject to demand and is therefore outside the control of the CFP and cannot be definitively stated at this time. The Contractor's systems and processes must have the capacity and flexibility to respond to known distribution requirements, ad-hoc orders requiring fulfillment in the standard turnaround times, and unexpected requests having very short time frames.

### **A.3.3.1 Internet-based Ordering System**

The Contractor must provide CFP with an Internet-based ordering system to permit

- 1) Ordering against the inventory of materials in the warehouse;
- 2) The internet based ordering system must be on the Contractor's secure website; and
- 3) Must look like an RCMP website and all the ordering to be done either English or French.

CFP will not permit any access by the Contractor to CFP systems or servers nor will CFP consider utilizing any order tool that will require the purchase or lease of proprietary hardware or software.

The ordering system must allow multiple, ordering activities to be conducted simultaneously.

The Contractor's ordering system must be directly integrated with their inventory management system so that any ordering activities undertaken through the CFP web site will be conducted using information on the status of material in inventory that is current for the time the order is placed.

Should any items be out of stock, the system must show those items as being on back order with the projected date for fulfilling the order. When an item on back order is shipped, the ordering location must be alerted by e-mail that the back order has been CFP Project Authorities must also receive an alert, in the management function of the ordering tool, that the shipment has been done.

The Contractor must remove any discontinued items from the list of items visible in the catalogue within two (2) hours of their being advised to do so by the CFP Project Authorities.

#### Ordering Requirements:

The Contractor must provide a bilingual welcome page which must link to separate English and French ordering tools, each of which must provide the same functionality. The Contractor must comply with all requirements regarding social media and web communications. Information is available at <http://www.tbs-sct.gc.ca/clf2-nsi2/index-eng.asp> and <http://www.tbs-sct.gc.ca/clf2-nsi2/index-fra.asp>.

### **A.3.3.2 CFP Ordering Processes during the Contract**

The majority of the orders will be submitted electronically. In order to maintain necessary services, the CFP requires that the Contractor provide a secure web based interface (an online ordering tool), and other ordering methods, specifically email and facsimile. The Contractor must develop the interface and make it ready to receive and process orders within the 25 day period allocated for the transition and installation of the CFP inventory of products in their facility.

The Contractor must provide a web-based ordering tool that will permit only authorized users within the CFP to place orders. CFP expects to interface with an order tool already in use by the Contractor and will therefore not consider paying costs required for the development of such an order tool.

During the Contract, all orders received by the Contractor will continue to come from the FSD, CFP Regional Offices and the CFP Project Authority.

The order tool must be available to the CFP ordering authorities at a minimum between the working hours of 07:00 to 21:00 Eastern Time Monday through Friday inclusive. The CFP Project Authorities will require notification of scheduled maintenance or planned outages a minimum of two (2) business days in advance.

**Scenario:** Ordering Authority inputs a request for material on behalf of a client into the online ordering tool.

The Ordering Authority logs into the online tool with a user name and password, and selects all products requested by the client, thereby adding them to a 'shopping basket'. The Ordering Authority then proceeds to the 'checkout' page of the tool, and asks to have the client's name and complete address. (A phone number is only requested for couriered orders.) The order is then placed in the queue within the tool and after 24 hours is auto approved if the quantity of each item is below the predetermined maximum, otherwise the order is flagged for approval by the CFP Project Authority. Once the order is approved, it is forwarded within the system to be fulfilled by the warehouse staff. The products are mailed out to the client. Any forms that are to be completed by the client are returned directly to the RCMP's FSD for processing.

#### **A.3.3.2.2 Order Tool Configuration**

The Contractor must configure the order tool to work with Internet Explorer, latest version. The CFP may upgrade the browser version number over the term of the Contract. The Contractor must ensure that the order tool will continue to provide all required functionality regardless of the version number.

The Contractor must configure the order tool to be only accessible for login from a list of authorized users within the CFP.

The Contractor must configure the order tool to display only those products ordering authorities are permitted to order, based on their individual ordering permission level.

The order tool provided by the Contractor must connect with databases used for their inventory and production management systems so that any ordering activities undertaken by CFP authorized users will be conducted using information on the status of material in inventory that is up to date at the time the order is placed. The order tool must also enable authorized users to order products that are produced by an on-demand production method.

The Contractor must work with the CFP Project Authorities over the term of the Contract to implement any expansions to the services offered by CFP.

#### **A.3.4 Ordering Authorities**

The Contractor must set up a specific CFP account that will permit approximately 100 Ordering Authorities to place orders simultaneously. These Ordering Authorities must be granted specific permissions concerning products and quantities that can be ordered. The Ordering Authorities must have limited access to specified products, while the CFP Project Authority must have full access to all products in inventory.

The CFP Project Authority will supply a list of the Ordering Authorities, the list of products which can be viewed by these Ordering Authorities, and the ordering permission for each.

The order tool must permit login only by Ordering Authorities from within the CFP and must be password protected, with each Ordering Authority having their own username and password.

#### **A.3.4.1 Client Order tool levels**

The Client Order Tool must have three (3) levels of permissions for conducting ordering activities:

##### **A.3.4.1.1 Level 1, FSD representatives:**

FSD representatives take orders from the public and will submit orders in the order tool as they are received. It is possible that approximately 80 FSD representatives may be ordering at the same time. The order tool will only allow these ordering authorities to order specific products and will only auto-approve (24 hours after order placed) orders within maximum quantities of a particular product determined by the CFP (ex. five (5) units of a particular item destined for one (1) address). Throughout the course of the contract the CFP may alter the values based on changing business operations.

The order tool interface for the FSD representatives must have regular service as the default standard for placing orders.

##### **A.3.4.1.2 Level 2, Regional Office representatives:**

The CFP has 10 Regional Offices. Regional Office representatives place orders from the public and also order larger quantities for office use. The order tool must only allow these Ordering Authorities to order specific products in quantities determined by the CFP Project Authority.

The order tool interface for the Regional Office representatives must have regular service as the default standard for placing orders. The order tool must also provide an option to permit these representatives to place orders for rush service. Should any rush order be requested, the order tool must provide a notice to the CFP Project Authority detailing the ordering office, items ordered, destination and estimated cost for delivery. The Contractor must not enter the order for fulfillment until it has been approved by the CFP Project Authority.

##### **A.3.4.1.3 Level 3, CFP Project Authority/Manager Function:**

In addition to the functions described in A.3.5 Order Tool Manager Function, below, the order tool must permit the CFP Project Authorities to:

- Order any products in any quantities.
- Place orders at any of the service standards: regular, rush, urgent and special critical.

#### **3.5 Order Tool Interface**

After an Ordering Authority has logged in to the order tool, they must be able to select either a separate French or English version of the application to conduct ordering activities.

Both language versions must provide the same functionality for ordering and searches. The Contractor must ensure that any change to the inventory information is displayed in both versions at the same time.

##### **3.5.1 Order Tool Display**

Based on individual levels of permissions for conducting ordering activities, each language version of the order tool must display a catalogue of products in the CFP inventory that shows for each item:

- a. Item title,
- b. Item number,
- c. Description (text provided by CFP), Quantity on hand, or, on demand product,
- d. Package quantity (when relevant),
- e. Unit of issue,
- f. Inventory status – in stock: out of stock; on back order.

### **A.3.5.2 Order Tool Functionality**

Based on individual levels of permissions for conducting ordering activities, both French and English versions of the order tool must allow authorized users to:

- a. Browse the inventory of products;
- b. Search for individual products by document number/identifier, title, partial title and key words;
- c. Place orders for individual products;
- d. Place orders for multiple copies of individual products to the limit allowed by their permission;
- e. Place orders for multiple products under a single order number;
- f. Place multiple orders;
- g. Input recipient addresses;
- h. Input instructions related to the order;
- i. Select a service standard based on their level of permission;
- j. View a summary of all products ordered at the end of the ordering session as well as the projected date for shipping the products based on the service standard requested;
- k. Amend delivery addresses;
- l. Query the status of any order placed by any ordering authority for date received, date into production, date shipped;
- m. View the following information for any order placed:
  - m1. Name of recipient;
  - m2. Address of recipient;
  - m3. Name of individual who placed the order;
  - m4. Tracking number (job number/internal to the contractor and their subcontractors);
  - m5. Date order was placed;
  - m6. Date of processing;
  - m7. Date order was fulfilled

The system must display this information for products taken from inventory or produced by an on-demand production method.

If a rush or urgent order is placed the tool will display the estimated cost of shipping the order based on the service standard selected.

All of this information must also be shown in the Manager Function (Level 3) of the ordering tool. The order tool must allow users to either order products that are produced on demand or are taken from inventory.

The Contractor must remove any discontinued products from the list of products visible in the online catalogue of the ordering system within two (2) business days of being advised to do so by the CFP Project Authority.

### **A.3.6 CFP Project Authority Manager Functions**

The Contractor must provide an enhanced level of functionality for ordering and information management that is available to the CFP Project Authority and designated alternates only.

#### **A.3.6.1 CFP Project Authority Ordering**

At a minimum, the manager function of the order tool must permit the CFP Project Authority to:

- a. View the entire catalogue of CFP products;
- b. Use Level 3 ordering permission to place orders for any of the CFP products;
- c. Use Level 3 ordering permission to place orders for any quantity of the CFP products;

- d. Be alerted to any rush orders being placed by Regional Offices;
- e. Approve, or change, any rush orders before they are entered into fulfillment;
- f. Override any orders placed by the ordering authorities based on criteria established between the CFP Project Authority and the Contractor;
- g. Cancel any ordering authority's access to the ordering system;
- h. Enter new ordering authorities;
- i. Amend delivery addresses;
- j. Query the status of any order placed by any ordering authority for date received, date into production, date shipped;
- k. View the following information for any order placed:
  - k1. Name of recipient;
  - k2. Address of recipient;
  - k3. Name of individual who placed the order;
  - k4. Tracking number (job number/internal to the contractor and their subcontractors);
  - k5. Date order was placed;
  - k6. Date of processing;
  - k7. Date order was fulfilled

#### **A.3.6.2 CFP Project Authority Information Management (IM)**

The Contractor must provide an on-line IM tool that will at a minimum permit the CFP Project Authority and/or designate to:

- a. Query the inventory levels of the CFP products in the Contractor's warehouse on a real or near real time basis. This function will permit the CFP Project Authority to:
  - a1. View the overall quantities of all CFP forms and communications products in the warehouse at the time of the query;
  - a2. View the quantities of each of the CFP forms and communications products in the warehouse at the time of the query;
  - a3. View the replenishment point for each of the CFP forms and communications products in the warehouse;
  - a4. Create groupings of CFP forms and communications products based on Document number/Identifier or Title and view the quantities of these groupings in the warehouse at the time of the query;
  - a5. View a history of the changes in inventory levels of each of the CFP forms and communications products in the warehouse based on a start and end date input by the CFP Project Authority. The Contractor must permit the CFP Project Authority to perform this activity for a minimum of one (1) years data.
- b. View overall ordering activity based on a start and end date input by the CFP Project Authority. The Contractor must permit the CFP Project Authority to perform this activity for a minimum of one (1) years data.
- c. View the quantity of items on back order, when an item on back order is shipped, the CFP Project Authority must be alerted by the IM tool to confirm that the back ordered item has been shipped.
- d. View the ordering activity of individual ordering authorities based on a start and end date input by the CFP Project Authority;
- e. View the ordering history of individual CFP products based on a start and end date input by the CFP Project Authority;
- f. Create groupings of CFP forms and communications products based on Document number/Identifier or Title and view the ordering history of groupings of CFP products based on a start and end date input by the CFP Project Authority;
- g. When any item reaches the three-month supply reorder point, the IM tool must highlight that item as ready for replenishment. In addition to highlighting the item, the Contractor's system must send an e-mail to the CFP Project Authority that:
  - g1. Identifies the item,
  - g2. Provides the replenishment point,

- g3. Provides the quantity on hand at the time of the email,
- g4. Provides the established timeframe required for replenishment.
- h. Save any of the information displayed into an Excel worksheet that the Contractor's system will then send as an email attachment to the CFP Project Authority;
- i. Print any of the information displayed.

#### **A.4. TECHNICAL SUPPORT AND TRAINING**

The Contractor must provide technical support to the CFP in order to set up and maintain the web-based ordering methods. At a minimum this technical support must include:

- A bilingual user manual supplied to the CFP Project Authorities, in PDF format, for the online ordering tool
- If requested by the CFP Project Authorities, providing web-based bilingual training for FSD Phone Centre personnel, Ordering Authorities in ten (10) regional offices and the CFP Project Authority(ies);
- CFP may request "face to face" information/training sessions;
- Providing a customer support service for responding to operational queries from ordering authorities concerning the functioning of the order tool during the working hours of 08:00 to 16:00 Eastern Time Monday through Friday inclusive;
- Providing technical support to the CFP Project Authorities for potential enhancements to the service over the period of the Contract;
- Providing an electronic copy of a user's manual in PDF format, in English and French versions, for the Client Order Tool.

#### **A.5. REPORTING**

For reporting purposes, products in the CFP inventory must be separated into two distinct categories called *CFP Forms* and *CFP Communications* as directed by the CFP Project Authority.

##### **A.5.1 Monthly Reports**

The Contractor must provide reports on CFP Forms usage and CFP Communications usage to the CFP Project Authority and the PWGSC Contracting Authority on a monthly basis. The monthly report must be broken down between the CFP Forms and CFP Communications products and include the following information for each item:

- Total quantity of each item in inventory at the reporting date, re-order point and estimated re-order date based on the usage at the reporting date;
- Date of entry into, or removal from, the inventory;
- The number of orders fulfilled for each item and quantity shipped for each week of the report period, total for the month and for the year to date;
- The products on backorder;
- The number of orders waiting to be filled for CFP Communications products and CFP forms products;
- The average time lapse between order receipt and processing for CFP Communications products and CFP forms products; and
- Oldest orders not yet filled, by date for CFP Communications products and CFP forms products.

One (1) copy of the monthly report, in MS Excel format, must be sent by e-mail to the designated CFP Project Authority and the PWGSC Contracting Authority in Ottawa on the first working day following the reporting period.

##### **A.5.2 Customized Reports**

Upon request, the Contractor must provide the CFP Project Authority with custom reports concerning inventory and ordering activities for specified periods.

#### **A.6. RECORDS MANAGEMENT**

The Contractor must back-up and retain all electronic records pertaining to the CFP inventory and ordering activities for the period of the Contract unless otherwise instructed by the CFP Project Authority.

The Contractor must store all hard copy records pertaining to the CFP inventory and ordering activities for the period of the Contract unless otherwise instructed by the CFP Project Authority.

The Contractor must provide any records requested by the CFP Project Authority within two (2) working days of a request for the records being submitted by the CFP Project Authority.

The CFP Project Authority may require that the Contractor delete all or any part of the electronic records (such as artwork and inventory) or shred all or any part of the hard copy records at any time throughout the Contract. Written instructions, signed by the CFP Project Authority, detailing the records to be deleted or shredded must be provided to the Contractor.

#### **A.7. ORDER PROCESSING AND DISTRIBUTION SERVICES**

As orders are received, the Contractor must retrieve the requested products from storage or print them on-demand in the quantities requested. As orders are fulfilled from inventory, the information concerning the changes in the inventory levels must be entered into the inventory management system. This must be done during fulfillment in order to provide the CFP Project Authority current information on the CFP inventory when accessing the inventory management system.

The Contractor must ensure that any products taken from inventory or produced on-demand correspond to the products actually ordered. If any products are wrongly shipped, due to error on the part of the Contractor, the Contractor is responsible for any costs incurred in replacing those products with the correct products. Should any products which have been wrongly shipped need to be returned to the Contractor's facility, the Contractor is responsible for all shipping costs. The Contractor is responsible for flagging duplicate orders and alerting the CFP Project Authority before fulfilling these orders. The CFP will designate which products will be shipped in RCMP envelopes, and in the case of products shipped in Contractor supplied packaging; bilingual packaging and labelling are the Contractor's responsibility, as well as shipping-related activities. This includes a bilingual return address on each envelope or other material and a bilingual packing slip where required. The Contractor is responsible for returning any wrongly shipped items.

##### **A.7.1 Order Types**

The Contractor will receive three (3) types of orders for fulfillment from the Ordering Authorities:

###### **A.7.1.1 Individual Orders:**

- These normally consist of requests from the public and come from the FSD. They require one or more products to be sent to any one address.

###### **A.7.1.2 Bulk orders:**

- These come from the Regional Offices and may require multiple copies of products to be sent to individual addresses. The Contractor must fulfill bulk orders received from a list provided by the CFP Project Authority. This list will identify those with permission to place bulk orders, the products permitted to be ordered and restrictions on quantities that can be ordered.

#### **A.7.1.3 Mass mailing:**

- Requests for mass mailings will come from the CFP Project Authority and will require the Contractor to distribute single or multiple quantities of products to addresses on a pre-determined list supplied by the CFP Project Authority.

Any mailing services may require the Contractor to:

- Distribute products retrieved from inventory;
- Print addresses and static information on various types of documents including CFP letterhead and distribute;
- Print addresses on various types of documents taken from inventory and distribute;
- Distribute CFP products supplied for the mailing;
- Address documents to show in single or double window envelopes or print and apply address labels to envelopes.

#### **A.7.1.4 Order Service Standards**

The following provisions relative to varying levels of service apply to the time elapsed between the receipt of an order by the Contractor and the shipping of the order from the Contractor's facility.

##### **A.7.1.4.1 Regular Service**

Regular service means order fulfillment within five (5) working days from the time orders are received from the Ordering Authority. Delivery timeframes will be equivalent to Canada Post standards for regular lettermail or parcels. (*This is 4 to 9 days for parcels and 4 business days for letters in urban areas*)

##### **A.7.1.4.2 Rush Service**

Rush service means order fulfillment within three (3) working days from the time orders are received from the Ordering Authority. Delivery to be completed within three (3) business days of fulfilling the order.

##### **A.7.1.4.3 Urgent Service**

Urgent service means order fulfillment within 24 hours from the time orders are received from the Ordering Authority. Delivery to be completed within two (2) business days of fulfilling the order.

##### **A.7.1.4.4 Special Critical Orders**

Special critical orders must be fulfilled and shipped the same day. These may be picked up by CFP representatives or CFP contracted couriers.

#### **A.7.2 Packaging and Labelling**

The Contractor is responsible for packaging the documents being distributed. Packaging is to be appropriate for the size of the order and may range up to cartons of 35 lb. in weight.

Individual products and small quantities may be distributed in standard size envelopes. This will in many cases require folding letter-format documents into number 10 standard mailing envelopes. Some orders may require the Contractor to insert specific products into envelopes printed with CFP/RCMP

identification and held in inventory. Other orders may require the Contractor to supply a generic, unprinted, envelope. Large quantities and multiple items going to a single address may be shipped in cartons to a maximum of 35 lbs. per carton. Cartons are to be loaded to capacity without fillers. Products shipped in cartons are to be shrink-wrapped in convenient sized packages. If an order is large enough to permit that order to be shipped on a shipping pallet, the entire order is to be shrink-wrapped on the pallet. The packaging must be appropriate for safe distribution of the required products in the most economical and practical manner.

The Contractor must provide all shipping materials such as envelopes, cartons or pallets.

The Contractor is responsible for addressing any products being distributed. This includes output and application of any required labels. Bulk orders must include a bilingual packing slip that shows the document numbers, document titles, quantity per package and number of packages of any documents inside. When multiple products are shipped in a carton, each shrink-wrapped package must be labelled showing the document number, document title, package quantity and total quantity ordered. All shipping material must have a bilingual return address as well as the destination address. The return address will be dependent on the identified packaging i.e. RCMP or Contractor supplied. The Contractor must do the layout for the labels to conform to Canada Post regulations.

If an order is large enough to be shipped on pallets, the Contractor must confirm with the ordering offices that the office or the receiving address can accept the pallets before the order is shipped.

The Contractor is responsible for all distribution. The most economical means of distribution, suitable to meet the service standards, must be used unless otherwise specified by the CFP Project Authority.

## **A.8. PRINTING**

The Contractor must manage the supply of printed products as required by the CFP during the period of the Contract. Printing work will include the supply of initial quantities as well as reprints for replenishment of inventory for the CFP products. The Contractor must determine the printing methods best suited to meet the demands of supplying the individual products, unless told otherwise for specific products.

The print quality level is in accordance with the Public Works and Government Services Canada Quality Levels for Printing. The Contractor must ensure that the quality level is met whether the goods are produced within their facilities or by a subcontractor.

### **A.8.1 Print Consultation**

Following contract award, the Contractor must review the list of CFP products with the CFP Project Authority to confirm the best methods of supply for each of the CFP products.

This review will include:

- Methods of supply:
  - Identify products to be supplied from an on-demand print environment;
  - Identify products produced by the Contractor in quantities stored for fulfillment;
  - Identify products produced by subcontractors of the Contractor;
- Establishing the quantities to be held in inventory, the re-order points and re-ordering time frames for each of the products in inventory;
- Reviewing the print specifications for accuracy and verifying the artwork for all CFP products to be produced under the Contract.

The final authority for the method of supply will remain the CFP Project Authorities.

### **A.8.2 Print Production**

- Offset (direct imaging or metal plates) or electronic (including digital presses) printing methods may be used to produce any of the work provided the criteria for the print quality level stated are met;
- The Contractor must not print any item without the approval of the CFP Project Authority;
- When proofs are required as part of a print order, production must not proceed until the CFP Project Authority has given written approval to proceed;
- Before any production begins, the Contractor must review the print specifications and artwork and confirm with the CFP Project Authorities that there are no changes to the document;
- Before any document is reprinted, the Contractor must email a Request to Reprint Notification to the CFP Project Authorities to obtain written approval to reprint;
- Any variation from the approved proofs made by the Contractor will be re-done at the Contractor's expense.

### **A.8.3 On-Demand Print Products**

The Contractor will receive artwork (electronic or hard copy) at the start of the Contract for any forms and communications products for which the most efficient method of fulfilling each order is determined to be on demand production. The on-demand method is the most practical means of printing CFP fact sheets. Fact sheets are several paragraphs of print that can have multiple changes to the text over the course of the contract due to legislative or program changes. When changes are required on any of these products, the Contractor may be required to produce the new artwork (electronic or hard copy) or will be supplied with new artwork. The Contractor is responsible for ensuring that only the latest version of any of the products are produced and delivered at all times. On demand print products – primarily fact sheets – are an overprint of black text on to the preprinted CFP letterhead (CFP-1240 refer to Annex D for specifications).

### **A.8.4 Print Management**

In addition to their production management procedures for goods produced internally, the Contractor must manage the supply of material produced by other companies acting as subcontractors for the Contractor. In completing the management activities, the Contractor must, at a minimum, do the following:

- Qualify suppliers for capability to produce the various products at the quality level and in the quantities required;
- Conduct competitive procurements among qualified suppliers for the supply of CFP products as required;
- Supply specifications and samples to bidders for obtaining quotes as required;
- Follow up with the CFP Project Authorities on any additional questions/suggestions that the bidders may have;
- Provide additional information/clarification to bidders as required;
- Verify the quotes received against the specifications and delivery schedules for the products to be printed;
- Provide any clarifications/additional information concerning the quotes as requested by the CFP Project Authorities;
- Upon receiving the authorization to print verify the specifications and artwork for the items being printed and any additional instructions from the CFP Project Authorities;
- Create and issue a purchase order plus the specifications and artwork for the printing required to the selected subcontractor;
- Maintain a liaison with the selected subcontractor to monitor the status of the work in production;
- Maintain a database on all orders issued with details such as order status, specifications provided, artwork provided, invoice received from printer, invoice paid to printer, invoice submitted to CFP, invoice paid by CFP;

- Establish and maintain a filing system for artwork, film, specifications, samples and other pertinent information for each item being managed for printing;
- When the product is received from the subcontractor perform quality assurance checks and provide samples taken randomly in quantities determined in consultation with the CFP Project Authority. The Contractor must provide random samples taken during the press run for any product produced internally;
- If the received product passes the quality assurance inspection, ensure that the material is received into the inventory management system but put "On hold" until authorization is received from the CFP Project Authority;
- If the product does not pass the quality assurance inspection, investigate the causes of failure, resolve the issue and assign responsibility to the appropriate party (Subcontractor, the Contractor or CFP). Ensure that the financial responsibility is clearly assigned and agreed to by all concerned parties;
- If the product passes the quality assurance inspection, submit Receipt Voucher or stock release form as applicable, to the CFP Project Authority;
- Receive approval from CFP Project Authority;
- Upon receipt of approval for release from the CFP Project Authority, ensure that the product is released from "On hold" status and is made available for fulfillment;
- Make payment to the subcontractor and file all printing related documents.
- Obtain specifications and artwork from the subcontractor and file them back in the recording system;
- Manage CFP invoicing process and maintain all the associated documents in an audit-ready format;
- Work with CFP on an ongoing basis to reduce costs by developing/suggesting alternate solutions to print jobs.

#### **A.8.5 Sub-contracted NON-PAPER Promotional products**

For any non-paper promotional requirement to input or replenish stock in inventory not specified in the *Basis of Payment*, or to produce a new item, where the estimated cost will be over \$5,000.00, the Contractor will be required to prove that they are submitting competitive prices by providing a total of at least two (2) competing quotations to the CFP Project Authorities. The quotations shall be submitted as follows:

- For products the Contractor can produce within their facilities the Contractor shall submit their prices plus prices submitted by two (2) competing firms.
- For goods produced by sub-contractors, the Contractor shall submit prices from two (2) competing firms.
- All quotations must be provided to and approved by the CFP Project Authority before any work is started.

For example: CFP project authority may have a requirement to have 5000 trigger locks keyed differently purchased and repackaged into a zip lock plastic bag with a business card inserted into each bag. Therefore the Contractor will be paid the cost by the subcontractor with no profit (invoice must be submitted) and the Contractor may charge a **Flat Rate for project management (administration) of NON-PAPER promotional items by sub-contractors** based on the total cost for the promotional items order (see B.24.10 in the Annex B excel sheet).

#### **A.8.6 Sustainable Development/Green Production**

In support of the Government of Canada's Sustainable Development Strategy, the CFP is committed to the purchase of environmentally sound products that are of equal quality or better than the industry average. Green procurement is the procurement of products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider the full life cycle of a product, including: raw material acquisition, production, manufacturing, packaging, distribution, operation, maintenance, disposal

and re-use of the product or service. Green procurement encompasses the concept of the procurement of goods and services that provide for basic human needs and bring a better quality of life, while minimizing the use of non-renewable natural resources and toxic materials and the emission of wastes and pollutants over the life cycle, so as not to jeopardize the ability of future generations to meet their own needs.

The Contractor shall make every possible effort towards supplying print services that are the result of environmentally sound processes, without detracting from the appearance of said items.

#### **A.8.6.1 Papers**

For all CFP forms and communications products the Contractor and any sub-contractors should make every possible effort towards using papers from manufacturers certified under the Environmental Choice Program, or who are using fibre originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council, Sustainable Forestry Initiative or the Canadian Standards Association Sustainable Forest Management Standard.

Paper specifications for non-stocked items will be provided to the Contractor for each item as required. Should the specifications provided by the CFP Project Authority specify a paper brand name that does not meet the environmental criteria stated above, the Contractor must:

1. Inform the CFP Project Authorities.
2. Suggest an alternative paper, having equivalent specifications, that meets the criteria. The CFP Project Authorities will inform the Contractor in writing of their approval of the suggested alternative paper or of their decision not to change from the originally specified paper.

#### **A.9. DISPOSAL OF STOCK**

The CFP Project Authority will advise the Contractor in writing when to dispose of the CFP products. Unless otherwise directed by the CFP Project Authority, the stock must be recycled. The CFP Project Authority will advise the Contractor when shredding is required. The Contractor will have 48 hours to dispose of the stock unless otherwise specified by the CFP Project Authority. After disposal, the Contractor must provide a certificate of destruction, signed by an authorized representative of the company, to the CFP Project Authority.

#### **A.10. CONTRACT END**

##### **A.10.1 Inventory**

Three (3) months prior to the Contract expiry date, the Contractor must perform a detailed inventory of all CFP forms and communications products warehoused on behalf of the CFP and seek from the CFP Project Authorities instructions as to the repossession, transfer or disposal of such inventory.

At a minimum, two (2) authorized representatives from the CFP and a Contractor representative, will perform the inventory together

##### **A.10.2 Inventory reports**

The Contractor must provide the CFP Project Authorities with a system generated inventory report for all inventory items contained in their inventory system. Reports must include all inventory items held in the warehouse as well as the inventory items stored electronically.

In preparation for the file transfer of all electronically stored inventory items being warehoused, up to the Contract expiry date, the Contractor must provide the CFP Project Authority with a digital copy of all files. The Contractor must send these digital copies directly to the CFP Project Authorities.

### **A.10.3 Instructions for the preparation of Pick up and Transfer of CFP Physical Inventory**

The CFP Project Authority will provide the Contractor with instructions as to the pick-up and transfer of inventory items required.

Within ten (10) working days of receipt of the instructions from the CFP Project Authorities, the Contractor must submit a detailed estimate of the costs required (in accordance with the Annex B *Basis of Payment*), including the number of hours to perform this task.

Estimates from the Contractor, responding to instructions for repossession and/or transfer of inventory must, at a minimum, itemize the following:

- Removal and packaging of inventory items from the warehouse (time required, # of resources and hourly rate);
- Deactivating and removal of CFP inventory items from Contractor's inventory system (time required and hourly rate);
- The number of loose items requiring packaging in cartons and the number of cartons resulting from this operation;
- The number of cartons requiring stacking on pallets for shipping. This quantity must be broken down showing the number of new cartons created from the packaging of loose items and the number of existing cartons on the warehouse shelves;
- The number of pallets to be shipped. This quantity must identify the number of new pallets created from the stacking of loose cartons and the number of existing full pallets in the warehouse. All new full pallets must be properly shrink-wrapped for shipping;
- All cartons and pallets must be labelled with the item information shown in the inventory system and will identify the quantity in each carton and on each pallet.

Estimates from the Contractor responding to instructions for disposal of inventory must show the quantity being disposed, the rate for disposal in accordance with the Annex B *Basis of Payment*, and the total number of hours required to perform the task.

The Contractor must commence implementing the instructions for disposal or transfer upon receipt of authorization to proceed from the CFP Project Authority.

Final payment will be held back until the repossession, transfer and/or disposal of inventory, as requested by CFP Project Authority, has been completed and agreed upon in writing by Contractor and CFP Project Authority.

Solicitation No. - N° de l'invitation  
M7594-171626/A  
Client Ref. No. - N° de réf. du client  
M7594-171626

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW020. M7594-171626

Buyer ID - Id de l'acheteur  
CW020  
CCC No./N° CCC - FMS No./N° VME

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**APPENDIX 1 TO ANNEX A – Print Specifications and Warehouse Report September 28, 2016**

**Appendix 1 to Annex A – Print Specification and Warehouse Report September 28, 2016****Usage – Communication / Publications (1 day snapshot)**

<b>Cat. No. (CFP #)</b>	<b>CFP Communication Promotional Items</b>	<b>Warehouse (current units)</b>	<b>Total Cubic Feet (approx.)</b>	<b>Past 12 Month Total</b>	<b>Average Monthly Usage over past 12 Months</b>
1240pkg / PC	Canadian Firearms Programs (PKG 200) 1 800 Promotional	211	16	614	51
1240s / PC-1	Canadian Firearms Programs (Unit of 1) 1 800 Promotional Card (Bil.) (2005) <ul style="list-style-type: none"> <li>• 2 x 3 1/2 inch</li> <li>• double sided English/French</li> <li>• 12 pt stock 4 colour process with bleed</li> </ul>	60090	56	31343	2612
1254 EF	Canadian Firearms Program – Police Support Programme Canadien Des Armes À – Soutien de la Police <ul style="list-style-type: none"> <li>• 3 x 5 1/2 inch</li> <li>• double sided English/French</li> <li>• laminated, rounded corners</li> <li>• head to head for each language</li> <li>• 4 colour process</li> </ul>	4748	2	1100	92

<b>Cat. No. (CFP #)</b>	<b>CFP Communication other documents</b>	<b>Warehouse (current units)</b>	<b>Total Cubic Feet (approx.)</b>	<b>Past 12 Month Total</b>	<b>Average Monthly Usage over past 12 Months</b>
1238 EF	Storing, Transporting and Displaying Firearms (Pamphlet) - L'entreposage, le transport et l'exposition de vos armes à feu (Brochure) <ul style="list-style-type: none"> <li>• 3.66 x 8 1/2" finished</li> <li>• 5 panel accordion fold</li> <li>• English/French head to head, 4 colour process</li> <li>• 70 lb supreme gloss</li> </ul>	2429	2	87292	7274
1238P	Firearms Licence Renewals (Pamphlet) -Renouvellement d'un permis d'armes à feu (Brochure)	2124	69	980	82

## Canadian Firearms Program (CFP)

Cat. No. (CFP #)	CFP Communication Laminates (For Police Only) 1 and 3 mil, 8 ½ " x 11 " Black text with coloured background on white paper	Warehouse (current units)	Total Cubic Feet (approx.)	Past 12 Month Total	Average Monthly Usage over past 12 Months
1226 E	The Canadian Firearms Program – Police Support (purple/grey)	2150	1	1505	126
1226 F	Le Programme canadien des armes à feu –D'aide aux policiers (purple/grey)	1396	1	560	47
1227E	Weapons Classifications (Plastic Card 8 1/2 X 11) Powder Blue - old form but still on web REPLACED by Firearms Classification & firearms Reference Table (FRT)- How to input the information and search the FRT (green/yellow)	1728	2	626	52
1227F	Classification des armes (Carte plastifiée 8 1/2 X 11) bleu poudre – old form but still on web Classification des armes à feu & tableau de référence des armes à feu – Comment saisir l'information et effectuer une recherche dans le traf (vert/jaune)	1874	2	626	52
1228 EF	CFRO VIA CPIC/CRPQ - POLICE ONLY INFORMATION & REFERRAL LINE (purple/yellow)	1369	2	1106	92
1231 E	Storage Display Transportation of Firearms and Other Weapons by Business and Individuals Regulations (Plastic Card 8 1/2 X 11) green	4581	3	3036	253
1231 F	Règlement sur l'entreposage l'exposition et le transport des armes à feu et autres armes par entreprises et maniement par des particuliers (Carte plastifiée 8 1/2 X 11) vert	249	1	555	46
1265E	Storage Display Transportation and Handling Requirements (Plastic Card 8 1/2 X 11) red	1983	2	3237	270
1265F	Exigences relatives à l'entreposage, à l'exposition, au transport et au maniement (carte plastifiée de 8½ x 11 po), rouge	2565	2	480	40

Cat. No. (CFP #)	CFP Communication Misc	Warehouse (current units)	Total Cubic Feet (approx.)	Past 12 Month Total	Average Monthly Usage over past 12 Months
LT	Large Tube – mailing	660	114	0	0
ST	Small Tube – mailing	772	16	0	0
1256 EF	Brochure holder	556	148	0	0
1250E	Letterhead – English	17500	6	12000	1000
1250F	Letterhead – French	12500	4	5000	417
1238i Inuk -	Inuktitut Safe Storage Brochure	6225	2	1000	83
1247 EF	Canadian Firearms Program = 3 fold Brochure <ul style="list-style-type: none"> <li>• 3.66 x 8 1/2 finished (8 1/2 x 11 flat)</li> <li>• 3 panel accordian, 4 colour process</li> <li>• English/French tumble</li> <li>• 70 lb supreme gloss</li> </ul>	2373	1	100	8
1247 – P	Canadian Firearms Program – 3 fold brochure – package 50	968	13	0	0
1259 EF	Police Support Poster	3914	4	0	0
1253E	1-800 Promo Magnet – English <ul style="list-style-type: none"> <li>• 3.5" x 2"</li> <li>• 4 colour aqueous, white magnet stock .03</li> <li>• trim square corners</li> </ul>	41269	9	9382	782
1253F	1-800 Promo Magnet – French ( specs - same as 1253E )	29589	7	1261	105
1255 EF	Kit folders – English French Pkg of 25 <ul style="list-style-type: none"> <li>• flat 19.5 x 16 - finished 9 x 12</li> <li>• 4 colour process with gloss varnish, 2 sides</li> <li>• 160M cover weight, supreme gloss cover, varnish</li> <li>• trim, score, fold and glue</li> </ul>	451	75	88	7

1245 EF	Firearms Act and Regulations <ul style="list-style-type: none"> <li>• Size: 8.5 x 11</li> <li>• Inks: cover prints 4/0 + gloss UV and text prints 1/1, black</li> <li>• Bleeds: Yes (cover only)</li> <li>• Pages: 278 + 21 mylar tabs (numerical and alphabetical) + cover</li> <li>• Stock: Cover: Kallima C1S, 12pt/ Text: Rolland Hitech, 70lb, text</li> <li>• Finishing: gather, trim to size, spiral bound (black)</li> </ul>	92	9	308	44
1269 EF	Online licence renewal poster 11"x17"	4835	4	4835	4
1269 FE	Online licence renewal poster 11"x17"	2433	2	2433	2
1270 E	ACTS Poster 24" x 30" ; glossy	853	4	858	4
1270 F	ACTS 24" x 30" ; glossy	503	3	503	3
1271 E	PROVE Poster 24" x 30" ; glossy	1555	130	688	3
1271 F	PROVE Poster 24" x 30" ; glossy	150	13	503	3
1262 EF	Pony Express Overview	6462	17	0	0
1267 EF	Firearms Licencing Brochure	9952	3	0	0

Canadian Firearms Program (CFP)

RCMP #	CFP Forms And Printing specification	Current Stock	Cu Ft Usage	Past 12 Month Total	Average Monthly Usage over past 12 Months
5484E	<p>Canadian Firearms Safety Course Report Specifications:</p> <ul style="list-style-type: none"> <li>• Five part set consisting of an Information cover sheet, followed by 4 part NCR set</li> <li>• Originals: 2</li> <li>• Size: 8 ½" x 11" + ½" stub at top</li> <li>• Parts: Part 1 white 30M, Part 2 white 30M CB, Part 3 &amp; 4 white 28M CFB, Part 5 white 30M CF.</li> <li>• Ink: All parts black</li> <li>• Print:: Head to Head</li> <li>• Binding: Top, all parts glued in stub at top</li> <li>• Perforation: All parts horizontally at stub (1/2" stub) – Easy tear</li> <li>• Pkg.: Basic 10 sets, label each package</li> </ul>	15062	5	242038	20170
5484F	<p>Canadian Firearms Safety Course Report -French version Specifications:</p> <ul style="list-style-type: none"> <li>• Same as RCMP5484E</li> </ul>	37721	51	21561	1797
5485E	<p>Application for a License under the Firearms Act (Minors) Specifications:</p> <ul style="list-style-type: none"> <li>• 3 part set</li> <li>• Originals: 6</li> <li>• Size: 8 ½" x 11" + ½" stub at top</li> <li>• Parts: All parts white bond 40M</li> <li>• Ink: All parts black</li> <li>• Print:: All parts 2 sided, Head to Head</li> <li>• Binding: Top, all parts glued at top</li> <li>• Perforation: All parts horizontally at stub (1/2" stub) – Easy tear</li> <li>• Package: Standard, label each package</li> </ul>	2646	3	5196	433
5485F	<p>Application for a License under the Firearms Act (Minors) Specifications:</p> <ul style="list-style-type: none"> <li>• Same as RCMP 5485E</li> </ul>	475	1	125	11
5486E	<p>Application for a Firearms License for Business (including Museums) Specifications:</p> <ul style="list-style-type: none"> <li>• 5 part set</li> <li>• Originals: 8</li> <li>• Size: 8 ½" x 11" + ½" stub at top</li> <li>• Parts: All parts white bond 40M</li> <li>• Ink: All parts black</li> <li>• Print:: Parts 1, 3 and 4 printed 2 sides, Head to Head, Parts 2 and 5 are printed only on face</li> <li>• Binding: Top, all parts glued at top</li> <li>• Perforation: All parts horizontally at stub (1/2" stub) – Easy tear</li> <li>• Package: standard, label each package</li> </ul>	585	1	286	24

Canadian Firearms Program (CFP)

RCMP #	CFP Forms And Printing specification	Current Stock	Cu Ft Usage	Past 12 Month Total	Average Monthly Usage over past 12 Months
5486F	Application for a Firearms License for Business (including Museums) - French version Specifications: <ul style="list-style-type: none"> <li>• Same as RCMP 5486E</li> </ul>	1081	2	1	0
5488E	Application for a Carrier Firearms License – pack of 10 Specifications: <ul style="list-style-type: none"> <li>• 4 part set</li> <li>• Originals: 6</li> <li>• Size: 8 ½" x 11"</li> <li>• Parts: All parts white bond 40M</li> <li>• Ink: All parts black</li> <li>• Print:: Parts 1 and 2 printed two sides, Head to Head, Parts 3 and 4 are printed only on face</li> <li>• Binding: Top, 1 stitch upper left corner</li> <li>• Package: Standard, label each package</li> </ul>	67	1	0	0
5488F	Application for a Carrier Firearms License - French version Pack of 10 Specifications: <ul style="list-style-type: none"> <li>• Same as RCMP 5488E</li> </ul>	91	1	0	0
5489E	Application To Register Firearms for Business Specifications: <ul style="list-style-type: none"> <li>• 3 part set</li> <li>• Originals: 5</li> <li>• Size: 8 ½" x 11"</li> <li>• Parts: All parts white bond 40M</li> <li>• Ink: All parts black</li> <li>• Print:: Parts 1 and 3 printed two sides, Head to Head, Part 1 is printed only on face</li> <li>• Binding: Top, 1 stitch upper left corner</li> <li>• Package: Standard, label each package</li> </ul>	75	1	5	0
5489F	Application To Register Firearms for Business - French version Specifications: <ul style="list-style-type: none"> <li>• Same as RCMP 5489E</li> </ul>	362	1	0	0

Canadian Firearms Program (CFP)

RCMP #	CFP Forms And Printing specification	Current Stock	Cu Ft Usage	Past 12 Month Total	Average Monthly Usage over past 12
5490E	<p>Application for Authorization to Transport Restricted Firearms and Prohibited Firearms, including Prohibited handguns</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• 4 part set</li> <li>• Originals: 6</li> <li>• Size: 8 ½" x 11" + ½" stub at top</li> <li>• Parts: All parts white bond 40M</li> <li>• Ink: All parts black</li> <li>• Print:: Parts 1 and 3 printed 2 sides, Head to Head, Parts 2 and 4 are printed only on face</li> <li>• Binding: Top, all parts glued at top</li> <li>• Perforation: All parts horizontally at stub (1/2" stub) – Easy tear</li> <li>• Package: standard, label each package</li> </ul>	9029	11	6279	523
5490F	<p>Application for Authorization to Transport Restricted Firearms and Prohibited Firearms, including Prohibited handguns - French version</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Same as RCMP 5490E</li> </ul>	3572	5	229	19
5491E	<p>Application for Authorization to carry restricted Firearms and Prohibited Guns</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• 3 part set</li> <li>• Originals: 5</li> <li>• Size: 8 ½" x 11" + ½" stub at top</li> <li>• Parts: All parts white bond 40M</li> <li>• Ink: All parts black</li> <li>• Print:: Parts 1 and 3 printed 2 sides, Head to Head, Part 2 printed only on face</li> <li>• Binding: Top, all parts glued at top</li> <li>• Perforation: All parts horizontally at stub (1/2" stub) – Easy tear</li> <li>• Package: standard, label each package</li> </ul>	236	1	200	17
5491F	<p>Specifications:</p> <ul style="list-style-type: none"> <li>• Same as RCMP 5491E</li> </ul>	2080	2	0	0

5513E	<p>Application for a Non-Resident Temporary Borrowing License for Non-Restricted Firearms</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• 3 part set</li> <li>• Originals: 5</li> <li>• Size: 8 ½" x 11"</li> <li>• Parts: All parts white bond 40M</li> <li>• Ink: All parts black</li> <li>• Print:: Parts 1 and 2 printed two sides, Head to Head, Part 3 is printed only on face</li> <li>• Binding: Top, 1 stitch upper left corner</li> </ul>	158	1	3	0
5513F	<p>Application for a Non-Resident Temporary Borrowing License for Non-Restricted Firearms</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Same as RCMP 5513E</li> </ul>	76	1	2	0
5515E	<p>Firearms Documents Replacement Request Specifications:</p> <ul style="list-style-type: none"> <li>• 2 part set</li> <li>• Originals: 4</li> <li>• Size: 8 ½" x 11" + ½" stub at top</li> <li>• Parts: All parts white bond 40M</li> <li>• Ink: All parts black</li> <li>• Print:: Parts 1 and 2 printed 2 sides, Head to Head,</li> <li>• Binding: Top, all parts glued at top</li> <li>• Perforation: All parts horizontally at stub (1/2" stub) – Easy tear</li> <li>• Package: standard, label each package</li> </ul>	3244	2	2399	200
5515F	<p>Firearms Documents Replacement Request - French version Specifications:</p> <ul style="list-style-type: none"> <li>• Same as RCMP 5515E</li> </ul>	358	1	536	45
CFP-762 Env.	<p>Double window envelope (4 1/8" x 9 1/2" (package of 500) privilege cards, notice, carrier</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Size; 9 ½" x 4 1/8" white wove - artline</li> <li>• Style: Cross back</li> <li>• Bottom Window: measures 4 8/16" x 1 2/16" and is located 10/16" from left edge of envelope and 13/16" from the bottom edge of the envelope</li> <li>• Top Window: Measures 3 5/16" x 14/16" and is located 10/16" from the left edge of the envelope and 7/16" from the top of the bottom window</li> <li>• Canada Wordmark: Print on flap</li> <li>• Window material must meet the requirements of CPC standards as specified in chapter 10.2.1 of CPC Postal standards</li> <li>• Envelope (including flap) must match the 2 side seams of sample provided. The Window material should be glued all the way to the edge to prevent interference with document insertion</li> <li>• Packaging: Box in 500 and labeled, must be packaged in a standard carton</li> </ul>	849	382	512	43

Canadian Firearms Program (CFP)

RCMP #	CFP Forms And Printing specification	Current Stock	Cu Ft Usage	Past 12 Month Total	Average Monthly Usage over past 12 Months
5537	<p>DCU Photo Sheet Specifications:</p> <ul style="list-style-type: none"> <li>Die-cut in the paper to measure 60mm x 80mm from the left edge and 38mm from the top edge of the form</li> <li>Front: Glue over die-cut, clear sheet 78mm x 90mm (photographable plastic, 6/1,000" clear) with glue lines as close as possible with edges of window. Top part of pouch is leftunglued with edge of plastic ending at 35mm from top edge of form</li> <li>Back: Clear sheet 78mm x 100mm (photographable plastic, 6/1,000" clear).should be glued over die-cut, with glue lines even with ALL edges of window. Size of pocket to measure 60mm x 80mm</li> <li>Mandatory Size: The width of the form must be 8 ½" or 1/16" less. Any form wider than 8 ½" will be refused.</li> <li>Package: Standard</li> </ul>	224100	267	323600	26967
5545	<p>FIN sticker card stock</p> <ul style="list-style-type: none"> <li>printed in house but sent to sub-contractor for numbered sticker</li> <li>continuous feed document</li> <li>8 ½ " x 4" 180M index, white card stock. 12" stub left and right (holes in stub (perforation) for standard sprocket feed).</li> </ul>	35250	34	0	0
5549 EF	<p>License/individual For Office Use Only - Pour usage interne seulement</p> <ul style="list-style-type: none"> <li>Memo-check sheet - Pad of 50</li> <li>8 ½ x 7 inches, flat form printed in black</li> <li>padded in 50 at top to allow for adhesive</li> <li>40 pds white, bond 7</li> </ul>	210	2	0	0
5549 FE	<p>License/individual - For Office Use Only - Pour usage interne seulement Memo-check sheet Pad of 50 Specs</p> <ul style="list-style-type: none"> <li>same as RCMP 5549 EF</li> </ul>	185	2	0	0

Canadian Firearms Program (CFP)

RCMP #	CFP Forms And Printing specification	Current Stock	Cu Ft Usage	Past 12 Month Total	Average Monthly Usage
CFP-827 Env.	<p>Envelope Double Window used to mail out Training Certificates Specifications:</p> <ul style="list-style-type: none"> <li>• Size; 8 3/4" x 11 1/4"</li> <li>• Stock: Natural kraft</li> <li>• Style: Open side centre seam</li> <li>• Bottom Window: measures 4 11/16" x 1 1/2" and is located 9/16" from the left edge of envelope and 7 5/8" from the bottom edge of the envelope</li> <li>• Top Window: Measures 4 5/16" x 1 1/4" and is located 9/16" from the left edge of the envelope and 3/16" from the top of the bottom window</li> <li>• Canada Wordmark: Print on flap</li> <li>• Window Apexine material and must meet the requirements of CPC standards as specified in chapter 10.2.1 of CPC Postal standards</li> <li>• Envelope (including flap) must match the centre seams of sample provided.</li> <li>• Flap: Full glue</li> <li>• Packaging: Box in 500 and labeled, must be packaged in a standard carton</li> </ul>	14	13	80	7
6494	<p>Authorization for consignment sale Specifications:</p> <ul style="list-style-type: none"> <li>• Originals: 1</li> <li>• Size: 8 1/2" x 14"</li> <li>• Stock: White bond 40M</li> <li>• Ink: Black</li> <li>• Print: 1 side</li> <li>• Pkg.: Shrink wrap in 100's with cardboard backing</li> </ul>	0	0	0	0
5582	<p>Firearm Register for Business Specifications:</p> <ul style="list-style-type: none"> <li>• Originals: 3 (1 cover, 2 pages (to be laid out to fit 8 1/2" x 28"))</li> <li>• Size: 8 1/2" x 28 folded to 8 1/2" x 14" finish size</li> <li>• Fold: 1 vertical fold at 14" from left side</li> <li>• Paper stock: White 48M</li> <li>• Cover stock: White 22pt. White book cover</li> <li>• Print: Cover: oneside</li> <li>• Print Form: Both sides Head to Head</li> <li>• Ink: Black</li> </ul>	8834	283	313	26

5589 E	<p>Non-Resident Firearm Declaration</p> <p>Specifications:  Four part NCR set  Originals: 4  Size: 8 ½" x 14" + ½" stub at top  Parts: Part 1 white 30M, Part 2 white 30M CB, Part 3 canary 28M CFB, Part 4 pink 30M CF.  Ink: All parts black  Print:: Part 1 both sides Head to Head  Print:: Part 2,3,4 are identical, both sides, exact registration Head to Head  Binding: Top, all parts glued in stub at top  Perforation: All parts horizontally at stub (1/2" stub) – Easy tear  Pkg.: Basic 50 sets, shrink wrap</p>	65051	94	7302	609
5589 F	<p>Non-Resident Firearm Declaration</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Same as RCMP 5589 E</li> </ul>	9450	11	151	13
5590 E	<p>Non-Resident Firearm Declaration Continuation Sheet Specifications:</p> <p>Four part NCR set</p> <ul style="list-style-type: none"> <li>• Originals: 4</li> <li>• Size: 8 ½" x 11" + ½" stub at top</li> <li>• Parts: Part 1 white 30M, Part 2 white 30M CB, Part 3 canary 28M CFB, Part 4 pink 30M CF.</li> <li>• Ink: All parts black</li> <li>• Print:: Part 1 both sides Head to Head</li> <li>• Print:: Part 2,3,4 are identical, both sides, exact registration Head to Head</li> <li>• Binding: Top, all parts glued in stub at top</li> <li>• Perforation: All parts horizontally at stub (1/2" stub) – Easy tear</li> <li>• Pkg.: Basic 10 sets, shrink wrap</li> </ul>	12,902	15	3409	284
5590 F	<p>Non-Resident Firearm Declaration Continuation Sheet</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Same as RCMP 5590 E</li> </ul>	480	1	0	0
5592E	<p>APPLICATION FOR A POSSESSION AND ACQUISITION LICENCE UNDER THE FIREARMS ACT (FOR INDIVIDUALS AGED 18 AND OVER)</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• 4 part set</li> <li>• Originals: 7</li> <li>• Size: 8 ½" x 11" + ½" stub at top</li> <li>• Parts: All parts white bond 40M</li> <li>• Ink: All parts black</li> <li>• Print:: Parts 1, 3 and 4 printed two sides, Head to Head, Part 2 is printed only on face</li> <li>• Binding: Top, all parts glued in stub at top</li> <li>• Perforation: All parts horizontally at stub (1/2" stub) – Easy tear</li> <li>• Pkg.: Standard</li> </ul>	105483	199	178669	14889

**Canadian Firearms Program (CFP)**

RCMP #	CFP Forms And Printing specification	Current Stock	Cu Ft Usage	Past 12 Month Total	Average Monthly Usage over past 12
5592F	<p>APPLICATION FOR A POSSESSION AND ACQUISITION LICENCE UNDER THE FIREARMS ACT (FOR INDIVIDUALS AGED 18 AND OVER)</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Same as RCMP 5592E</li> </ul>	48319	73	21775	1815
CFP-922 Env.	<p>Return information Envelope</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Size: 9" x 4"</li> <li>• Style; Open side 2 side seam</li> <li>• Stock: Natural kraft 24lb</li> <li>• Ink: Black</li> <li>• Print:: Front and Flap</li> <li>• Wordmark: Print centered on flap</li> <li>• Flap: Full glue</li> <li>• Pkg.: Box of 500 and label</li> </ul>	160	62	160	13
CFP-955 Env.	<p>Double Window Envelope</p> <ul style="list-style-type: none"> <li>• To Be Used with the New Firearms Registration Application</li> <li>• No. 10 (9 1/2" X 4 1/4"), Kraft</li> <li>• Open side, 2 side seam</li> <li>• Window, 3 1/4 x 7/8 (7/8 from top) and 4 x 1 1/8 (2 1/2 from top) apexine</li> <li>• Print on flap, black ink – Canada wordmark</li> <li>• Full glue</li> <li>• Box of 500</li> </ul>	1822	889	400	33
5642E	<p>Aboriginal Peoples of Canada - Adaptation Regulations (Firearms)</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• 3 part set</li> <li>• Originals: 5</li> <li>• Size: 8 1/2" x 11"</li> <li>• Parts: All parts white bond 40M</li> <li>• Ink: All parts black</li> <li>• Print:: Parts 1 and 2 printed two sides, Head to Head, Part 3 is printed only on face</li> <li>• Binding: Top, 1 stitch upper left corner</li> </ul>	10037	39	446	37

Canadian Firearms Program (CFP)

RCMP #	CFP Forms And Printing specification	Current Stock	Cu Ft Usage	Past 12 Month Total	Average Monthly Usage
5642F	Aboriginal Peoples of Canada - Adaptation Regulations (Firearms) Specifications: <ul style="list-style-type: none"> <li>• Same as RCMP 5642E</li> </ul>	873	3	512	43
CFP-1034 Env.	Pre-address Envelope Miramich NB (500) Specifications: <ul style="list-style-type: none"> <li>• Size: 9" x 4"</li> <li>• Style; Open side 2 side seam</li> <li>• Stock: natural kraft 24lb</li> <li>• Ink: Black</li> <li>• Print:: Front and Flap</li> <li>• Wordmark: Print centered on flap</li> <li>• Flap: Full glue</li> <li>• Pkg.: Box of 500 and label</li> </ul>	167260	125	207359	17280
CFP-1034R Env.	Pre-address Envelope Miramich NB (500) Specifications: <ul style="list-style-type: none"> <li>• Same as 1034</li> <li>• image of "R" printed on back of envelope</li> </ul>	308139	233	50300	4192
5650E V2	Photo Instruction sheet issued Specifications: <ul style="list-style-type: none"> <li>• Original: 1</li> <li>• Size: 8 ½" x 3 9/16"</li> <li>• Stock: White bond 40M</li> <li>• Print: Oneside</li> <li>• On this document is a peel able label placed on a wax paper backing 2" x 1 ½". The label measurements are 1 7/8" x 13/8". The back of the label must be coated with permanent adhesive. The stock of the label are to be standard white printed with black ink</li> <li>• Pkg.: Basic 100</li> </ul>	137585	54	6320	527
5650F-V2	Photo Instruction sheet issued Specifications: <ul style="list-style-type: none"> <li>• Same as RCMP 5650E V2</li> </ul>	29240	9	25260	2105

5650E-V4	<p>Photo Instruction sheet issued with form RCMP 5592</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Original: 1</li> <li>• Size: 8 ½" x 3 916"</li> <li>• Stock: White bond 40M</li> <li>• Print: Oneside</li> <li>• On this document is a peel able label placed on a wax paper backing 2" x 1 ½". The label measurements are 1 7/8" x 13/8". The back of the label must be coated with permanent adhesive. The stock of the label are to be standard white with printed black ink</li> <li>• Pkg.: Basic 100</li> </ul>	168298	64	185165	15431
5650F V4	<p>Photo Instruction sheet issued with form RCMP 5592</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Same as RCMP 5650E V4</li> </ul>	64142	19	20976	1748
CFP-1056 Env.	<p>WINDOW ENVELOPE # 10</p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Size: 9 ½" x 4 1/8"</li> <li>• Style: Open side, 2 side seam</li> <li>• Stock: Natural kraft 48M</li> <li>• Window size: 4 1/8" x 1 1/8"</li> <li>• Window location: 1 1/8" from bottom and 3/8" from left side</li> <li>• Window: The avpexine must be glued all the way to the edge in order not to interfere when the documents are mechanically inserted in the envelope</li> <li>• Ink: Black</li> <li>• Flap: Full glue</li> <li>• Print: Return address on front (top left corner). CanadaWordmark to be printed on flap and form number on back in bottom left corner</li> <li>• Pkg.: Basic 500</li> </ul>	1650	727	1000	83

CFP-1066 Env.	<p>ENVELOPE – DOUBLE WINDOW – 8 3/4X 14 1/4 –</p> <p>Specificaitons:</p> <ul style="list-style-type: none"> <li>• Size; 8 3/4" x 14 1/4"</li> <li>• Stock: Natural kraft 48M</li> <li>• Style: Open side centre seam</li> <li>• Bottom Window: measures 4 11/16" x 1 1/2" and is located 9/16" from the left edge of envelope and 10 1/16" from the bottom edge of the envelope</li> <li>• Top Window: Measures 4 5/16" x 1 1/4" and is located 9/16" from the left edge of the envelope and 5/16" from the top of the bottom window</li> <li>• Canada Wordmark: Print on flap</li> <li>• Window Avpexine material and must meet the requirements of CPC standards as specified in chapter 10.2.1 of CPC Postal standards</li> <li>• Flap: Full glue</li> <li>• Packaging: Box in 500 and labeled, must be packaged in a standard carton</li> </ul>	85	118	0	0
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Canadian Firearms Program (CFP)

RCMP #	CFP Forms And Printing specification	Current Stock	Cu Ft Usage	Past 12 Month Total	Average Monthly Usage over past 12
CFP -1112 Env.	Envelope – Brown Window - #10 single window – avpexine <ul style="list-style-type: none"> <li>• 9 1/2 wide x 4 1/8 high</li> <li>• Window- 1.25 x 4.75</li> <li>• 2 side seam envelope, flap is ‘full glue’</li> <li>• Stock, natural Kraft</li> <li>• Weight 48 m</li> <li>• Print one side, bilingual</li> <li>• box of 500</li> </ul>	11	4	0	0
SQ3007E	Quebec in person filing <ul style="list-style-type: none"> <li>• 8 ½ x 11 inch bond 7, 40 weight, white</li> <li>• 1 page</li> <li>• Ink Face, black</li> </ul>	1370	1	52	4
SQ3007F	Quebec in person filing – Specs: <ul style="list-style-type: none"> <li>• same as SQ3007E</li> </ul>	1056	1	425	36
CFP - 1252	Trigger lock business card – new product ordered <ul style="list-style-type: none"> <li>• 2 x 3 1/2 inch</li> <li>• double sided English/French</li> <li>• opus gloss 12 pt stock 4 colour process with bleed</li> </ul>	3400	3	0	0
6016E	Act on behalf of estate – Specs: <ul style="list-style-type: none"> <li>• 8 ½ x 11 inch</li> <li>• Stub top</li> <li>• Bond weight 40, white</li> <li>• Part one = Ink face black, Ink Back black</li> <li>• Part two = Ink face black</li> </ul>	1014	1	1364	114
6016F	Act on behalf of estate Specs <ul style="list-style-type: none"> <li>• same as RCMP 6016 E</li> </ul>	1181	1	490	41
CFP SQ #9 Env	Return Address Envelope - CFP-ENVELOPPE-BRUNE (BOXES OF 500) = (SURETE DU QUEBEC BRE Envelope)	18	6	0	0
CFP SQ #10 Env	WINDOW-ENVELOPE (BOXES OF 500) = (SURETE DU QUEBEC WINDOW BROWN ENVELOPE 4 1/8 X 9 ½ WITH INDICIA)	25	7	0	0

## **ANNEX "B" BASIS OF PAYMENT**

The evaluation and weighting factors used in the formulas of Annex B - Basis of Payment for determining the final prices for evaluation are for evaluation purposes only and do not constitute a guarantee that these exact quantities of documents, number of orders to be processed or items to be shipped will be required during the contract, nor are they intended to reflect any expectations on behalf of the Government of Canada. Unit prices or rates submitted will be multiplied by the evaluation or weighting factor to obtain the price for evaluation

### **B.1.1 FINANCIAL PROPOSAL**

Bidders must provide all inclusive pricing in the format specified, for each component identified in this ANNEX B - Basis of Payment.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The bidder is required to submit firm, all inclusive, rates and prices, FOB destination, GST/HST extra if applicable, freight extra.

### **B.1.2 SHIPPING COSTS (OTHER THAN CANADA POST)**

Shipping costs incurred in the performance of the work will be paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. Transportation charges are to be prepaid by the Contractor and shown as a separate item on an invoice, supported by a copy of the prepaid transportation bill.

### **B.1.3 WHEN CEILING PRICES ARE REQUIRED:**

The ceiling prices must be broken down by the activity, the level of effort and the hourly rate each resource as well as the details to describe "other costs" that will apply.

Bidders must include all charges in these rates as no other cost will be payable above these rates. These ceiling prices are subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

To calculate the total ceiling price, Bidders must indicate the number of hours required for each activity and identified resource, multiply them by the hourly rate and add them together with the other costs total price.

Hourly rates include the cost of labour, materials, general and administrative expenses, overhead and profit, excepting only GST and HST if applicable. All expenses normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software], word processing, reports, photocopying, courier and telephone charges and travel) are included in the hourly rates identified hereunder, and will not be permitted as direct charges under the Contract. Time worked which is more or less than an hour shall be prorated to reflect actual time worked.

### **B.1.4 PRICES RELATED TO PRINTING SERVICES**

For prices related to printing services, the all-inclusive prices must include all operations and materials for the completion of final printed products as specified for each item (including but not limited to equipment set ups, creation and delivery of proofs, printing operations and bindery operations).

## **TRAVEL AND LIVING EXPENSES**

The Crown will not accept any travel and living expenses incurred by any Contractor to satisfy the terms of the Contract.

**BIDDERS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/>) AND RETURN IT ON USB ALONG IN EXCEL FORMAT WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR SUBMISSION.**

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

Bidders must provide pricing in the format specified, for each component identified in the ANNEX B, Basis of Payment. Failure to price one of the components in the format specified will render the proposal non-responsive.

**B.1.5 PAPER ADJUSTMENT CLAUSES (SOLICITATION AND CONTRACT)**

**B.1.5.A Paper – Adjustment Bid**

Bidders must complete the B.1.A Paper Adjustment Clause and include it with their Bid. If the Bidder does not complete and provide the B.1.A Paper Adjustment Clause with the Bid, no Paper Adjustment Clause will be included in the Contract and no price escalation/adjustment will be granted based on increased paper costs during the period of the Contract.

Bidders are required to add lines as required to reflect the CFP requirement paper requirements.

The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.

Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:

cover stock: at a base transaction cost per Cwt. of   
and which  percent of the unit  
represent  price(s).  
Brand name and paper supplier:

text stock: at a base transaction cost per Cwt. of   
and which  percent of the unit  
represent  price(s).  
Brand name and paper supplier:

forms bond: at a base transaction cost per Cwt. of   
and which  percent of the unit  
represent  price(s).  
Brand name and paper supplier:

NCR Paper: at a base transaction cost per Cwt. of   
and which  percent of the unit  
represent  price(s).  
Brand name and paper supplier:

Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

**B.1.5.B - Paper – Adjustment Contract**

**Bidders are required to add lines as required to reflect the CFP requirement paper requirements**

The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before (date corresponding to the end of the 30-day period after contract award). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.

The base transaction cost of paper subject to price adjustment is as follows:

NCR stock: at a base transaction cost per Cwt. of		
and which		
represent		
Brand name and paper supplier:		
bond paper: at a base transaction cost per Cwt. of		
and which		
represent		
Brand name and paper supplier:		
cover stock: at a base transaction cost per Cwt. of		
and which		
represent		
Brand name and paper supplier:		
text stock: at a base transaction cost per Cwt. of		
and which		
represent		
Brand name and paper supplier:		

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Buyer ID - Id de l'acheteur  
CW020  
CCC No./N° CCC - FMS No./N° VME

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The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.

Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.

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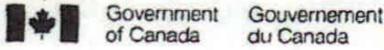
Buyer ID - Id de l'acheteur  
CW020  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C" SECURITY REQUIREMENTS CHECK LIST and IT SECURITY GUIDE**

NOV 23 2016

NARMS -



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**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
Royal Canadian Mounted Police		Canadian Firearms Program
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 Warehousing and distribution, and print on demand services.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	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 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

Canada



Government of Canada / Gouvernement du Canada

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

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

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

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

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

*SEE ATTACHED EMAIL CONCERNING SECURE WEBSITE*

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

*\* CONTRACT STATES THEY ARE BOUND BY PRIVACY ACT.*

**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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

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

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

# Royal Canadian Mounted Police Security Guide

## M7594171626 OR 201701626

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### General Security Requirements

All contractors and sub-contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

1. Physical access is restricted to those specific areas of RCMP facilities required to meet the contract's objectives.
2. No Protected or Classified information or other assets will be removed from the RCMP facility without the approval of the Departmental representative or technical authority. If approved the transport and/or transmittal must comply with the security requirements identified in the RCMP's Transport and Transmittal Guide.
3. Restricted items such as cameras, mobile telephones, and audio/visual devices will be surrendered to the main security desk upon arrival at any RCMP facility unless prior written approval has been obtained.
4. If applicable the contractor must hold a valid Document Safeguarding Capability (DSC).
5. The information disclosed under this contract will be administered, maintained, and disposed of in accordance with RCMP Security Policies and the Policy on Government Security.
6. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure.
7. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. I.e: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring a clearance and personnel requiring clearance renewal.
8. All contractor personnel will be required to obtain and maintain a personnel security clearance commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).

# Royal Canadian Mounted Police Security Guide

## M7594171626 OR 201701626

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### **RCMP Reliability Status (RRS)**

For contractors who require access to RCMP protected information, systems, assets and/or facilities. In this scenario, the RCMP wishes to conduct all checks required for obtaining an RRS. For PWGSC procurement purposes, this should be identified in the contractual documents.

*Contractor personnel must submit to verification by the RCMP, prior to being granted access to Protected or Classified information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the above to any contractor personnel, at any time.*

When the RCMP identifies a requirement for RRS or a security clearance; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Form TBS 330-60
3. Form 1020 (Security Interview)
4. Two pieces of photo identification (Birth Certificate and Driver's licence)
5. Two sets of fingerprints
6. Working Visa (where applicable)
7. Two passport photographs
8. Security Interview

The RCMP:

1. will conduct personnel security screening checks above the Policy on Government Security requirements
2. is responsible for escorting requirements on its facilities or sites

## **ANNEX "D" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card;
- ( ) Direct Deposit (Domestic and International);
- ( ) Electronic Data Interchange (EDI);
- ( ) Wire Transfer (International Only);
- ( ) Large Value Transfer System (LVTS) (Over \$25M)

Other information to submit with your proposal

#### **As per 2.3 Former public servants (FPS)**

##### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

**Section IV: Additional Information**

**3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.3.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

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

**3.1.4 Integrity Provisions – List of Names**

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

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

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

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Certification in Part 5  
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**7.5.3 Contractor's Representative**

Project Manager		Replacement – Project manager	
Name:		Name:	
Telephone:		Telephone:	
Facsimile:		Facsimile:	
E-mail :		E-mail :	

-----  
Bidders are to fill out the table below and resubmit it with the proposal.

Bidders are to fill out on which page(s) of your proposal, the evaluation team will find the responses to the mandatory and rated requirements

Proposal requirement	Page number where to find the answer in your proposal
Mandatory requirement M.1	
Mandatory requirement M.2	
Mandatory requirement M.3	
<b>Rated requirements:</b>	
<b>R.1 Corporate Capability</b>	
R1.1	
R.1.2	
R.1.3	
R.1.4	
R.1.5	

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CW020  
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R.1.6	
R.1.7	
<b>R.2 Implementation of the Work</b>	
R.2.1	
R.2.2	
R.2.3	
<b>R.3 Quality Assurance</b>	
<b>R.4 Business Continuity Plan</b>	
R.4.1	
R.4.2	
<b>R.5 Environmental Practices</b>	

**ANNEX “E” EVALUATION GRID**

**REQUEST FOR PROPOSAL: M7594-171626/A**

**TITLE: PRINT SUPPLY CHAIN, WAREHOUSING AND DISTRIBUTION SERVICES IN SUPPORT OF RCMP FIRE ARMS PROGRAM**

**BIDDER:** \_\_\_\_\_

<b>EVALUATION SUMMARY</b>		
<b>MANDATORY REQUIREMENTS</b>	<b>MET</b>	<b>NOT MET</b>

<b>EVALUATION SUMMARY – TECHNICAL EVALUATION</b>		
<b>POINT RATED CRITERIA</b>	<b>MINIMUM POINTS</b>	<b>SCORE ACHIEVED</b>
R.1 Corporate Capability		_____/266 points
R.2 Implementation of the Work		_____/56 points
R.3 Quality Assurance		_____/40 points
R.4 Business Continuity Plan		_____/26 points
R.5 Environmental Practices		_____/8 points
<b>75%</b>	<b>297 points</b>	<b>_____/396 POINTS</b>

**4.1.1.1 MANDATORY CRITERIA**

**M.1** Bidders must provide the following information indicating where the following printing functions are carried out:

Print Production of:

- M.1.1 multi-part forms;
- M.1.2 communications and stationery products such as single sheet products, multi-colour foldout brochures and publications;
- M.1.3 non-paper promotional items; and
- M.1.4 envelopes.

Bidders must indicate which of the listed (M.1.1 – M.1.4) printing functions are completed by sub-contractors and which are completed in the Bidder's facility(ies).

For work completed in the Bidder's facility (facility[ies] that are owned by same legal entity as the Bidder and/or joint venture partner[s]), bidders must provide:

1. the facility name(s);
2. facility location(s); and
3. the relationship to the Bidder.

Failure by the Bidder to provide any of the required information in the proposal will be considered as not meeting the mandatory criterion.

Evaluation criteria	Met	Not Met
Bidders must indicate which of the listed (M.1.1 – M.1.4) printing Functions are completed by sub-contractors and which are completed in the Bidder's facility(ies).		
M.1.1 multi-part forms	Met	Not Met
For work completed in the Bidder's facility (facility[ies] that are owned by same legal entity as the Bidder and/or joint venture partner[s]), bidders must provide:		
1. the facility name(s);		
2. facility location(s);		
3. the relationship to the Bidder		
M.1.2 communications and stationery products such as single sheet products, multi-colour foldout brochures and publications	Met	Not Met
For work completed in the Bidder's facility (facility[ies] that are owned by same legal entity as the Bidder and/or joint venture partner[s]), bidders must provide:		
1. the facility name(s);		
2. facility location(s);		
3. the relationship to the Bidder		

M.1.3 non paper promotional items	Met	Not Met
For work completed in the Bidder's facility (facility[ies] that are owned by same legal entity as the Bidder and/or joint venture partner[s]), bidders must provide:		
1. the facility name(s);		
2. facility location(s);		
3. the relationship to the Bidder		
<b>Comments</b>		
M.1.4 envelopes	Met	Not Met
For work completed in the Bidder's facility (facility[ies] that are owned by same legal entity as the Bidder and/or joint venture partner[s]), bidders must provide:		
1. the facility name(s);		
2. facility location(s);		
3. the relationship to the Bidder		
<b>Comments</b>		

**M.2** Bidders must provide the following information indicating where the warehousing and order fulfillment functions are carried out:

1. the facility name(s);
2. facility location(s); and
3. the relationship to the Bidder.

Evaluation criteria	Met	Not Met
1. the facility name(s);		
2. facility location(s);		
3. the relationship to the Bidder		
<b>Comments</b>		

### M.3 CONTRACTOR PROJECT/ACCOUNT MANAGER

The Bidder must identify an individual, and their position within the firm, who will act as the Contractor Project Manager assigned to this contract and the single point of contact to manage the implementation and on-going provision of the required services during the period of the Contract.

This designated Project Manager must have recently (within the last five [5] years prior to the closing date of the RFP) worked as the Project Manager for a contract requiring all of the following:

1. Warehousing and inventory management of a variety of printed items;
2. Contractor managed inventory replenishment of the printed items completed using both internal resources and sub-contractors;
3. Web-based ordering by multiple ordering authorities;
4. Providing on-line inventory management information to a designated or designated client authorities;  
and
5. Custom order fulfillment with delivery by Canada Post and other carriers.

#### Response Format:

the Bidder must provide the following information:

- a The name and contact information of the Project Manager;
- b The role of the Project Manager and a description of the services provided for the contract, in which the Project Manager obtained the required experience;
- c The start and end date of the contract; and
- d Contact information for the client organization to which the Project Manager provided the identified services.

Evaluation criteria	Met	Not Met
The name and contact information of the Project Manager		
The role of the Project Manager and a description of the services provided for the contract, in which the Project Manager obtained the required experience.		
The start and end date of the contract <b>(Month/Year – Month/year)</b>		
The contact information for the client organization to which the Project Manager provided the identified services		
This designated Project Manager must have recently (within the last five [5] years prior to the closing date of the RFP) worked as the Project Manager for a contract requiring <u>all of the following</u> :	<b>Met</b>	<b>Not Met</b>
1. Warehousing and inventory management of a variety of printed items		
2. Contractor managed inventory replenishment of the printed items completed using both internal resources and sub-contractors		
3. Web-based ordering by multiple ordering authorities		
4. Providing on-line inventory management information to a designated or designated client authorities		
5. Custom order fulfillment with delivery by Canada Post <b>and</b> other carriers		

**PROPOSALS NOT MEETING ALL OF THE MANDATORY CRITERIA WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.**

**4.1.1.2 RATED REQUIREMENTS**

Only those proposals that first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Technical Evaluation.

To be considered responsive, a proposal must obtain a minimum passing mark of 75% overall for the point rated criteria of the Technical Evaluation. Proposals scoring less than 75% overall for the point rated criteria of the Technical Evaluation will not be given further consideration.

Bidders are advised that while they may provide screen captures from their various information management and ordering applications as aids in demonstrating capability to complete the required services these captures alone are not sufficient to obtain maximum points for the relevant rated criteria. Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team.

Assessment of proposals will be based solely on the information in the Proposal. The Government of Canada may seek further information or clarification from the Bidder.

**R.1 CORPORATE CAPABILITY**

(Maximum 266 points)

The Bidder should provide a corporate description that demonstrates that it has the experience and capability in providing supply chain services for printed materials including:

- a Production/Provision of printed materials,
- b Warehousing,
- c Inventory management including replenishment,
- d Web-based ordering tool
- e Order fulfilment,
- f Distribution and tracking of goods and
- g Reporting of activity.

Proposals will be evaluated and points allocated in the evaluation grid for activities conducted either internally, through sub-contractors or joint venture partners.

If more than one (1) bidder owned facility has been identified in M.1 as being used for producing an item, or providing a service, the proposal should demonstrate how the Bidder's management procedures are integrated in order to complete the requirement.

If a sub-contractor or joint venture partner is being used for producing an item, or providing a service, the proposal should demonstrate how the Bidder's management procedures interact with the sub-contractor's or partner's procedures in order to complete the requirement.

To demonstrate that the Bidder has the corporate experience and capability for providing the services, the Bidder should provide:

R.1.1 The number of years the Bidder has been providing the supply chain services listed under R.1, Corporate Capability.

0 points	The description demonstrates that the Bidder has less than two (2) years of providing all of the supply chain services listed under R.1 Corporate Capability (a –g). OR NO description provided.
1 point	The description demonstrates that the Bidder has a minimum of two (2) years but less than three (3) years of providing all of the supply chain services listed under R.1 Corporate Capability (a – g).
2 points	The description demonstrates that the Bidder has a minimum of three (3) years but less than five (5) years of providing all the supply chain services listed under R.1 Corporate Capability (a – g).
3 points	The description demonstrates that the Bidder has a minimum of five (5) years of providing all of the supply chain services listed under R.1 Corporate Capability (a – g).
R.1.1 Points Allocated: /3	
<b>Points Allocated for R.1.1 /3 multiplied by w.f. 2 = : /6</b>	
<b>Comments:</b>	

R.1.2 The number of clients for which the Bidder currently performs the services listed under R.1, Corporate Capability,

For each client listed, the description should clearly demonstrate how the Bidder provides all of the services listed under R.1, Corporate Capability in quantities equal to, or greater than, the RCMP requirement as part of their normal business operations:

0 points	The description demonstrates that the Bidder does not currently provide the all of the services listed under R.1, Corporate Capability (a – g) in quantities equal to, or greater than, the RCMP requirement to any clients. OR Information not provided
1 point	The description demonstrates that the Bidder currently provides all of the services listed under R.1, Corporate Capability (a – g) in quantities equal to, or greater than, the RCMP requirement to one (1) - two (2) clients.
2 points	The description demonstrates that the Bidder currently provides all of the services listed under R.1, Corporate Capability (a – g) in quantities equal to, or greater than, the RCMP requirement to three (3) – four (4) clients.
3 points	The description demonstrates that the Bidder currently provides all of the services listed under R.1, Corporate Capability (a – g) in quantities equal to, or greater than, the RCMP requirement to a minimum of five (5) clients.
R.1.2 Points Allocated: /3	
<b>Points Allocated for R.1.2 /3 multiplied by w.f. 2 = : /6</b>	
<b>Comments:</b>	

R.1.3 Production management of printed materials for inventory whether produced internally by the Bidder, in one or more facilities, or through sub-contractors.

The proposal should clearly describe the Bidder's procedures for managing the production of the products listed from R.1.3.a to R.1.3.e inclusive for the stages of:

- R.1.3.1. order verification,
- R.1.3.2. proofing,

- R.1.3.3. printing,
- R.1.3.4. bindery/finishing,
- R.1.3.5. shipping.

The proposal should clearly describe how the CFP Project Authority(ies) would be kept informed of the progress of production at each listed stage (R.1.3.1 to R.1.3.5)

The description should demonstrate how the Bidder manages the production of:

- R.1.3.a multi-part forms,
- R.1.3.b communications products such as single sheet products such as stationery and letterhead, multi-colour fold-out brochures, publications/booklets,
- R.1.3.c non-paper promotional items such as magnets, laminated cards, adhesive products, posters;
- R.1.3.d materials printed on-demand
- R.1.3.e envelopes,

Proposals will be evaluated and points allocated in the evaluation grid for production conducted either internally or through sub-contractors.

R.1.3.1. order verification,

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's procedures for managing the order verification stage OR Does not demonstrate capability to meet RCMP requirements as specified in the Annex A Statement of Work.
1 point	Details provided lead to a good understanding of the Bidder's procedures for managing the order verification stage in all facilities identified in M.1. Demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.
2 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's procedures for managing the order verification stage in all facilities identified in M.1.</li> <li>- The proposal clearly describes how the CFP Project Authority(ies) will be kept informed of the progress of the order verification stage in all facilities identified in M.1 (including sub-contractors).</li> <li>- Clearly demonstrates the Bidder's current capability to meet RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>

R.1.3.a	Multi-part forms	Points Allocated for R.1.3.a ____/2
R.1.3.b	Communications products such as single sheet products such as stationery and letterhead, multi-colour fold-out brochures, publications/booklets	Points Allocated for R.1.3.b ____/2
R.1.3.c	Non-paper Promotional items: magnets, laminated cards, adhesive products, posters	Points Allocated for R.1.3.c ____/2
R.1.3.d	material printed on-demand	Points Allocated for R.1.3.d ____/2
R.1.3.e	Envelopes	Points Allocated for R.1.3.e ____/2

Points Allocated for R.1.3.1: \_\_\_\_/10

R.1.3.2. Proofing

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's procedures for managing the proofing stage OR Does not demonstrate capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
1 point	Details provided lead to a good understanding of the Bidder's procedures for managing the proofing stage in all facilities identified in M.1. Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.

2 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's procedures for managing the proofing stage in all facilities identified in M.1.</li> <li>- The proposal clearly describes how the CFP Project Authority(ies) will be kept informed of the progress of the proofing stage in all facilities identified in M.1 (including sub-contractors).</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.</li> </ul>
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R.1.3.a	Multi-part forms	Points Allocated for R.1.3.a ____/2
R.1.3.b	Communications products such as single sheet products such as stationery and letterhead, multi-colour fold-out brochures, publications/booklets	Points Allocated for R.1.3.b ____/2
R.1.3.c	Promotional items magnets, laminated cards, adhesive products, posters	Points Allocated for R.1.3.c ____/2
R.1.3.d	materials printed on-demand	Points Allocated for R.1.3.d ____/2
R.1.3.e	Envelopes	Points Allocated for R.1.3.e ____/2

Points Allocated for R.1.3.2: \_\_\_\_/10

#### R.1.3.3. Printing

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's procedures for managing the printing stage OR Does not demonstrate capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
1 point	Details provided lead to a good understanding of the Bidder's procedures for managing the printing stage in all facilities identified in M.1. Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
2 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's procedures for managing the printing stage in all facilities identified in M.1.</li> <li>- The proposal clearly describes how the CFP Project Authority(ies) will be kept informed of the progress of the printing stage in all facilities identified in M.1 (including sub-contractors).</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.</li> </ul>

R.1.3.a	Multi-part forms	Points Allocated for R.1.3.a ____/2
R.1.3.b	Communications products such as single sheet products such as stationery and letterhead, multi-colour fold-out brochures, publications/booklets	Points Allocated for R.1.3.b ____/2
R.1.3.c	Promotional items magnets, laminated cards, adhesive products, posters	Points Allocated for R.1.3.c ____/2
R.1.3.d	materials printed on-demand	Points Allocated for R.1.3.d ____/2
R.1.3.e	Envelopes	Points Allocated for R.1.3.e ____/2

Points Allocated for R.1.3.3: \_\_\_\_/10

#### R.1.3.4. Bindery/finishing

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's procedures for managing the bindery/finishing stage OR Does not demonstrate capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
1 point	Details provided lead to a good understanding of the Bidder's procedures for managing the bindery/finishing stage in all facilities identified in M.1. Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
2 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's procedures for managing the bindery/finishing stage in all facilities identified in M.1.</li> <li>- The proposal clearly describes how the CFP Project Authority(ies) will be kept informed of the progress of the bindery/finishing stage in all facilities identified in M.1 (including sub-contractors).</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.</li> </ul>

R.1.3.a	Multi-part forms	Points Allocated for R.1.3.a ____/2
R.1.3.b	Communications products such as single sheet products such as stationery and letterhead, multi-colour fold-out brochures, publications/booklets	Points Allocated for R.1.3.b ____/2
R.1.3.c	Promotional items magnets, laminated cards, adhesive products, posters	Points Allocated for R.1.3.c ____/2
R.1.3.d	materials printed on-demand	Points Allocated for R.1.3.d ____/2
R.1.3.e	Envelopes	Points Allocated for R.1.3.e ____/2
Points Allocated for R.1.3.4: ____/10		

#### R.1.3.5. Shipping

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's procedures for managing the shipping stage OR Does not demonstrate capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
1 point	Details provided lead to a good understanding of the Bidder's procedures for managing the shipping stage in all facilities identified in M.1. Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
2 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's procedures for managing the shipping stage in all facilities identified in M.1.</li> <li>- The proposal clearly describes how the CFP Project Authority(ies) will be kept informed of the progress of the shipping stage in all facilities identified in M.1 (including sub-contractors).</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.</li> </ul>

R.1.3.a	Multi-part forms	Points Allocated for R.1.3.a ____/2
R.1.3.b	Communications products such as single sheet products such as stationery and letterhead, multi-colour fold-out brochures, publications/booklets	Points Allocated for R.1.3.b ____/2
R.1.3.c	Promotional items magnets, laminated cards, adhesive products, posters	Points Allocated for R.1.3.c ____/2
R.1.3.d	materials printed on-demand	Points Allocated for R.1.3.d ____/2
R.1.3.e	Envelopes	Points Allocated for R.1.3.e ____/2

Points Allocated for R.1.3.5: \_\_\_\_\_ /10

Points Allocated for R.1.3 : \_\_\_\_\_ / 50

**R.1.4 Warehouse management of items in inventory**

At a minimum, the proposal should clearly describe the warehouse procedures and the functioning of the warehouse management system (WMS) for all of the following elements:

**R.1.4.1 - Warehouse management**

R.1.4.1.a Capability of the WMS for creating individual client accounts, for protecting client inventory information, and for cataloguing individual items comprising the client inventory

- a.1 Capability of the WMS for creating individual client accounts;
- a.2 Security of the WMS for protecting client inventory information;
- a.3 Capability of the WMS for cataloguing individual items comprising the client inventory.

0 points	Information required was not provided OR Not enough details are provided to assess the capability of the WMS.
1 point	Details provided lead to an understanding of the functioning of the WMS. Most elements present (a.1 – a.3). There are discrepancies and/or deficiencies that pose some risk to the requirement. Does not demonstrate the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
2 points	Details provided lead to an understanding of the functioning of the WMS. All elements present (a.1 – a.3). Most elements described. Minimal weaknesses and/or deficiencies could exist, but would not pose any significant risk to the requirement.
3 points	Details provided lead to a good understanding of the functioning of the WMS. All elements present (a.1 – a.3). All elements described. No evident weaknesses and/or deficiencies that would pose any risk to the requirement. Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
4 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the functioning of the WMS.</li> <li>- The description demonstrates capability of providing accurate and up to date information on the status of items in inventory for individual client accounts in the facilities identified in M.2.</li> <li>- All elements present (a.1 – a.3). All elements fully described.</li> <li>- No weaknesses and/or deficiencies that would pose any risk to the requirement. Clearly demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.</li> </ul>

R.1.4.1.a Points Allocated: \_\_\_\_\_ /4

**Points Allocated for R.1.4.1.a \_\_\_\_\_ /4 multiplied by w.f. 3 = : \_\_\_\_\_ /12**

**Comments:**

R.1.4.1.b Warehouse Procedures

- b.1 Procedures for receiving goods including quality assurance;
- b.2 Procedures for identifying physical goods for stocking in the warehouse;

- b.3 Procedures for linking the identified goods electronically in the WMS  
b.4 Procedures for stocking the identified goods in the warehouse  
b.5 Procedures for updating the information in the WMS.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's warehouse procedures.
1 point	Details provided lead to an understanding of the Bidder's warehouse procedures. Most elements present (b.1 – b.5). There are discrepancies and/or deficiencies that pose some risk to the requirement. Does not demonstrate the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
2 points	Details provided lead to an understanding of the Bidder's warehouse procedures. All elements present (b.1 – b.5). Most elements described. Minimal weaknesses and/or deficiencies could exist, but would not pose any significant risk to the requirement.
3 points	Details provided lead to a good understanding of the Bidder's warehouse procedures. All elements present (b.1 – b.5). All elements described. No evident weaknesses and/or deficiencies that would pose any risk to the requirement. Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
4 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's warehouse procedures.</li> <li>- The description provides sufficient details to describe the Bidder's procedures to identify and separate secure items for immediate transfer to the secure area of warehouse in the facilities identified in M.2.</li> <li>- All elements present (b.1 – b.5). All elements fully described.</li> <li>- No weaknesses and/or deficiencies that would pose any risk to the requirement. Clearly demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.</li> </ul>
<b>R.1.4.1.b Points Allocated: /4</b>	
<b>Points Allocated for R.1.4.1.b /4 multiplied by w.f. 3 = : /12</b>	
<b>Comments:</b>	

R.1.4.1.c Procedures for initiating replenishment and functioning of the WMS

- c.1 Capability of the WMS for recording on-going changes in inventory levels of individual items in the client inventory;  
c.2 Capability of the WMS for setting replenishment points for individual items in the client inventory;  
c.3 The procedures for initiating replenishment;  
c.4 Capability of the WMS for compiling information or interfacing with other IM applications to generate inventory status reports current for the time of the report.

0 points	Information required was not provided OR Not enough details are provided to assess the procedures for initiating replenishment and functioning of the WMS.
1 point	Details provided lead to an understanding of the procedures for initiating replenishment and functioning of the WMS. Most elements present (c.1 – c.4). There are discrepancies and/or deficiencies that pose some risk to the requirement. Does not demonstrate the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
2 points	Details provided lead to an understanding of the procedures for initiating replenishment and functioning of the WMS. All elements present (c.1 – c.4). Most elements described. Minimal weaknesses and/or deficiencies could exist, but would not pose any significant risk to the requirement.
3 points	Details provided lead to a good understanding of the procedures for initiating replenishment and functioning of the WMS. All elements present (c.1 – c.4). All elements described. No evident weaknesses and/or deficiencies that would pose any risk to the requirement. Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.
4 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the procedures for initiating replenishment and functioning of the WMS.</li> </ul>

	<ul style="list-style-type: none"> <li>- The description demonstrates capability of providing accurate and up to date information on the replenishment status of items.</li> <li>- All elements present (c.1 – c.4). All elements fully described.</li> <li>- No weaknesses and/or deficiencies that would pose any risk to the requirement. Clearly demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.4.1.c Points Allocated: /4	
Points Allocated for R.1.4.1.c /4 multiplied by w.f. 3 = : /12	
<b>Comments:</b>	

**R.1.4.2 Warehousing of RCMP CFP Items:**

The Bidder should clearly describe their capability for warehousing the RCMP CFP forms, envelopes, and communications and stationery products required.

- a. For evaluation, a skid of material will be considered to be 4' x 4' x 4'.
- b. The Bidder should provide the company name and address of each warehouse facility used for the storage of the material.
- c. The Bidder should provide the address of each warehouse facility used and company name(s) if the storage of the material, or any portion of the material, is sub-contracted.

**Should the Bidder not provide the company name and address of each warehouse facility used for the storage of the material zero (0) points will be allocated for R.1.4 Warehouse management of items in inventory.**

At a minimum, the Bidder should provide information on all of the following factors related to the storage of the RCMP CFP material:

R.1.4.2.1 the number of skid positions the warehouse facility can hold;

0 points	The description does not demonstrate the number of skid positions the warehouse facility can hold
1 point	The description demonstrates that the facility can hold up to 100 skids
2 points	The description demonstrates that the facility can hold 101 to 200 skids.
3 points	The description demonstrates that the facility can hold 201 to 300 skids
4 points	The description demonstrates that the facility can hold 301 to 400 skids.
5 points	The description demonstrates that the facility can hold more than 400 skids
R.1.4.2.1 Points Allocated: /5	
Points Allocated for R.1.4.2.1 /5 multiplied by w.f. 1 = : /5	
<b>Comments:</b>	

R.1.4.2.2 the percentage of the warehouse storage available for the RCMP CFP requirement;

0 points	The description does not demonstrate the percentage of the warehouse storage available for the RCMP requirement.
1 point	The description demonstrates that the RCMP items will require over 90% of current capacity.
2 points	The description demonstrates that the RCMP items will require 80% to 89% of current capacity.
3 points	The description demonstrates that the RCMP items will require 70% to 79% of current capacity
4 points	The description demonstrates that the RCMP items will require 60% to 69% of current capacity.
5 points	The description demonstrates that the RCMP items will require less than 60% of current capacity.
R.1.4.2.2 Points Allocated: /5	
<b>Comments:</b>	

R.1.4.2.3 the percentage of the secure warehouse storage available for the RCMP CFP requirement;

0 points	The description does not demonstrate the percentage of the warehouse storage available for the RCMP requirement.
1 point	The description demonstrates that the RCMP items will require over 90% of current secure warehouse capacity.
2 points	The description demonstrates that the RCMP items will require 80% to 89% of current secure warehouse capacity.
3 points	The description demonstrates that the RCMP items will require 70% to 79% of current secure warehouse capacity
4 points	The description demonstrates that the RCMP items will require 60% to 69% of current secure warehouse capacity.
5 points	The description demonstrates that the RCMP items will require less than 60% of current secure warehouse capacity.
R.1.4.2.3 Points Allocated: /5	
<b>Comments:</b>	

R.1.4.2.4 the automated climate controls in the facility.

0 points	No description of the temperature or humidity controls in any facility identified.
1 point	The description provides information to describe only the temperature controls <b>OR</b> only the humidity controls in any facility identified.
2 points	The description demonstrates temperature and humidity controls in all of the facilities identified.
3 points	The description demonstrates climate controls suitable for storing printed items including communications products and stationery materials in the facilities identified.
4 points	The description demonstrates climate controls suitable for storing printed items including communications products and stationery materials, multi-part forms and envelopes in the facilities identified.
5 points	The description demonstrates climate controls suitable for storing printed items including stationery materials, multi-part forms, envelopes and printed promotional items such as magnets all of the facilities identified.
R.1.4.2.4 Points Allocated: /5	
Points Allocated for R.1.4.2.4 /5 multiplied by w.f. 1.2 = : /6	
<b>Comments:</b>	
Points Allocated for R.1.4 : /7	

**R.1.5 Web-based order acceptance, processing and fulfillment**

The Bidder should clearly describe the Bidder's capability for providing web-based order services as described in the Annex A statement of work

At a minimum, the proposal should clearly describe the following:

R.1.5.1 The Bidder's capability to provide a web ordering tool that operates in French and English languages and with each language having the same functionality.

<b>R.1.5.1. Bidder's capability to provide a web ordering tool that English and French</b>	
0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same functionality.
1 point	Details provided lead to an understanding of the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same functionality.
2 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same functionality. Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.

R.1.5.1.a	Item title,	Points Allocated for R.1.5.a ____/2
R.1.5.1.b	Item number,	Points Allocated for R.1.5.b ____/2
R.1.5.1.c	Description, Quantity on hand, or, on demand product, materials printed on-demand	Points Allocated for R.1.5.c ____/2
R.1.5.1.d	Package quantity,	Points Allocated for R.1.5.d ____/2
R.1.5.1.e	Unit of issue,	Points Allocated for R.1.5.e ____/2
R.1.5.1.f	Inventory status – in stock, out of stock on back order.	Points Allocated for R.1.5.f ____/2
		R.1.5.1. Points Allocated: ____/12
Comment:		

**R.1.5.2 The Bidder's capability to enable ordering functions**

The Bidder's capability to enable ordering functions that : create accounts for ordering, unique to each client organization, identify multiple, individual ordering authorities within a client organization, permit each authority to select a French or English tool for ordering , provide each with unique login credentials and provide multiple levels of ordering permissions restricting the types of products and quantities that individuals may order.

<b>R.1.5.2. Ordering Functions</b>	
0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same ordering functionality with the capability of meeting R.1.5.2.(a.-e).
1 point	Details provided lead to an understanding of the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same ordering functionality with the capability of meeting R.1.5.2.(a.-e).
2 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same ordering functionality with the capability of meeting R.1.5.2.(a.-e). Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.

R.1.5.2.a	Create accounts for ordering , unique to each client organization	Points Allocated for R.1.5.2.a____/2
R.1.5. 2.b	identify multiple, individual ordering authorities within a client organization,	Points Allocated for R.1.5.2.b____/2
R.1.5. 2.c	permit each authority to select a French or English tool for ordering,	Points Allocated for R.1.5.2.c____/2
R.1.5.2.d	provide each with unique login credentials	Points Allocated for R.1.5.2.d____/2
R.1.5. 2.e	provide multiple levels of ordering permissions restricting the types of products and quantities that individuals may order;	Points Allocated for R.1.5.2.e____/2
		R.1.5.2. Points Allocated:____/10
<b>Comment:</b>		

**R.1.5.3 The Bidder's capability to provide the functionality stated in point A.3.5.3, Order Tool Functionality, of the Annex A Statement of Work**

<b>R.1.5.3. Ordering Tool Functions</b>	
0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same ordering tool functionality with the capability of meeting R.1.5.3.(a.-j).
1 point	Details provided lead to an understanding of the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same ordering tool functionality with the capability of meeting R.1.5.3.(a.-j).
2 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same ordering tool functionality with the capability of meeting R.1.5.3.(a.-j). Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.

The Bidder's capability to provide an ordering tool that allows users to:

R.1.5.3.a	Browse the inventory of products,	Points Allocated for R.1.5.3.a ____/2
R.1.5.3.b	Search for individual products by document number/identifier, title, partial title and key words,	Points Allocated for R.1.5.3.b ____/2
R.1.5.3.c	Place orders for individual products,	Points Allocated for R.1.5.3.c ____/2
R.1.5.3.d	Place orders for multiple copies of individual products to the limit allowed by their permission	Points Allocated for R.1.5.3.d ____/2
R.1.5.3.e	Place orders for multiple products under a single order number	Points Allocated for R.1.5.3.e ____/2
R.1.5.3.f	Place multiple orders,	Points Allocated for R.1.5.3.f ____/2
R.1.5.3.g	Input recipient addresses,	Points Allocated for R.1.5.3.g ____/2
R.1.5.3.h	Input instructions related to the order,	Points Allocated for R.1.5.3.h ____/2
R.1.5.3.i	Select a service standard based on their level of permission.	Points Allocated for R.1.5.3.i ____/2
R.1.5.3.j	View a summary of all products ordered at the end of the ordering session as well as the projected date for shipping the products based on the service standard requested	Points Allocated for R.1.5.3.j ____/2
		R.1.5.3. Points Allocated: ____/20
<b>Comment:</b>		

**R.1.5.4 The Bidder's capability to provide the functionality stated in point A.3.5.3, Order Tool Functionality, of the Annex A Statement of Work**

<b>R.1.5.4. Ordering Tool Functions</b>	
0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same ordering tool functionality with the capability of meeting R.1.5.4.(a.-k).
1 point	Details provided lead to an understanding of the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same ordering tool functionality with the capability of meeting R.1.5.4.(a.-k).
2 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's capability to provide web based ordering tool in both English and French and both language versions having the same ordering tool functionality with the capability of meeting R.1.5.4.(a.-k). Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.

The Bidder's capability to provide enhanced authorities in the ordering tool that allows users to:

R.1.5.4.a	View the entire catalogue of CFP products,	Points Allocated for R.1.5.4.a ____/2
R.1.5.4.b	Use Level 3 ordering permission described in the Statement of Work to place orders for any products,	Points Allocated for R.1.5.3.b ____/2
R.1.5.4.c	Use Level 3 ordering permission described in the Statement of Work to place orders for any quantity of products,	Points Allocated for R.1.5.4.c ____/2
R.1.5.4.d	Be alerted to any rush orders being placed by Regional Offices,	Points Allocated for R.1.5.4.d ____/2
R.1.5.4.e	Approve, or change, any rush orders before they are entered into fulfillment,	Points Allocated for R.1.5.4.e ____/2
R.1.5.4.f	Override any orders placed by the ordering authorities based on criteria established between the client and the Contractor;	Points Allocated for R.1.5.4.f ____/2
R.1.5.4.g	Cancel any ordering authority's access to the ordering system;	Points Allocated for R.1.5.4.g ____/2
R.1.5.4.h	Enter new ordering authorities;	Points Allocated for R.1.5.4.h ____/2
R.1.5.4.i	Amend delivery addresses;	Points Allocated for R.1.5.4.i ____/2
R.1.5.4.j	Query the status of any order placed by any ordering authority for date received, date into production, date shipped;	Points Allocated for R.1.5.4.j ____/2
R.1.5.4.k	View the following information for any order placed: k1. Name of recipient; k2. Address of recipient; k3. Name of individual who placed the order k4. Tracking number (job number/internal to the contractor and their subcontractors) k5. Date order was placed k6. Date of processing k7. Date order was fulfilled	Points Allocated for R.1.5.4.k ____/2
		R.1.5.4. Points Allocated: ____/22

<b>Comment:</b>
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**R.1.5.5 The Bidder's order fulfillment processes for warehouse and on-demand print**

<b>R.1.5.5. Order fulfillment processes for warehouse and on-demand print</b>	
0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to provide a web ordering tool and related systems with the capability of meeting 1.5.5 (a-f).
1 point	Details provided lead to an understanding of the Bidder's capability to provide a web ordering tool and related systems with the capability of meeting 1.5.5 (a-f).
2 points	Substantial details provided lead to a complete and thorough understanding of the Bidder's capability to provide to provide a web ordering tool and related systems with the capability of meeting 1.5.5 (a-f). Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.

R.1.5.5.a	How the web order tool generates the order information for fulfillment in the warehouse;	Points Allocated for R.1.5.5.a ____/2
R.1.5.5.b	The warehouse procedures for receiving the order information and fulfilling the order,	Points Allocated for R.1.5.5.b ____/2
R.1.5.5.c	The warehouse order verification procedures for ensuring the accuracy of the order fulfillment process,	Points Allocated for R.1.5.5.c ____/2
R.1.5.5.d	How the web order tool generates the order information for fulfillment by on-demand print,	Points Allocated for R.1.5.5.d ____/2
R.1.5.5.e	The on-demand print procedures for receiving the order information and fulfilling the order,	Points Allocated for R.1.5.5.e ____/2
R.1.5.5.f	The on-demand print verification procedures for ensuring the accuracy of the order fulfillment process.	Points Allocated for R.1.5.5.f ____/2
		R.1.5.5. Points Allocated: ____/12

Points Allocated for R.1.5: ____ / 76
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**R.1.6 Order acceptance, processing and fulfillment services**

The proposal should clearly describe the Bidder's capability for providing order acceptance, processing and fulfillment services as specified in Annex A.

At a minimum, the proposal should clearly describe the following:

**R.1.6.1 Order acceptance**

The Bidder's capability to:

- a identify and verify multiple, individual ordering authorities within a client organization in accordance with approved client authority lists;
- b permit each ordering authority to place their order in French or English from 7:00 a.m. to 9:00 p.m.

- EST, Monday to Friday in the online ordering tool;
- c restrict and verify the types of items and quantities that individual authorities may order in accordance with predetermined distribution restrictions for each item.
  - d provide order details to the ordering authority for approval prior to order fulfillment

<b>R.1.6.1.a</b>	
0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to identify and verify multiple, individual ordering authorities within a client organization in accordance with authorized client authority information lists.
1 point	Details provided lead to an understanding of the Bidder's capability to identify and verify multiple, individual ordering authorities within a client organization in accordance with authorized client authority information lists.
2 points	Details provided lead to a good understanding of the understanding of the Bidder's capability to identify and verify multiple, individual ordering authorities within a client organization in accordance with authorized client authority information lists. Demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.
3 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's capability to identify and verify multiple, individual ordering authorities within a client organization in accordance with authorized client authority information lists.</li> <li>- The description demonstrates the Bidder's capability to notify the Client Authority of any requests received from individuals or organizations not already included on the list(s).</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.6.1.a Points Allocated: /3	
<b>R.1.6.1.b</b>	
0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to permit each ordering authority to place their order in French or English and through an online tool or by facsimile, and e-mail.
1 point	Details provided lead to an understanding of the Bidder's capability to permit each ordering authority to place their order in French or English through the online tool and by facsimile, and e-mail.
2 points	Details provided lead to a good understanding of the Bidder's capability to permit each ordering authority to place their order in French or English and through the online ordering tool and by facsimile, and e-mail from 7:00 a.m. to 9:00 p.m. EST, Monday to Friday. Demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.
3 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's capability to permit each ordering authority to place their order in French or English through the online ordering tool provided by the bidder, and by facsimile and e-mail from 7:00 a.m. to 9:00 p.m. EST, Monday to Friday.</li> <li>- The description demonstrates that the Bidder's online ordering tool allows for multiple Ordering Authorities to place an order simultaneously and provides ordering capabilities for the Project Authorities. The on-line ordering tool provides the 3 levels of permissions as per Annex a Statement of Work.</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.6.1.b Points Allocated: /3	
<b>R.1.6.1.c</b>	
0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to restrict and verify the types of products and quantities that individual authorities may order in accordance with predetermined product distribution restrictions.
1 point	Details provided lead to an understanding of the Bidder's capability to restrict and verify the types of products and quantities that individual authorities may order in accordance with predetermined product distribution restrictions.
2 points	Details provided lead to a good understanding of the understanding of the Bidder's capability to restrict and verify the types of products and quantities that individual authorities may order in accordance with predetermined product distribution restrictions for multiple products. Demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.

3 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's capability to restrict and verify the types of products and quantities that individual authorities may order in accordance with predetermined product distribution restrictions for multiple products.</li> <li>- The description demonstrates the Bidder's capability to notify the Client Authority and obtain written authorization prior to processing any orders made by individuals or organizations for products that they are not authorized to order.</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.6.1.c Points Allocated: /3	
<b>R.1.6.1.d</b>	
0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to provide order details to the client for approval prior to order fulfillment.
1 point	Details provided lead to an understanding of the Bidder's capability to provide order details to the client for approval prior to order fulfillment.
2 points	<p>Details provided lead to a good understanding of the understanding of the Bidder's capability to provide the following order details for approval to the ordering authority within one (1) business day of order placement and prior to order fulfillment:</p> <ul style="list-style-type: none"> <li>• the total price of the item, including all applicable costs and taxes;</li> <li>• projected date for fulfilling order;</li> <li>• out of stock items and projected date of fulfilling backordered items;</li> <li>• total cost of shipment(s).</li> </ul> <p>Demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.</p>
3 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's capability to provide the following order details for approval to the ordering authority within one (1) business day of order placement and prior to order fulfillment: <ul style="list-style-type: none"> <li>• the total price of the item, including all applicable costs and taxes;</li> <li>• projected date for fulfilling order;</li> <li>• out of stock items and projected date of fulfilling backordered items;</li> <li>• total cost of shipment(s).</li> </ul> </li> <li>- The description demonstrates the Bidder's capability to provide ordering details for approval of urgent orders during the same business day of order placement.</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.6.1.d Points Allocated: /3	
<b>Points Allocated for R.1.6.1 /12 multiplied by w.f. 1.25 = : /15</b>	
<b>Comments:</b>	

### R.1.6.2 Order processing and Order Fulfillment

**R.1.6.2.a.** The proposal should clearly describe the Bidder's order processing and fulfillment processes for the following:

- a.1 how the Bidder inputs order information received by the online ordering tool, facsimile and e-mail into the Bidder's order system;
- a.2 how the Bidder's order system generates the order information for fulfillment in the warehouse;
- a.3 the warehouse fulfillment procedures for the order;

a.4 the warehouse verification procedures for ensuring the accuracy of the order fulfillment process.

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's order processing and fulfillment processes.
1 point	Details provided lead to an understanding of the Bidder's order processing and fulfillment processes. Most elements present (a.1 – a.4). There are discrepancies and/or deficiencies that pose some risk to the requirement. Does not demonstrate the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.
2 points	Details provided lead to an understanding of the Bidder's order processing and fulfillment processes. All elements present (a.1 – a.4). Most elements described. Minimal weaknesses and/or deficiencies could exist, but would not pose any significant risk to the requirement.
3 points	Details provided lead to a good understanding of the Bidder's order processing and fulfillment processes. All elements present (a.1 – a.4). All elements described. No evident weaknesses and/or deficiencies that would pose any risk to the requirement. Demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.
4 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the Bidder's order processing and fulfillment processes.</li> <li>- The description demonstrates how the Bidder follows up on orders received outside of regular hours of work.</li> <li>- All elements present (a.1 – a.4). All elements fully described.</li> <li>- No weaknesses and/or deficiencies that would pose any risk to the requirement. Clearly demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.6.2.a Points Allocated: /4	
<b>Points Allocated for R.1.6.2.a /4 multiplied by w.f. 2.5 = : /10</b>	
<b>Comments:</b>	

**R.1.6.2.b.** The proposal should clearly describe the Bidder's capability to meet the service standards for order fulfillment as specified in the Statement of Work:

- b.1 order processing and fulfillment within five (5) business days from order approval by the client
- b.2 order processing and fulfillment within three (3) business days from order approval by the client
- b.3 order processing and fulfillment within 24 hours from order approval by the client
- b.4 orders fulfilled and shipped the day of order placement or picked up from the warehouse by the authorized clients

0 points	Information required was not provided OR Not enough details are provided to assess the Bidder's capability to meet the required service standards (b.1 – b.4) OR The description demonstrates the Bidder's capability to meet only one (1) of the service standards (b.1 – b.4).
1 point	The description demonstrates the Bidder's capability to meet only two (2) of the service standards (b.1 – b.4). Does not clearly demonstrate capability to meet RCMP requirements as specified in the Annex A Statement of Work.
2 points	The description demonstrates the Bidder's capability to meet three (3) of the service standards (b.1 – b.4).
3 points	The description demonstrates the Bidder's capability to meet all of the service standards (b.1 – b.4). Demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work

4 points	<ul style="list-style-type: none"> <li>- The description demonstrates the Bidder's capability to meet all of the service standards (b.1 – b.4).</li> <li>- The description demonstrates the capability of the Bidder to permit authorized clients to pick up urgent orders from the warehouse.</li> <li>- Clearly demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work</li> </ul>
R.1.5.2.b Points Allocated: /4	
<b>Points Allocated for R.1.6.2.b /4 multiplied by w.f. 2.5 = : /10</b>	
<b>Comments:</b>	

Points Allocated for R.1.6: ____/35
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**R.1.7 Capability of the Bidder's IM system to provide up to date information**

The Bidder should provide a description of the capability of their IM system to provide up to date information to the CFP Project Authorities upon request, to maintain an electronic catalogue of the RCMP CFP items in inventory and to complete the RCMP CFP reporting requirements for monthly, yearly, and ad hoc reports as described in the Annex A Statement of Work.

The Bidder should specifically describe how their IM system can complete the following:

**R.1.7.1** Provide up to date information to maintain the electronic catalogue of the RCMP CFP items in inventory as specified in the Statement of Work, showing the following information elements for each item:

- a. RCMP CFP form/product reference number;
- b. English and French titles, if applicable;
- c. unit of issue;
- d. revision date (where applicable)

0 points	Information required was not provided OR Not enough details are provided to assess the capability of the Bidder's IM system to maintain the electronic catalogue of the RCMP items in inventory as specified in the Statement of Work.
1 point	The description demonstrates the capability of bidder's IM system to maintain an electronic catalogue of the RCMP items in inventory showing one (1) - three (3) of the listed information elements (a – d).
2 points	The description demonstrates the capability of bidder's IM system to maintain an electronic catalogue of the RCMP items in inventory showing four (4) of the listed information elements (a – d).
3 points	The description demonstrates the capability of bidder's IM system to maintain an electronic catalogue of the RCMP items in inventory as specified in the Statement of Work, showing all of the listed information elements (a – d). Demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work.
4 points	<ul style="list-style-type: none"> <li>- The description demonstrates the capability of bidder's IM system to maintain an electronic catalogue of the RCMP items in inventory as specified in the Statement of Work, showing all of the listed information elements (a – d).</li> <li>- The description demonstrates the capability of the Bidder to provide an electronic copy of the catalogue once a month to the designated CFP Project Authorities in portable document format (.pdf).</li> </ul>

	- Clearly demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work.
R.1.7.1 Points Allocated: /4	
<b>Points Allocated for R.1.7.1 /4 multiplied by w.f. 2.5 = : /10</b>	
<b>Comments:</b>	

**R.1.7.2** Monthly Reports showing the following information for the previous month:

a. The following tombstone information:

- a.1 Report Title
- a.2 The date the report was generated
- a.3 Page numbering (page X of Y, etc.)
- a.4 The period of reporting, showing start and end date of period

0 points	Information required was not provided OR Not enough details are provided to assess the capability of the Bidder's IM system OR The description does not demonstrate the capability of the IM system to produce monthly reports showing a minimum of two (2) of the listed information elements (a.1 – a.4)
1 point	The description demonstrates the capability of the IM system to produce monthly reports showing a minimum of two (2) of the listed information elements (a.1 – a.4).
2 points	The description demonstrates the capability of the IM system to produce monthly reports showing only three (3) of the listed information elements (a.1 – a.4).
3 points	The description demonstrates the capability of the IM system to produce monthly reports showing all of the listed information elements (a.1 – a.4). Demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work.
4 points	<ul style="list-style-type: none"> <li>- The description demonstrates the capability of bidder's IM system to produce monthly reports showing all of the listed information elements (a.1 – a.4).</li> <li>- The description provides sufficient information to demonstrate the capability of the IM system to produce separate monthly reports for designated CFP Project maintaining a consistent layout and format for all reports.</li> <li>- Clearly demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.7.2.a Points Allocated: /4	
<b>Points Allocated for R.1.7.2.a /4 multiplied by w.f. 1 = : /4</b>	
<b>Comments:</b>	

b. The following basic information for each item:

- b.1 Title and form number
- b.2 Designated CFP Project Authorities
- b.3 Security designation if applicable;
- b.4 Distribution (i.e. RCMP, CFP, general public, controlled/limited)
- b.5 Serial number series, if applicable

0 points	Information required was not provided OR Not enough details are provided to assess the capability of the Bidder's IM system OR The description does not demonstrate the capability of the IM system to produce monthly reports showing a minimum of two (2) of the listed information elements for each item (b.1 – b.5).
1 point	The description demonstrates the capability of the IM system to produce monthly reports showing a minimum of two (2) of the listed information elements for each item (b.1 – b.5).
2 points	The description demonstrates the capability of the IM system to produce monthly reports showing three (3) – four (4) of the listed information elements for each item (b.1 – b.5).
3 points	The description demonstrates the capability of the IM system to produce monthly reports showing all of the listed information elements for each item (b.1 – b.5). Demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work.
4 points	<ul style="list-style-type: none"> <li>- The description demonstrates the capability of bidder's IM system to produce monthly reports showing all of the listed information elements for each item (b.1 – b.5).</li> <li>- The description provides sufficient information to demonstrate the capability of the IM system to produce separate monthly reports for designated CFP Project maintaining a consistent layout and format for all reports.</li> <li>- Clearly demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.7.2.b Points Allocated: /4	
<b>Points Allocated for R.1.7.2.b _____/4 multiplied by w.f. 1 = : _____/4</b>	
<b>Comments:</b>	

c. The following detailed information for each item as specified for each report:

- c.1 Total quantity of each item in inventory at the reporting date, re-order point and estimated re-order date based on the usage at the reporting date;
- c.2 Date of entry into, or removal from, the list in inventory;
- c.3 The number of orders fulfilled for each item and quantity shipped for each week of the report period, total for the month and for the year to date;
- c.4 The items on backorder;
- c.5 The number of orders waiting to be filled for CFP Communications products and CFP forms products;
- c.6 The average time lapse between order receipt and processing for CFP Communications products and RCMP forms products;
- c.7 Oldest orders not yet filled, by date for CFP Communications products and CFP forms products.

0 points	Information required was not provided OR Not enough details are provided to assess the capability of the Bidder's IM system OR The description does not demonstrate the capability of the IM system to produce monthly reports showing a minimum of five (5) of the listed information elements for each item (c.1 – c.8).
1 point	The description demonstrates the capability of the IM system to produce monthly reports showing a minimum of five (5) of the listed information elements for each item (c.1 – c.7).
2 points	The description demonstrates the capability of the IM system to produce monthly reports showing only six (6) of the listed information elements for each item (c.1 – c.7).
3 points	The description demonstrates the capability of the IM system to produce monthly reports showing only seven (7) of the listed information elements for each item (c.1 – c.7).
4 points	The description demonstrates the capability of the IM system to produce monthly reports showing all of the listed information elements for each item (c.1 – c.7). Demonstrates capability to meet the RCMP CFP requirements as specified in the Annex A Statement of Work

5 points	<ul style="list-style-type: none"> <li>- The description demonstrates the capability of bidder's IM system to produce monthly reports showing all of the listed information elements for each item (c.1 – c.7).</li> <li>- The description provides sufficient information to demonstrate the capability of the IM system to produce separate monthly reports for designated CFP Project Authorities maintaining a consistent layout and format for all reports.</li> <li>- Clearly demonstrates capability to meet the RCMP CFP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.7.2.c Points Allocated: /5	
<b>Points Allocated for R.1.7.2.c /5 multiplied by w.f. 2 = : /10</b>	
<b>Comments:</b>	

d. The following information for each order as specified for each separate report:

- d.1 The Order reference number;
- d.2 The quantity of each item ordered;
- d.3 Item information for each order;

0 points	Information required was not provided OR Not enough details are provided to assess the capability of the Bidder's IM system OR The description does not demonstrate the capability of the IM system to produce monthly reports showing a minimum of two (2) of the listed information elements for each order (d.1 – d.3).
1 point	The description demonstrates the capability of the IM system to produce monthly reports showing a minimum of two (2) of the listed information elements for each order (d.1 – d.3).
2 points	The description demonstrates the capability of the IM system to produce monthly reports showing only three (3) of the listed information elements for each order (d.1 – d.3).
3 points	The description demonstrates the capability of the IM system to produce monthly reports showing all of the listed information elements for each order (d.1 – d.4). Demonstrates capability to meet the RCMP CFP requirements as specified in the Annex A Statement of Work
4 points	<ul style="list-style-type: none"> <li>- The description demonstrates the capability of bidder's IM system to produce monthly reports showing all of the listed information elements for each order (d.1 – d.3).</li> <li>- The description provides sufficient information to demonstrate the capability of the IM system to produce separate monthly reports for designated CFP Project authorities maintaining a consistent layout and format for all reports.</li> <li>- Clearly demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.7.2.d Points Allocated: /4	
<b>Points Allocated for R.1.7.2.d /4 multiplied by w.f. 1 = : /4</b>	
<b>Comments:</b>	

**R.1.7.3** Ad hoc Reports that at a minimum can show:

- a. the date a specific order was received, printed, mailed/shipped
- b. transactions/orders sorted by province for specified periods.
- c. transactions/orders sorted by postal code for specified periods
- d. transactions/orders sorted by province and postal code for specified periods

0 points	Information required was not provided OR Not enough details are provided to assess the capability of the Bidder's IM system OR The description does not demonstrate the capability of the IM system to produce monthly reports showing a minimum of two (2) of the listed information elements (a - d).
1 point	The description demonstrates the capability of the IM system to produce monthly reports showing a minimum of two (2) of the listed information elements (a- d).
2 points	The description demonstrates the capability of the IM system to produce monthly reports showing three (3) – four (4) of the listed information elements (a - d).
3 points	The description demonstrates the capability of the IM system to produce monthly reports showing all of the listed information elements (a - d). Demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work.
4 points	<ul style="list-style-type: none"> <li>- The description demonstrates the capability of bidder's IM system to produce monthly reports showing all of the listed information elements (a - d).</li> <li>- The description provides sufficient information to demonstrate the capability of the IM system to produce separate monthly reports for designated CFP Project Authorities maintaining a consistent layout and format for all reports.</li> <li>- Clearly demonstrates capability to meet the RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.1.7.3 Points Allocated: /4	
<b>Points Allocated for R.1.7.3 _____/4 multiplied by w.f. 1 = : _____/4</b>	
<b>Comments:</b>	

Points Allocated for R.1.7: \_\_\_\_\_/36

**Total Points Allocated for R.1 = \_\_\_\_\_/268**

**R.2 IMPLEMENTATION OF WORK**  
(Maximum 58 points)

Bidders should provide a work plan showing how they would conduct the work required to provide all of the services described in the Statement of Work within the twenty-five (25) business day transition period from the date of contract award.

The work plan should clearly describe how the Bidder would work with RCMP CFP client representatives to meet the operational and management requirements in all areas related to this type of requirement over the term of the Contract.

The work plan should also describe how the Bidder would work with RCMP CFP client representatives to meet the security requirements in all areas related to this type of requirement over the term of the Contract.

The Bidder should provide a comprehensive description of all procedures and activities that would be carried out or managed by the Bidder and how all of the activities are integrated in order to provide

the required service.

The work plan should address each area of activity listed below. The work plan should clearly explain the processes that would be required in each area listed and how they would interact with other areas that are necessary to meet RCMP CFP requirements.

**\*To obtain points for all of the R.2 evaluated criteria, the Bidder should address all of the R.2 evaluation criteria and the specified elements for evaluation as stated in the Evaluation grid, and describe how its systems and/or processes and procedures would meet the stated criteria or how it would customize their systems and/or processes and procedures to meet the stated criteria.**

#### **R.2.1 Client consultation and work scheduling,**

Bidders should describe their suggested consultation and development procedures for setting up an inventory management and order fulfillment service for the CFP project authorities as described in the Statement of Work.

*(In the event that the transfer of inventory is not necessary, the Bidder should describe how this impacts each of the evaluated elements)*

Bidders should ensure their response addresses all of the following activities:

##### **R.2.1.a.** The consultation and planning process including:

###### R.2.a.1 defining the requirements for the inventory management applications

- i. Identifying meetings normally required for defining the requirements for the inventory management applications, including the IM functions to provide reporting of secure, controlled and regular inventory items as stated in the Statement of Work;
- ii. The milestones to be achieved for each meeting;
- iii. The information sought from clients;
- iv. The Contractor/client feedback process for each stage of the consultation.

###### R.2.1.a.2 – defining the requirements of the ordering process for secure, controlled and regular inventory items in accordance with approved lists of ordering authorities

- i. Identifying meetings normally required for defining the requirements of the ordering process for secure, controlled and regular inventory items in accordance with approved lists of ordering authorities as stated in the Statement of Work;
- ii. The milestones to be achieved for each meeting;
- iii. The information sought from clients;
- iv. The Contractor/client feedback process for each stage of the consultation.

###### R.2.1.a.3 – defining the requirements to implement the procedures for the production, tracking and destruction of secure and controlled inventory items and artwork

- i. Identifying meetings normally required for defining the requirements to implement the procedures for the production, tracking and destruction of secure and controlled inventory items and artwork as stated in the Statement of Work;
- ii. The milestones to be achieved for each meeting;
- iii. The information sought from clients;
- iv. The Contractor/client feedback process for each stage of the consultation.

0 points	Information required was not provided OR Not enough details are provided to assess the consultation and planning process.
1 point	Details provided lead to an understanding of the understanding of the consultation and planning process. Most elements present (i - iv).
2 points	Details provided lead to a good understanding of the understanding of the consultation and planning process. All elements present (i - iv). All elements described.
3 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the consultation and planning process. All elements present (i - iv). All elements fully described.</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.</li> <li>- The description provides a schedule demonstrating how the milestones identified for consultation are incorporated into the 25 business day transition period.</li> </ul>

R.2.1.a.1	Defining the requirements for the inventory management applications	Points Allocated for R.2.1.a.1 ____/3
R.2.1.a.2	Defining the requirements of the ordering process for secure, controlled and regular inventory items in accordance with approved lists of ordering authorities	Points Allocated for R.2.1.a.2 ____/3
R.2.1.a.3	Defining the requirements to implement the procedures for the production, tracking and destruction of secure and controlled inventory items and artwork	Points Allocated for R.2.1.a.3 ____/3

Points Allocated for R.2.1.a.: \_\_\_\_/9 multiplied by w.f. 2 = : \_\_\_\_/18

**R.2.1.b.** The plan should provide a clear and detailed description of the development and testing process including:

- b.1 Developing the inventory management applications, including the IM functions for reporting;
- b.2 Testing the inventory management applications, including the IM functions for reporting;
- b.3 Creating the inventory catalogue for separate CFP items (CFP Communications products and CFP forms products);
- b.4 Testing the order acceptance procedures and input of ordering information into the Bidder's ordering system;
- b.5 The Contractor/client feedback procedures during the development and testing process.

0 points	Information required was not provided OR Not enough details are provided to assess the development and testing process.
1 point	Most elements present (b.1 – b.5). Most elements described.
2 points	Details provided lead to an understanding of the development and testing process. All elements present (b.1 – b.5). Most elements described.
3 points	Details provided lead to a good understanding of the development and testing process. All elements present (b.1 – b.5). All elements present. All elements well described. Demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work
4 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the development and testing process. All elements present (b.1 – b.5). All elements fully described.</li> <li>- The description demonstrates how the milestones identified in R.2.1.a. are incorporated in the description of the feedback procedures.</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP CFP requirements as specified in the Annex A Statement of Work.</li> </ul>

R.2.1.b Points Allocated: \_\_\_\_/4

Points Allocated for R.2.1.b \_\_\_\_/4 multiplied by w.f. 2 = : \_\_\_\_/8

**Comments:**

**Points Allocated for R.2.1: \_\_\_\_\_/26**

**R.2.2 Implementation of the ordering process**

Bidders should describe their suggested methodology for implementing the ordering process and for providing customer service as described in the Statement of Work within the 25 business day implementation period. At a minimum the description should describe the proposed methodology to make available the on-line ordering tool and training to CFP Project and Ordering Authorities and to provide customer service in both French and English during the working hours of 07:00 A.M. to 4:00 P.M. EST time Monday through Friday inclusive (not including national statutory holidays).

0 points	Information required was not provided OR Not enough details are provided to assess the suggested methodology for implementing the ordering process and for providing customer service.
1 point	Details provided lead to an understanding of the proposed methodology for implementing the ordering process and for providing customer service as described in the Statement of Work within the 25-business day implementation period.
2 points	<ul style="list-style-type: none"> <li>- Details provided lead to an understanding of the proposed methodology for implementing the ordering process and for providing customer service as described in the Statement of Work within the 25 business day implementation period.</li> <li>- The information provided demonstrates the procedures to be followed to make available the on-line ordering tool and training to CFP Project and Ordering Authorities and to provide customer service in both French and English during the working hours of 07:00 A.M. to 4:00 P.M. EST time Monday through Friday inclusive (not including national statutory holidays).</li> </ul>
3 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the proposed methodology for implementing the ordering process and for providing customer service as described in the Statement of Work within the 25 business day implementation period.</li> <li>- The information provided demonstrates the procedures to be followed to make available the on-line ordering tool and to provide customer service in both French and English during the working hours of 07:00 A.M. to 9:00 P.M. EST time Monday through Friday inclusive (not including national statutory holidays).</li> <li>- The information provided demonstrates the procedures to be followed to make available training of the on-line ordering tool to CFP Project and Ordering Authorities and to provide customer service in both French and English during the working hours of 07:00 A.M. to 9:00 P.M. EST time Monday through Friday inclusive (not including national statutory holidays).</li> <li>- The description demonstrates that the process will not compromise other activities required for implementation.</li> </ul>

**R.2.2 Points Allocated:        /3**

**Points Allocated for R.2.2        /3 multiplied by w.f. 4 = :        /12**

**Comments:**

R.2.3 Transfer of Inventory,

Bidders should describe their suggested methodology for transferring inventory (including secure and regular inventory items) to their facility within the 25-business day implementation period.

Bidders should ensure their response addresses all of the following activities:

R.2.3.a. The procedures for transferring secure and regular inventory items including:

- a.1 Verification of inventory
- a.2 Scheduling transfer of goods
- a.3 Initial recording
- a.4 Packaging for shipping criteria

0 points	Information required was not provided OR Not enough details are provided to assess the procedures for transferring secure and regular inventory items to the Bidder's facility.
1 point	The description demonstrates the procedures for transferring secure and regular inventory items to the Bidder's facility. All elements present (a.1 – a.4). Most elements described
2 points	Details provided lead to good understanding of the procedures for transferring secure and regular inventory items to the Bidder's facility. All elements present (a.1 – a.4). All elements well described.
3 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the procedures for transferring secure and regular inventory items to the Bidder's facility. All elements present (a.1 – a.4). All elements fully described.</li> <li>- The description demonstrates how the procedures for transferring secure and regular inventory items can be incorporated into the 25 business day transition period</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.2.3.a Points Allocated: /3	
<b>Points Allocated for R.2.3.a /3 multiplied by w.f. 4 = : /12</b>	
<b>Comments:</b>	

R.2.3.b. The procedures for receiving goods in the Bidder's facilities including:

- b.1 Verification of inventory received
- b.2 Inspection of goods received
- b.3 Procedures for acceptance or quarantining of goods
- b.4 The Contractor/client feedback procedures for goods acceptance.

0 points	Information required was not provided OR Not enough details are provided to assess the procedures for receiving goods in the Bidder's facility.
1 point	The description demonstrates the procedures for receiving goods in the Bidder's facility. Most elements present (b.1 – b.4).
2 points	Details provided lead to a good understanding of the procedures for receiving goods in the Bidder's facility. All elements present (b.1 – b.4). All elements well described
3 points	<ul style="list-style-type: none"> <li>- Substantial details provided lead to a complete and thorough understanding of the procedures for receiving goods in the Bidder's facility. All elements present (b.1 – b.4). All elements fully described.</li> </ul>

	<ul style="list-style-type: none"> <li>- The description demonstrates how the procedures for transferring secure and regular inventory items can be incorporated into the 25-business day transition period</li> <li>- Clearly demonstrates the Bidder's capability to meet RCMP requirements as specified in the Annex A Statement of Work.</li> </ul>
R.2.3.b Points Allocated: /3	
<b>Points Allocated for R.2.3.b /3 multiplied by w.f. 2 = : /6</b>	
<b>Comments:</b>	

Points Allocated for R.2.3: \_\_\_\_/18

**Total Points Allocated for R.2 = \_\_\_\_\_/56**

**R.3. QUALITY ASSURANCE AND QUALITY CONTROL**

(Maximum 40 Points for R.3.a or R.3.b.)

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures it has in place and how this program and these procedures meet the requirements for the warehousing/inventory management, order processing, order fulfillment, printing and distribution of printed items as described in the Statement of Work.

The Bidder should identify all Bidder's facilities where work will be carried out and the work completed in each.

**R.3. Quality Assurance Program and quality control procedures**

The Bidder should respond to R.3. by providing the information required **for either** R.3.a *ISO certification* **OR** for R.3.b.

The points allocated for R.3 will be based on the Bidder's response for R.3.a *ISO certification* **OR** for R.3.b

**R.3.a ISO Certification**

The Bidder should demonstrate ISO certification(s) relevant to supply chain management of printed material as described in the Statement of Work – warehousing/inventory management, digital and offset printing, order fulfillment, mailing/distribution.

The Bidder should identify all facilities where the work activities will be conducted and which work activities would be completed by sub-contractors.

**R.3.a.1 Quality Assurance - Single Facility OR Multiple Facilities**

R.3.a.1.1 The Bidder should provide a copy of its current ISO certification related to the required services. Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, **a copy of the current ISO certification for each facility should be submitted with the proposal.**

R.3.a.1.1 - ISO certification relevant to warehousing/inventory management, printing, order processing, order fulfillment, and distribution of printed items as described in the Statement of Work. - Copy of current ISO certification(s) supplied for each facility identified.

Points Allocated for R.3.a.1.1: \_\_\_\_\_/16

R.3.a.1.2  
The Bidder should provide copies of the ISO work procedures relevant to each phase of the requirement – warehousing/inventory management, printing, order processing, order fulfillment, and distribution of printed items as described in the Statement of Work. Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, **a copy of the of the ISO work procedures relevant to the work completed in the facility should be submitted with the proposal.**

Copy of ISO work procedures relevant to facility supplied for:

Warehousing/ Inventory management.	/ 4 Points
Printing (offset)	/ 4 Points
Printing (digital)	/ 4 Points
Order reception and processing	/ 4 Points
Order fulfillment.	/ 4 Points
Mailing/Distribution	/ 4 Points
Points Allocated for R.3.a.1.2: /24	

**Comments:**

Points awarded for R.3.a ISO certification: \_\_\_\_\_ / 40

**Should the Bidder not hold ISO certification relevant to this requirement, or, propose to utilize multiple facilities, where at least one (1) does not hold ISO certification relevant to this requirement, then the Bidder should provide their response as stated in R.3.b. In this case, only the information provided for R.3.b will be evaluated.**

**R.3.1.b Quality Assurance: Single Facility or Multiple Facilities**

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures the Bidder proposes to utilize in the identified facilities for the warehousing/inventory management, order processing, digital and offset printing, order fulfillment, and distribution of orders as specified in the Statement of Work.

R.3.b.1 The Bidder should identify all facilities where work will be carried out and which activities would be completed by in each facility

- i. Warehousing/ Inventory management.
- ii. Printing (digital and offset)
- iii. Order reception and processing
- iv. Order fulfillment.
- v. Mailing/Distribution

0 points	Information required was not provided OR Not enough details are provided to assess where work will be carried out and which activities would be completed by sub-contractors.
1 point	The description identifies where the work activities will be carried out and which activities would be completed by sub-contractors for only one (1) of the work activities identified (i – v).
2 points	The description identifies where the work activities will be carried out and which activities would be completed by sub-contractors for only two (2) or three (3) of the work activities identified (i – v).
3 points	The description identifies where the work activities will be carried out and which activities would be completed by sub-contractors for only four (4) of the work activities identified (i – v).
4 points	The description identifies where the work activities will be carried out and which activities would be completed by sub-contractors for all of the work activities identified (i – v).
Points Allocated: /4	
Points Allocated for R.3.b.1: /4 multiplied by w.f. 1.5 = : /6	
<b>Comments:</b>	

R.3.b.2 The Bidder should describe the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work for the following activities (a – f):

- a. the quality control procedures for receiving, stocking of items in the warehouse and cataloguing goods in a WMS;
- b. the quality control procedures for order reception and processing/verification of the order information through transferring the order information into the production areas;
- c. the print management quality control procedures for acceptance and verification of the print order information and monitoring of the print management of forms, envelopes, digital, and offset print production for internal production;
- d. the print management quality control procedures for acceptance and verification of the print order information and monitoring of the print management of forms, envelopes, digital, and offset print production for sub-contracted production;
- e. the quality control procedures for assembly of the orders and preparation of the completed product for distribution; and
- f. the quality control procedures for the preparation for distribution and distribution of orders.

0 points	Information required was not provided OR Not enough details are provided to assess the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work OR There are discrepancies and/or deficiencies that pose risks to the requirement.
1 point	Details provided lead to a good understanding of the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work. All elements present. Most elements well described. Demonstrates capability to complete Quality Assurance requirements. Minimal weaknesses and/or deficiencies could exist, but would not pose any significant risk to the requirement.
2 points	Substantial details provided lead to a complete and thorough understanding of the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work and how the Bidder will manage the quality control procedures between all facilities identified as necessary to complete the requirement. All elements present. All elements fully described. Clearly demonstrates capability to complete Quality Assurance requirements. No weaknesses or deficiencies that would pose any risk to the requirement.

a.	the quality control procedures for receiving, stocking of items in the warehouse and cataloguing goods in a WMS	Points Allocated for R.3.b.2.a ____/2
b.	the quality control procedures for order reception and processing/verification of the order information through transferring the order information into the production areas	Points Allocated for R.3.b.2.b ____/2
c.	the print management quality control procedures for acceptance and verification of the print order information and monitoring of the print management of forms, envelope, digital, and offset print production for internal production	Points Allocated for R.3.b.2.c ____/2
d.	the print management quality control procedures for acceptance and verification of the print order information and monitoring of the print management of forms, envelope, digital, and offset print production for sub-contracted production	Points Allocated for R.3.b.2.d ____/2
e.	the quality control procedures for assembly of the orders and preparation of the completed product for distribution.	Points Allocated for R.3.b.2.e ____/2
f.	quality control procedures for the preparation for distribution and distribution of orders.	Points Allocated for R.3.b.2.f ____/2
		R.3.b.2 Points Allocated: ____/12
		<b>Points Allocated for R.3.b.2: ____/12 multiplied by w.f. 2.5 = : ____/30</b>
<b>Comments:</b>		

R.3.b.3 The Bidder should describe the degree to which the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees.

0 points	Information required was not provided.	
1 point	The description does not demonstrate that the Bidder's Quality Assurance Program has been formalized as corporate policy.	
2 points	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy.	
3 points	<ul style="list-style-type: none"> <li>- The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy.</li> <li>- The description demonstrates that the Bidder's corporate quality assurance procedures are included in corporate Quality Assurance manuals which are monitored and updated regularly by designated quality assurance representatives.</li> <li>- All elements present. Most elements described.</li> </ul>	
4 points	<ul style="list-style-type: none"> <li>- Substantial details provided. The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy.</li> <li>- The description demonstrates that the Bidder's corporate quality assurance procedures are included in corporate Quality Assurance manuals which are monitored and updated regularly by designated quality assurance representatives.</li> <li>- The description demonstrates how the Quality Assurance Program is communicated to employees.</li> <li>- All elements present. All elements fully described.</li> </ul>	
		R.3.b.3 Points Allocated: ____/4
		<b>Points Allocated for R.3.b.3: ____/4 multiplied by w.f. 1 = : ____/4</b>
<b>Comments:</b>		

Points Allocated for R.3.b: _____ /40
<b>Total Points Allocated for R.3 (R.3.a OR R.3.b)= _____ /40</b>

**R.4. BUSINESS CONTINUITY PLAN**  
(Maximum 26 points)

Bidders should demonstrate their capability to maintain production and delivery of the RCMP requirements during events that would negatively impact their normal operations. Bidders should demonstrate this capability by providing a Business Continuity Plan (BCP) for each facility (physical plant where work required under the Contract is carried out including facilities that are owned by same legal entity as the bidder and/or joint venture partner(s) and sub-contractor's facilities) identified in their proposal.

**R.4.1** Bidders are to provide a Business Continuity Plan (BCP) for each facility identified in their proposal.

**R.4.2 Corporate BCP**

Bidders are to describe the extent to which a corporate BCP has been developed and implemented within the bidder's organization.

The information provided should clearly demonstrate the Bidder has implemented a corporate BCP that:

- Is part of the corporate policies and procedures, tested for "real world" relevance and reviewed and revised as required in order to be current;
- Demonstrates the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities;
- Demonstrates the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery;
- Is communicated throughout the company.

<b>R.4.1</b> Bidders are to provide a Business Continuity Plan (BCP) for each facility identified in their proposal.		
No BCP provided for any facility identified in the bidder's proposal  0 Points	BCP incomplete. BCP provided for some facilities identified in the bidder's proposal  Clarification required 1 Point	BCP complete. BCP provided for all facilities identified in the bidder's proposal  No clarification required 2 Points
<b>Points allocated for R.4.1</b>		/2

**POINTS ALLOCATED FOR R.4.1: \_\_\_\_\_ /2**

<b>R.6.2</b> Bidders are to describe the extent to which a corporate BCP has been developed and implemented within the organization.			
The description of the extent to which a corporate BCP has been developed and implemented within the bidder's	Description not provided	Information incomplete or unclear.	Information complete.

organization provides sufficient details to demonstrate:	0 Points	Clarification required 1 Point	No clarification required 2 Points
That the BCP is a part of the Bidder's corporate policies and procedures			
That the BCP is tested for "real world" relevance			
That the BCP is reviewed and revised as required in order to be current			
That the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities			
That the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery			
That the BCP is communicated throughout the company			
<b>Points allocated for R.4.2</b>			<b>/12</b>

**POINTS ALLOCATED FOR R.4.2: \_\_\_\_\_/12**

**Multiplied by a weighting factor of 2 = 24**

**R.4.2 TOTAL POINTS: \_\_\_\_\_/24**

**EVALUATED TOTAL POINTS R.4 (R.4.1 + R.4.2): \_\_\_\_\_/26**

**R.5. ENVIRONMENTAL PRACTICES** (Maximum 10 Points R.5.a OR R.5.b)

The Bidder should respond to R.5 by providing the information required **for either R.5.a OR for R.5.b.**

**R.5.a Environmental program(s) under which the Bidder is certified.**

Should the Bidder hold certification from recognized Environmental programs, they should provide a copy of any current, relevant certifications that are claimed as part of their proposal.

Should the Bidder hold either Environmental Choice Program certification for Lithographic or Digital Printing Services, Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) or ISO 14001 certification **they are not required to respond to R.5.b.**

**Bidders claiming certification and failing to provide a copy of the certification will receive 0 points for R.5.**

<b>R.5.a The Environmental program(s) under which the Bidder is certified :</b>	
Environmental Choice Program, certification for Offset or Digital Printing Services <b>And/Or</b> Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) <b>And/Or</b> ISO 140001	<b>_____ 8 Points</b>
Points Allocated for R.5.a _____ / 8	

Solicitation No. - N° de l'invitation  
M7594-171626/A  
Client Ref. No. - N° de réf. du client  
M7594-171626

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW020. M7594-171626

Buyer ID - Id de l'acheteur  
CW020  
CCC No./N° CCC - FMS No./N° VME

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**OR**

**R.5.b Environmental Practices**

Bidders should describe the environmental practices implemented within the Bidder's organization related to purchasing of materials, production, recycling and waste disposal.

Bidders must incorporate all formal environmental practices that are being followed and all current certifications held by the Bidder's suppliers.

The description demonstrates the following elements of the evaluation:

The Bidder recycles all scrap packaging and shipping material.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposing of all scrap plastic and metal binding material.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposal of waste printing and finishing inks.	_____ 1 Point
The Bidder recycles or uses environmentally safe methods of disposal of waste chemicals.	_____ 1 Point
The Bidder uses packaging material containing recycled content.	_____ 1 Point
The Bidder has automated equipment that enters standby mode after one hour.	_____ 1 Point
The Bidder has a company policy requires that non-automated equipment to be turned off when not in use.	_____ 1 Point
The Bidder captures potentially harmful VOCs or dust from production processes.	_____ 1 Point

Points Allocated for R.5.b: _____ /8
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<b>Total Points Allocated for R.5 (R.5.A OR R.5.b): _____ /8</b>
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## SRCL Security Clauses

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Canadian Firearms Program  
Printing, Warehousing and Distribution Services  
SRCL #: 201701426

Prepared by :

Central Departmental Security Section  
Royal Canadian Mounted Police

November 24, 2016



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Canada

All contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

Given the nature of this project, the following guidelines only apply to sensitive RCMP information disseminated from the RCMP (by designated contact) to the contractor.

### **General Security Requirements**

1. All Protected A information (hard copy documentation) or other sensitive assets for which the RCMP is responsible will be shared with the contractor through pre-approved processes.
2. The information disclosed by the RCMP will be administered, maintained, and disposed of in accordance with the Contract. At minimum the contractor must follow the Policy on Government Security (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>).
3. The contractor will promptly notify the RCMP of any security incidents related to the RCMP information provided. (i.e. loss of sensitive information, accidental or deliberate.)
4. The contractor is not permitted to disclose sensitive information provided by the RCMP, to any sub-contractors, without those individuals having the proper RCMP security level required to access the protected information.
5. The RCMP's Departmental Security Section (DSS) reserves the right to conduct security inspections of the contractor's facility and provide guidance on mandatory safeguards (safeguards as specified in this document and possibly additional site specific safeguards). This will be performed prior to sensitive information being shared and/or as required if the contractor's office relocates. The intent of the inspection is to ensure the quality of security safeguards.

### **Physical Security**

1. As Protected A information (the names and addresses of individuals who have requested information from the Canadian Firearms Program) will be present at the Contractor's facility, having been provided by RCMP, the contractor must adhere to the following physical security requirements:
  - a. Protected A information provided by the RCMP must be processed (printing of address labels) in an "Operations Zone". As such, the contractor's facility must have an area/room that meets the criteria of an "Operations Zone".

<b>Operations Zone</b>	
Definition	An area where access is limited to personnel who work there and to properly escorted visitors.
	Note: The personnel working within the Operational Zone must: <ul style="list-style-type: none"> <li>• possess a valid RCMP Reliability Status (RRS), or</li> <li>• be escorted by an individual who possesses a valid RRS</li> </ul>
Perimeter	Must be indicated by a recognizable perimeter or a secure perimeter depending on project needs. For example, the controls may be a locked office or suite.
Monitoring	Monitored periodically by authorized employees. For example, users of the space working at the location able to observe if there has been a breach of security.

For more information on Security Zones, refer to ANNEX A

2. If Protected A information is stored at the contractor’s facility (i.e. if the address labels are printed ahead of time and stored before being placed on the envelope), the labels must stored in an RCMP approved lockable container in an Operational Zone (see above for a description of an Operational Zone).
3. All drafts or misprints (damaged copies and/or left over copies) must be destroyed by the contractor. The equipment used to destroy the misprints must meet Type III level of destruction (residue size must be less than 5mm in width (strip cut)). If the contractor is unable to appropriately destroy the labels, the labels must be returned to the RCMP for proper destruction.

Note: Any sensitive drafts/misprints awaiting disposal must be protected in the agreed upon manner until destroyed.

### IT Security

1. IF Protected A information from RCMP is required to be sent electronically, it must be sent by courier to the contractor’s location via FIPS 140-2 compliant portable storage device; or by use of a contractor supplied secure website. Access to the portable storage device must be restricted to RCMP RRS security cleared contractor employees and the RCMP client. The Protected A information shall not be electronically transmitted by email or by fax.
2. Any contractor supplied secure website shall be made available with an encrypted connection using SSL (HTTPS) and each ‘client’ be provided with their own account/credentials.
3. IF electronic processing of Protected A RCMP provided information is required, the contractor must ensure the information is :
  - encrypted while at rest

- encrypted while in transit; and
- access controls are implemented.

Note: Advanced Encryption Standard (AES) Algorithm with key lengths of 128, 192 and 256 bits is approved for encrypting Protected A information.

4. IF electronic RCMP Protected information has to be printed / scanned, the contractor must have additional/dedicated computer(s), printer(s)/scanners. This equipment must not be connected to the local area network nor the Internet. This computer(s) will require disk encryption.
5. IF required, backup of RCMP Protected A information, must be done on external encrypted hard drive; not on the contractor's server.
6. Electronic records must be destroyed according to ITSG-06 Clearing and Declassifying Electronic Data Storage Devices (refer to <https://www.cse-cst.gc.ca/en/node/270/html/10572> for further info). Protected information is to be cleared using the following options:
  - Media containing PROTECTED government information can only be re-used after all data areas of the media have been alternatively overwritten with any character and its complement (e.g. binary 1s then binary 0s) for a minimum of three times.
  - Media containing PROTECTED government information that are not overwritten to the satisfaction of the RCMP are to be destroyed in accordance with RCMP approved methods (approved metal-destruction facility, incineration, emery wheel or disk sander, acid, dry disintegration, pulverizing or smelting).

## **Personnel Security**

1. All contractor personnel will be required to obtain and maintain a RCMP personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
2. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
3. As the supplier and its employees will have access to RCMP Protected B information, an RCMP Clearance at the appropriate level is required.

Contractor personnel must submit to verification by the RCMP, prior to being granted access to Protected or Classified information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the above to any contractor personnel, at any time.

Security Guide - SRCL #: 201701426

When the RCMP identifies a requirement for RRS or a security clearance; the Contractor will submit the following to the RCMP:

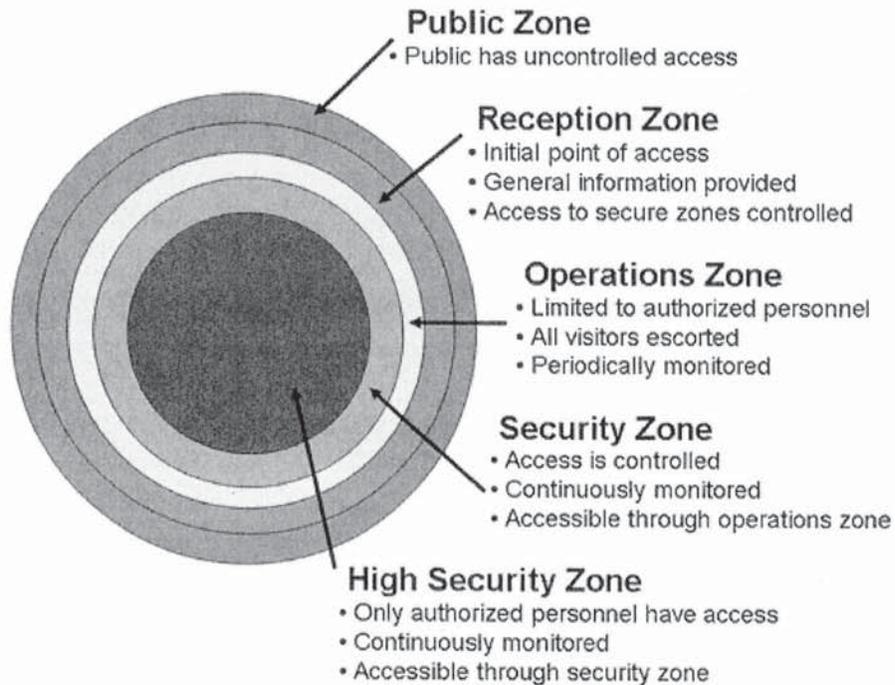
1. Form TBS 330-23 (LERC version)
2. Additional forms may be required.

The RCMP:

1. will conduct personnel security screening checks above the Policy on Government Security requirements

## **ANNEX A – Security Zone Concept**

There are five zones:



**Public Zone** is where the public has unimpeded access and generally surrounds or forms part of a government facility. Examples: the grounds surrounding a building, or public corridors and elevator lobbies in multiple occupancy buildings.

**Reception Zone** is where the transition from a public zone to a restricted-access area is demarcated and controlled. It is typically located at the entry to the facility where initial contact between visitors and the department occurs; this can include such spaces as places where services are provided and information is exchanged. Access by visitors may be limited to specific times of the day or for specific reasons.

**Operations Zone** is an area where access is limited to personnel who work there and to properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored periodically. Examples: typical open office space, or typical electrical room.

**Security Zone** is an area to which access is limited to authorized personnel and to authorized and properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored continuously, i.e., 24 hours a day and 7 days a week. Example: an area where secret information is processed or stored.

**High Security Zone** is an area to which access is limited to authorized, appropriately-screened personnel and authorized and properly-escorted visitors; it must be indicated by a perimeter built to the specifications recommended in the TRA, monitored continuously, i.e., 24 hours a day and 7 days a week and be an area to which details of access are recorded and audited. Example: an area where high-value assets are handled by selected personnel.



**PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM**

OFFICE USE ONLY		
Reference number	Department/Organization number	File number

NOTE: For Privacy Act Statement refer to Section C of this form and for completion instructions refer to attached instructions. Please typewrite or print in block letters.

**A ADMINISTRATIVE INFORMATION (To be completed by the Authorized Departmental/Agency/Organizational Official)**

New   
  Update   
  Upgrade   
  Transfer   
  Supplemental   
  Re-activation

The requested level of reliability/security check(s)

Reliability Status   
  Level I (CONFIDENTIAL)   
  Level II (SECRET)   
  Level III (TOP SECRET)

Other \_\_\_\_\_

**PARTICULARS OF APPOINTMENT/ASSIGNMENT/CONTRACT**

Indeterminate   
  Term   
  Contract   
  Industry   
  Other (specify secondment, assignment, etc.) \_\_\_\_\_

Justification for security screening requirement

Position/Competition/Contract number	Title	Group/Level (Rank if applicable)	
Employee ID number/PRI/Rank and Service number (if applicable)	If term or contract, indicate duration period	From	To
Name and address of department / organization / agency	Name of official	Telephone number ( )	Facsimile number ( )

**B BIOGRAPHICAL INFORMATION (To be completed by the applicant)**

Surname (Last name) \_\_\_\_\_ Full given names (no initials) underline or circle usual name used \_\_\_\_\_ Family name at birth \_\_\_\_\_

All other names used (i.e. Nickname) \_\_\_\_\_ Sex  Male  Female   
 Date of birth Y | | M | | D | | Country of birth \_\_\_\_\_ Date of entry into Canada if born outside Canada Y | | M | | D | |

RESIDENCE (provide addresses for the last five years, starting with the most current) Home address \_\_\_\_\_ Daytime telephone number ( ) \_\_\_\_\_ E-mail address \_\_\_\_\_

1	Apartment number	Street number	Street name	Civic number (if applicable)	From Y     M     To present
	City		Province or state	Postal code	Country Telephone number ( )

2	Apartment number	Street number	Street name	Civic number (if applicable)	From Y     M     To Y     M
	City		Province or state	Postal code	Country Telephone number ( )

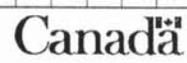
Have you previously completed a Government of Canada security screening form?  Yes  No   
 If yes, give name of employer, level and year of screening. \_\_\_\_\_ Y | | | |

**CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)**

Have you ever been convicted of a criminal offence for which you have not been granted a pardon?  Yes  No   
 If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction) \_\_\_\_\_

Charge(s)	Name of police force	City
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Province/State	Country	Date of conviction Y     M     D
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PERSONNEL SCREENING, CONSENT AND AUTHORIZATION FORM

Surname and full given names	Date of birth	Y	M	D
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**C CONSENT AND VERIFICATION (To be completed by the applicant and authorized Departmental/Agency/Organizational Official)**

Checks Required (See Instructions)	Applicant's initials	Name of official (print)	Official's initials	Official's Telephone number
1. <input type="checkbox"/> Date of birth, address, education, professional qualifications, employment history, personal character references				( )
2. <input type="checkbox"/> Criminal record check				( )
3. <input type="checkbox"/> Credit check (financial assessment, including credit records check)				( )
4. <input type="checkbox"/> Loyalty (security assessment only)				( )
5. <input type="checkbox"/> Other (specify, see instructions)				( )

**The Privacy Act Statement**  
 The information on this form is required for the purpose of providing a security screening assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the *Government Security Policy (GSP)* of the Government of Canada, and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. Depending on the level of security screening required, the information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

I, the undersigned, do consent to the disclosure of the preceding information including my photograph for its subsequent verification and/or use in an investigation for the purpose of providing a security screening assessment. By consenting to the above, I acknowledge that the verification and/or use in an investigation of the preceding information may also occur when the reliability status, security clearance or site access are updated or otherwise reviewed for cause under the *Government Security Policy*. My consent will remain valid until I no longer require a reliability status, a security clearance or a site access clearance, my employment or contract is terminated, or until I otherwise revoke my consent, in writing, to the authorized security official.

\_\_\_\_\_  
 Signature Date (Y/M/D)

**D REVIEW (To be completed by the authorized Departmental/Agency/Organizational Official responsible for ensuring the completion of sections A, B and C)**

Name and title	Telephone number
Address	Facsimile number

**E APPROVAL (To be completed by authorized Departmental/Agency/Organizational Security Official only)**

I, the undersigned, as the authorized security official, do hereby approve the following level of screening.

Reliability Status

Approved Reliability Status       Not approved

\_\_\_\_\_  
 Name and title

\_\_\_\_\_  
 Signature      \_\_\_\_\_  
 Date (Y/M/D)

Security Clearance (if applicable)

Level I       Level II       Level III       Not recommended

\_\_\_\_\_  
 Name and title

\_\_\_\_\_  
 Signature      \_\_\_\_\_  
 Date (Y/M/D)

Comments

\_\_\_\_\_

\_\_\_\_\_

PHOTO  
 (for Level III T.S.,  
 and/or upon request  
 - see instructions)





**INSTRUCTIONS FOR PERSONNEL SCREENING CONSENT AND AUTHORIZATION FORM TBS/SCT 330-23E (Rev. 2002/02)**  
Once completed, this form shall be safeguarded and handled at the level of Protected A.

**General:**

If space allotted in any portion is insufficient please use separate sheet using same format.

**1. Section A (Administrative Information) Authorized Departmental/Agency/Organizational Official**

The Official, based on instructions issued by the Departmental Security Officer, may be responsible for determining, based on five year background history, what constitutes sufficient verification of personal data, educational and professional qualifications, and employment history. References are to be limited to those provided on the application for employment or equivalent forms.

**SUPPLEMENTAL INFORMATION REQUIREMENTS**

Persons who presently hold a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership, in addition to having to update sections of the *Security Clearance Form (TBS/SCT 330-60)*, are required to submit an original *Personnel Screening, Consent and Authorization Form*, with the following parts completed:

Part A - As set forth in each question

Part B - As set forth in each question, excluding CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA.

Part C - Applicant's signature and date only are required

"Other". This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

**2. Section B (Biographical Information)**

To be completed by the *applicant*. If more space is required use a separate sheet of paper. Each sheet must be signed.

**Country of Birth - For "NEW" requests, if born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad. If you arrived in Canada less than five years ago, provide a copy of the Immigration Visa, Record of Landing document or a copy of passport.**

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

**3. Section C (Consent and Verification)**

A copy of Section "C" may be released to institutions to provide acknowledgement of consent.

Criminal record checks (fingerprints may be required) and credit checks are to be arranged through the Departmental Security Office or the delegated Officer.

Consent: may be given only by an applicant who has reached the age of majority, otherwise, the signature of a parent or guardian is mandatory.

The age of majority is:

19 years in NFLD., N.S., N.B., B.C., Yukon, Northwest Territories and Nunavut;

18 years in P.E.I., Que., Ont., Man., Sask. and Alta.

The applicant will provide initials in the "applicant's initials box".

The official who carried out the verification of the information will print their name, insert their initials and telephone number in the required space.

- Reliability Screening (for all types of screening identified within Section A): complete numbers 1 and 2 and 3 if applicable.
- Security Clearance (for all types of screening identified within Section A): complete numbers 1 to 4 and 5 where applicable.
- Other: number 5 is used only where prior Treasury Board of Canada Secretariat approval has been obtained.

**4. Section D (Review)**

To be completed by authorized Departmental/Agency/Organizational Official who is responsible for ensuring the completion of sections A to C as requested.

**5. Section E (Approval)**

**Authorized Departmental/Agency/Organizational Security Official** refers to the individuals as determined by departments, agencies, and organizations that may verify reliability information and/or approve/not approve reliability status and/or security clearances. Approved Reliability Status and Level I, II and III, as well as the signature of the authorized security official or manager are added for Government of Canada use only. Applicants are to be briefed, acknowledge, and be provided with a copy of the "Security Screening Certificate and Briefing Form (TBS/SCT 330-47)".  
**Note:** Private sector organizations do not have the authority to approve any level of security screening.

**Photographs:** Departments/Agencies/Organizations are responsible for ensuring that three colour photographs of passport size are attached to the form for the investigating agency. Maximum dimensions are 50mm x 70mm and minimum are 43mm x 54mm. The face length from chin to crown of head must be between 25mm x 35mm. The photographs must be signed by the applicant and an authorized security official. The photographs must have been taken within the last six months. It is required for new or upgrade Level III security clearances for identification of the applicant during the security screening investigation by the investigating agency. The investigating agency may in specific incidents request a photograph for a Level I or II clearances when an investigation is required.



OFFICE USE ONLY		
Reference number	Department number	File number

**SECURITY CLEARANCE FORM**

**The Privacy Act Statement**

The information on this form is required for the purpose of providing a security assessment. It is collected under the authority of subsection 7(1) of the *Financial Administration Act* and the Government Security Policy (GSP) of the Government of Canada and is protected by the provisions of the *Privacy Act* in institutions that are covered by the *Privacy Act*. Its collection is mandatory. A refusal to provide information will lead to a review of whether the person is eligible to hold the position or perform the contract that is associated with this Personnel Screening Request. The information collected by the government institution may be disclosed to the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct the requisite checks and/or investigation in accordance with the GSP and to entities outside the federal government (e.g. credit bureaus). It is used to support decisions on individuals working or applying to work through appointment, assignment or contract, transfers or promotions. It may also be used in the context of updating, or reviewing for cause, the reliability status, security clearance or site access, all of which may lead to a re-assessment of the applicable type of security screening. Information collected by the government institution, and information gathered from the requisite checks and/or investigation, may be used to support decisions, which may lead to discipline and/or termination of employment or contractual agreements. The personal information collected is described in Standard PIB PSU 917 (Personnel Security Screening) which is used by all government agencies, except the Department of National Defence PIB DND/PPE 834 (Personnel Security Investigation File), RCMP PIB CMP PPU 065 (Security/Reliability Screening Records), CSIS PIB SIS PPE 815 (Employee Security), and PWGSC PIB PWGSC PPU 015 (Personnel Clearance and Reliability Records) used for Canadian Industry Personnel. Personal information related to security assessments is also described in the CSIS PIB SIS PPU 005 (Security Assessments/Advice).

Please typewrite or print in block letters.

NOTE: Level I and II must complete sections A to J inclusive and P.  
Level III must complete all sections.

A ADMINISTRATIVE INFORMATION (To be completed by Department/Agency/Organization)		
<input type="checkbox"/> New	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Supplemental
<input type="checkbox"/> Update	<input type="checkbox"/> Transfer	<input type="checkbox"/> Re-activation
Department/Agency/Organization		Employee ID number/PRI/Rank and Service number (if applicable)
		Organization number

B BIOGRAPHICAL INFORMATION (To be completed by the applicant)		
1. Surname (Last name)	2. Full given names (no initials) underline or circle usual name used	3. Family name at birth
4. All other names used (i.e. Nickname)	5. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	6. Date of birth Y   M   D
7. Place of birth (city)	Province/State	Country
8. Name change (other than marriage)	From	To
9. Place of change (city, province or state, and country)	10. Method (authority)	

C SECURITY SCREENING	
1. Have you previously completed a Government of Canada security screening form? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give name of department/agency/organization, and the year and level of clearance. Y

D MARITAL STATUS/Common-LAW PARTNERSHIP		
Current status <input type="checkbox"/> Married <input type="checkbox"/> Common-Law Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Single		
A) CURRENT SPOUSE/Common-LAW PARTNER: Surname, given names		B) Maiden Name (if applicable)
C) Present citizenship of current spouse/common-law partner		
D) Date of marriage/common-law partnership Y   M   D	E) City, province or state, and country of marriage/common-law partnership	
1 F) City, province or state, and country of birth		G) Date of birth Y   M   D
H) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)		I) If separated, widowed or divorced, specify date Y   M   D
J) Name and address of employer (job title)		
A) PREVIOUS SPOUSE/Common-LAW PARTNER: Surname, given names (cover only the past five years)		B) Present citizenship of former spouse/common-law partner
C) Date of marriage/common-law partnership Y   M   D	D) City, province or state, and country of marriage/common-law partnership	
E) Date of divorce/separation/deceased Y   M   D	F) City, province or state, and country of divorce	
G) Country of Birth (if known)	H) Date of birth Y   M   D	

E IMMEDIATE RELATIVES (including those living outside Canada) (see instructions)	
NOTE: Do not use initials	
A) Full name (surname and all given names, including maiden name)	B) Relationship
C) City, province or state, and country of birth	D) Date of birth Y   M   D
1 E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable) Y   M   D
G) Name and address of employer	H) Job title

Surname and full given names	Date of birth	Y	M	D
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**E IMMEDIATE RELATIVES (continued)**

**NOTE: Do not use initials**

2	A) Full name (surname and all given names, including maiden name)	B) Relationship
	C) City, province or state, and country of birth	D) Date of birth
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)
	G) Name and address of employer	H) Job title
3	A) Full name (surname and all given names, including maiden name)	B) Relationship
	C) City, province or state, and country of birth	D) Date of birth
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)
	G) Name and address of employer	H) Job title
4	A) Full name (surname and all given names, including maiden name)	B) Relationship
	C) City, province or state, and country of birth	D) Date of birth
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)
	G) Name and address of employer	H) Job title
5	A) Full name (surname and all given names, including maiden name)	B) Relationship
	C) City, province or state, and country of birth	D) Date of birth
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)
	G) Name and address of employer	H) Job title
6	A) Full name (surname and all given names, including maiden name)	B) Relationship
	C) City, province or state, and country of birth	D) Date of birth
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)
	G) Name and address of employer	H) Job title
7	A) Full name (surname and all given names, including maiden name)	B) Relationship
	C) City, province or state, and country of birth	D) Date of birth
	E) Present address (apartment number, street number, street name, civic number (if applicable), city, province or state and country)	F) Date of death (if applicable)
	G) Name and address of employer	H) Job title

**F CRIMINAL CONVICTIONS IN AND OUTSIDE OF CANADA (see instructions)**

Have you ever been convicted of a criminal offence for which you have not been granted a pardon?  
 Yes  No

If yes, give details. (charge(s), name of police force, city, province/state, country and date of conviction)

Charge(s)	Name of police force	City
Province/State	Country	Date of conviction

**G FOR COMPLETION BY PERSONS BORN OUTSIDE CANADA OR BORN IN CANADA HOLDING DUAL CITIZENSHIP (see instructions)**

1. Date of entry into Canada	2. Present citizenship
3. If you are a naturalized Canadian, give the certificate number and date of issue	4. If you are not naturalized, have you applied for Canadian citizenship? Please provide copy of Immigrant Visa or Record of Landing documentation
5. Do you maintain citizenship of a country other than Canada? If yes, please provide the name of the country and explain why.	6. Have you used a passport other than a Canadian one? If yes, explain why.



Surname and full given names	Date of birth															
	<table style="margin: auto; border: none;"> <tr> <td style="border: none;">Y</td> <td style="border: none;">M</td> <td style="border: none;">D</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> </table>	Y	M	D												
Y	M	D														

J FOREIGN EMPLOYMENT	
1. Are you now or have you <u>ever</u> been employed by or acted as a consultant for a foreign government, firm, or agency?	If yes, give details (country, organization, nature of work and dates) Include military (cadets), law enforcement and security intelligence employment _____ _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	

**SECTIONS "K" TO "O" MUST ALSO BE COMPLETED FOR LEVEL III ONLY**

K TRAVEL					
List countries visited within the last five years for personal travel and/or non-Government business, other than Canada, the USA and Mexico.					
Country	Purpose	From		To	
		Y	M	Y	M

L FOREIGN ASSETS	
Do you have any business, financial or personal assets outside Canada?	If yes, list the relevant countries (exclude stocks and mutual funds purchased in Canada) _____ _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	

M CHARACTER REFERENCES IN CANADA (see instructions)			
List three character references (non-family members) and one neighbourhood reference			
1	Name in full (no initials)	Relationship	Period known
	Complete home address		Telephone Number (    )
	Complete title and business address		Business Telephone Number (    )
2	Name in full (no initials)	Relationship	Period known
	Complete home address		Telephone Number (    )
	Complete title and business address		Business Telephone Number (    )
3	Name in full (no initials)	Relationship	Period known
	Complete home address		Telephone Number (    )
	Complete title and business address		Business Telephone Number (    )
Neighbourhood reference (see instructions)			
	Name in full (no initials)		Telephone Number (    )
	Complete home address		Business Telephone Number (    )

N EDUCATION																					
1. Name of the last school or university you attended full time	2. Student ID number (if known)	3. Location of institution	4. Period of attendance																		
			<table style="margin: auto; border: none;"> <tr> <td style="border: none;">From</td> <td style="border: none;">Y</td> <td style="border: none;">M</td> <td style="border: none;">To</td> <td style="border: none;">Y</td> <td style="border: none;">M</td> </tr> <tr> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> </tr> </table>	From	Y	M	To	Y	M												
From	Y	M	To	Y	M																
5. Field of study (Diploma or degree obtained)																					

O MILITARY SERVICE																				
Military service in the Canadian Armed Forces: Regular, Reserves and Sea, Army and Air Cadets (from the period since your 16th birthday).																				
1. Name and last location	2. Rank and Service no.	3. Period of service																		
		<table style="margin: auto; border: none;"> <tr> <td style="border: none;">From</td> <td style="border: none;">Y</td> <td style="border: none;">M</td> <td style="border: none;">To</td> <td style="border: none;">Y</td> <td style="border: none;">M</td> </tr> <tr> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> </tr> </table>	From	Y	M	To	Y	M												
From	Y	M	To	Y	M															

P CERTIFICATION												
I hereby certify that the information set out by me in this document is true and correct to the best of my knowledge and belief.												
1. Signature	2. Date	3. Telephone (Home)	3. Telephone (Business)									
	<table style="margin: auto; border: none;"> <tr> <td style="border: none;">Y</td> <td style="border: none;">M</td> <td style="border: none;">D</td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none;"> </td> <td style="border: none;"> </td> <td style="border: none;"> </td> </tr> </table>	Y	M	D							(    )	(    )
Y	M	D										

**ALL INFORMATION SUPPLIED IS SUBJECT TO VERIFICATION BY INVESTIGATION**



INSTRUCTIONS FOR COMPLETION OF SECURITY CLEARANCE FORM TBS/SCT 330-60E (Rev. 2006-02)

**General:**

- Once completed this form shall be safeguarded and handled at the level of PROTECTED A.
- If clarification of information is required, a Canadian Government Official may contact the applicant to obtain additional information in order to complete the security screening investigation and an interview of the applicant may be requested.
- This form is to be completed using an automated system or if not available using a typewriter or printing in block letter format in black ink.
- Please read and follow these instructions carefully.
- The original signed copy must be submitted.
- It is important that a copy of the completed questionnaire be retained by the applicant for future reference.
- Incomplete or illegible forms will NOT be considered.
- All names are to be in full (no initials) (Maternal and Paternal or other names used).
- Addresses are to include, where applicable civic or township name and the lot and concession numbers.
- If information is not known or is unavailable please indicate this on the form and on a separate sheet of paper explain the cause of circumstance.
- All dates are to be entered in order of YEAR, MONTH, and DAY as applicable.
- If space allotted in any portion is insufficient please use separate sheet using same format.

**Detailed Instructions:**

**SECTION A**

- To be completed by the department, agency or organization.
- "Other" This should be used to identify if the security screening is for Site Access, NATO, SIGINT etc.

**SECTION B** (Remainder of the form is to be completed by the applicant)

- Complete as requested.

**SECTION C**

- Complete as requested.

**SECTION D**

"common-law partner" - in relation to an applicant, means a person who is cohabiting with the individual in a conjugal relationship, having so cohabited for a period of at least one year. This includes persons of the same sex.

- 1. includes current spouse and common-law partner as applicable.
- If any person is deceased, date of death and last address while living are to be shown.
- 2. includes previous spouse and common-law partner as applicable during the last five years.
- If a person is deceased, date of death is to be shown in 2e.
- All other questions to be answered as set forth.

**SECTION E**

- Questions 1 to 8 - experience has shown that incomplete answers to these questions are the most common cause of delay. Please follow the instructions carefully.
- For all security clearance requests all Immediate Relative(s) information must be provided.
- Immediate family includes the following:
  - All children 18 years and over that you or your spouse or common-law partner have a parental relationship.
  - Your father, mother, brothers, sisters. Include "half" or "step" relatives in this category.
  - Your current spouse's or common-law partner's father and mother. Include "half" or "step" relatives in this category.

If any person is deceased, date of death and last address while living are to be shown.

**SECTION F**

- List only criminal convictions for which a pardon has NOT been granted. Include on a separate attached sheet of paper, if more than one conviction. Applicant must include those convictions outside Canada.
- Offences under the *National Defence Act* are to be included as well as convictions by courts-martial are to be recorded.

**SECTION G**

- If a naturalized Canadian, it is important to show the certificate number, date of issue. Attach a photocopy of the certificate.
- If born abroad of Canadian parents, please provide a copy of your Certificate of Registration of Birth Abroad.
- If not a Canadian Citizen indicate if application has been made for Citizenship. In this case, passport or identity card number and particulars should be recorded in box "6". Please provide copy of Immigrant Visa or Record of Landing documentation.
- Questions 5 and 6 - Attach a separate sheet of paper if more space is required. Each sheet must be signed.

**SECTION H**

- As set forth, ensuring current address is recorded first.
- The Postal code is mandatory for the current address, and if known, for previous addresses.
- For rural area, include civic number or lot, concession and township number.

#### SECTION I

- Record your present employment first.
- Please note that it may be necessary to contact your present employer.
- Time at school and periods of unemployment are also to be shown; (as well as, secondments, educational leave, and courses of over six months' duration; include supervisor or colleague's name).
- Job-site address is the address where your work is performed and may be different from your employer's address.

NOTE: If you are self-employed or a consultant, or have been self-employed or a consultant, provide the following:

- a) Name of employer - give your business name; if not applicable, give your name;
- b) No change;
- c) Job-site address - give your permanent business address; if not applicable, give your residence address;
- d) No change;
- e) No change;
- f) Supervisor's name - give a name of a person who can verify your employment;
- g) No change.

#### SECTION J

- Is related to determining past employment of security concern. A security official may ask for further details.

#### SECTION K

- Travel record is for less than six months, if more than this period it is to be recorded as residence in part "H".
- One day visits to countries, such as cruise stopover, do not have to be recorded.
- A security official may ask for details of travel.
- An employee or contractor on Canadian Government business is not required to record details of travel in this section.

#### SECTION L

- A security official may ask for details in terms of the type of assets and estimated value.

#### SECTION M

- Character references must be colleagues, peers, and friends who have known you well for over three years and should be able to cover your non-work environment and activities.
- Character references are NOT to include relatives and MUST be residing in Canada.
- Faster processing is facilitated if references listed are in your geographic area.
- Neighbourhood reference is an individual who has known you for over six months preferably at your current address. If not, the individual has been a neighbour during the past five years.

#### SECTION N

- Complete as requested.

#### SECTION O

- Question to be answered if not covered in employment section. List last or current unit and dates of total service in the Canadian Armed Forces.
- If more space is required use a separate sheet of paper. Each sheet must be signed.

#### SECTION P

- Complete as requested.

#### SUPPLEMENTAL INFORMATION REQUIREMENTS

Persons who have previously completed a SECURITY CLEARANCE and subsequently marry, remarry or commence a common-law partnership are required to submit an original Security Clearance Form with the following parts completed:

##### For all Security Clearances

- Part A - As set forth in each question
- Part B - As set forth in each question
- Part C - As set forth in each question
- Part D - As set forth in each question
- Part E - Provide details on parents of new spouse/common-law partner and any children (over the age of 18 years) of the new spouse/common-law partner
- Part P - To be signed by person submitting the form

**Note:** In addition to the above, in those cases where an individual marries or commences a common-law partnership with a Non-Canadian National or Landed Immigrant who has not yet arrived in Canada, the following information is required:

- Parts A-D As set forth in each question
- Part E - Parents of new spouse/common-law partner, brothers, sisters (include "half and "step" relatives) and any children (over the age of 18 years) of the new spouse/common-law partner
- Part H - For new spouse/common-law partnership
- Part I - For new spouse/common-law partnership
- Part P - To be signed by person submitting the form

#### CYCLICAL UPDATE REQUIREMENTS

- Levels I+II (10 year update). Complete all portions of the form as per instructions above.
- Level III (5 year update cycle)

With the exceptions of Parts H and I, where the information required is that which covers the period of time since the last submission of a questionnaire, **ALL OTHER** parts of the questionnaire must be completed **IN FULL**.