



**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**

**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>Title - Sujet</b> Braille & Large Print	
<b>Solicitation No. - N° de l'invitation</b> B8322-170280/A	<b>Date</b> 2017-02-24
<b>Client Reference No. - N° de référence du client</b> B8322-170280	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-035-72566	
<b>File No. - N° de dossier</b> cw035.B8322-170280	<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 2017-03-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<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> Buck(CW Div.), Daniel	<b>Buyer Id - Id de l'acheteur</b> cw035
<b>Telephone No. - N° de téléphone</b> (613) 998-8582 ( )	<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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/</b> <b>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 six (6) 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 and additional information to be provided; and
- Part 6 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 Electronic Payment Instruments, and the evaluation grid.

### **1.2 Summary**

CIC requires the Contractor to provide on-demand production and supply of paper versions of instruction guides, application forms and associated checklists (kits) in braille or large print format either in English or French as specified for individual requests.

The period of the Contract is from April 01, 2017 to March 31, 2018 inclusive.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

#### **Delivery Dates:**

As specified in individual work requests.

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

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

Comprehensive Land Claim Agreements (CLCAs) are not applicable to this procurement.

### **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.

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## 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.

### 2.2 Submission of Bids

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

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

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.

R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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.

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW035, B8322-170280

Buyer ID - Id de l'acheteur  
cw035  
CCC No./N° CCC - FMS No./N° VME

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## 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.

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

Prices must appear in the financial 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.

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## **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 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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## 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

M.1 – M.3: Bidders may use the same two (2) contract(s) to meet more than one (1) of the mandatory criteria providing that the described contracts meet all of the evaluation criteria for each of the mandatory criteria that they are submitted for.

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 Technical Criteria

Bidders MUST meet the mandatory criteria of the RFP. No further consideration will be given to Bidders not meeting the mandatory criteria.

During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

The following definitions apply for the purposes of the Mandatory Criterion M.1

**"External client(s)"** means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

**"Internal client(s)"** means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

### M.1 CORPORATE EXPERIENCE AND CAPABILITY – ON-DEMAND PRINTING

The Bidder must demonstrate that it has been contractually bound with **two (2) different external clients** to provide on-demand printing and production to final format of printed publications or other text documents.

M.1.a Each of the two (2) contracts must have been started or completed after October 31, 2011.

M.1.b Each of the two (2) contracts must have included a requirement for the Bidder to provide on-demand printing and production to final format of printed publications or other text documents over a period of six (6) months or more.

M.1.c At least one (1) of the two (2) contracts must have included a requirement for the Bidder to provide distribution to multiple destination addresses.

For **each** of the two (2) contracts, the Bidder must provide:

- i. The Client contact information;
- ii. The Contract start date OR end date;
- iii. The period of the Contract;
- iv. A description of the on-demand publications or other text documents provided under the Contract;
- v. The distribution requirements for the Contract; and
- vi. An invoice (or copy of) presented to the Client for at least two (2) of the on-demand orders completed under the Contract.

## **M.2 CORPORATE EXPERIENCE AND CAPABILITY – BRAILLE PRINTING**

The Bidder must demonstrate that it has been contractually bound with **two (2) different external clients** to provide paper versions of printed publications or other text documents in braille.

M.2.a **Each** of the two (2) contracts must have been started or completed after October 31, 2011.

M.2.b **Each** of the two (2) contracts must have included a requirement for the Bidder to provide production to final format of paper versions of publications or other text documents in braille.

M.2.c At least one (1) of the two (2) contracts must have included a requirement for the Bidder to provide on-demand printing and production to final format of paper versions of publications or other text documents in braille over a period of six (6) months or more.

M.2.d At least one (1) of the two (2) contracts must have included a requirement for the Bidder to provide printing and production to final format of paper versions of multiple\* different\*\* publications or other text documents in braille.

M.2.d.1 At least one (1) of the multiple\* different\*\* publications or other text documents printed and produced to final format in braille must have a minimum of 50 pages of content.

*\*For the purposes of the M.2 mandatory criterion, multiple is defined as four [4] or more different publications or other text documents.*

*\*\*For the purposes of the M.2 mandatory criterion, different is defined as publications and/or forms that have titles and content that are not the same as the other publications or other text documents described to meet this M2 criterion.*

For **each** of the two (2) contracts, the Bidder must provide:

- i. The Client contact information;
- ii. The Contract start date or end date;
- iii. The period of the Contract;
- iv. A description of the on-demand services for the provision of paper versions of publications or other text documents in braille format as required for the Contract;
- v. A description of the multiple different publications or other text documents provided in braille format as required for the Contract;
- vi. The number of different publications or other text documents provided in braille format as required for the Contract, and the number of content pages in each.
- vii. An invoice (or copy of) presented to the Client for the printing and production to final format of paper versions of publications or other text documents in braille.

### **M.3 CORPORATE EXPERIENCE AND CAPABILITY – LARGE-PRINT DOCUMENTS**

For the purposes of this solicitation, large-print refers to the formatting of a publication or other text document that is produced with a typeface (or font) of 18 pt or greater for the publication/text document content in order to accommodate specific vision requirements.

The Bidder must demonstrate that it has been contractually bound with **two (2) different external clients** to provide paper versions of printed publications/forms in large-print format.

M.3.a Each of the two (2) contracts must have been started or completed after October 31, 2011.

M.3.b Each of the two (2) contracts must have included a requirement for the Bidder to provide production to final format of paper versions of publications or other text documents in large-print format.

M.3.c At least one (1) of the two (2) contracts must have included a requirement for the Bidder to provide on-demand printing and production to final format of paper versions of publications or other text documents in large-print format over a period of six (6) months or more.

M.3.d At least one (1) of the two (2) contracts must have included a requirement for the Bidder to provide printing and production to final format of paper versions of multiple\* different\*\* publications or other text documents in large-print format.

M.3.d.1 At least one (1) of the multiple\* different\*\* publications or other text documents printed and produced to final format in large-print format must have a minimum of 50 pages of content.

*\*For the purposes of the M.3 mandatory criterion, multiple is defined as four [4] or more different publications or other text documents.*

*\*\*For the purposes of the M.3 mandatory criterion, different is defined as publications and/or forms that have titles and content that are not the same as the other publications or other text documents described to meet this M2 criterion.*

For **each** of the two (2) contracts, the Bidder must provide:

- i. The Client contact information;
- ii. The Contract start date or end date;
- iii. The period of the Contract;
- iv. A description of the on-demand services for the provision of paper versions of publications or other text documents in large-print format as required for the Contract;
- v. A description of the multiple different publications or other text documents provided in large-print format as required for the Contract;
- vi. The number of different publications or other text documents provided in large-print format as required for the Contract, and the number of content pages in each.
- vii. An invoice (or copy of) presented to the Client for the printing and production to final format of paper versions of publications or other text documents in large-print format.

**Bidders MUST meet all the mandatory requirements of the RFP. Bids not meeting all the mandatory requirements will be given no further consideration.**

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Buyer ID - Id de l'acheteur  
cw035  
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#### **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).

#### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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 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](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(s) offered are Canadian services as defined in paragraph 2 of clause [A3050T](#).

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive

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

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Statement of Work

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

### 6.2 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)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.2.1 General Conditions

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

### 6.3 Security Requirements

There is no security requirement applicable to the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

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

#### 6.4.2 Delivery Dates:

As specified in individual orders.

#### 6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### 6.4.4 Delivery Points

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

Solicitation No. - N° de l'invitation  
B8322-170280 /A  
Client Ref. No. - N° de réf. du client  
B8322-170280

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW035, B8322-170280

Buyer ID - Id de l'acheteur  
cw035  
CCC No./N° CCC - FMS No./N° VME

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

Telephone: 613-998-8582  
Facsimile: 613-991-5870  
E-mail address: daniel.buck@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.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

*(to be included in resulting Contract)*

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.



### 6.5.3 Contractor's Representative

#### Contractor's Representative

(to be included in resulting Contract)

Contractor's Representative		Replacement – Contractor's Representative	
Name:		Name:	
Telephone:		Telephone:	
Facsimile:		Facsimile:	
E-mail :		E-mail :	

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

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

### 6.7 Payment

#### 6.7.1 Basis of Payment

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

#### 6.7.2 Basis of Payment - Orders

In consideration of the Contractor satisfactorily completing all of its obligations for each order, the Contractor will be paid the firm unit price(s) in accordance with the Basis of Payment, in Annex "B", Applicable Taxes are extra.

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

#### 6.7.3 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,

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whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.7.4 Method of Payment**

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

##### **6.7.4.1 SACC Manual Clauses**

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

#### **6.7.5 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)

#### **6.7.5 Discretionary Audit**

SACC Manual clause C0100C (2008-05-12) Discretionary Audit – Commercial Goods and/or Services

#### **6.8 Invoicing Instructions**

- 6.8.1 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.

Invoices must also include the following transaction information:

- (a) Printing type (Braille or Large Print)
- (b) Number and title of product,
- (c) Quantity ordered
- (d) Quantity shipped,
- (e) Client name and Client address
- (f) Consignee name and address.

##### **6.8.2 Invoices must be distributed as follows:**

1. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
2. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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## **6.9 Certifications and Additional Information**

### **6.9.1 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.

### **6.9.2 SACC Manual Clauses**

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

## **6.10 Applicable Laws**

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

## **6.11 Priority of Documents**

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

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

## **6.12 Insurance**

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

## **6.13 Inspection and Acceptance**

The Technical Authority 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.

## **6.14 SACC Manual Clauses**

SACC Manual Clauses P1005C (2010-01-11), Packaging and Packing of Printed Products  
SACC Manual Clauses P1009C (2007-11-30), Author's Alterations  
SACC Manual Clauses P1010C (2010-01-11), Quality Levels for Printing  
SACC Manual Clauses P1011C (2010-01-11), Quality Levels for Colour Reproduction  
SACC Manual Clauses P1013C (2010-01-11), Quality Levels for Forms  
SACC Manual Clauses P1016C (2010-01-11), Quality Levels for Binding

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## ANNEX "A"

### STATEMENT OF WORK

**TITLE:** On-demand requests for the printing of braille or large print (18 point) paper format.

#### A.1 OBJECTIVE

The objective of this requirement is to meet the needs of specific Department of Citizenship and Immigration (CIC) clients. Occasionally, CIC receives from its clients on-demand requests for paper version of a kit which may include instruction guides, application forms and associated checklists (kits) in braille or large print format either in English or French.

#### A.2 BACKGROUND

Since all material is now available for printing online, CIC no longer prints and distributes paper version of instruction guides, application forms and checklists to its clients, with some limited exceptions. To accommodate the needs of specific CIC clients, the department continues to print and mail kits upon request in the following circumstances:

- (1) Individuals requesting braille or large print paper format;
- (2) Individuals who self-identify as all of the following:
  - do not have access to the internet or who do not have a printer;
  - do not have family members or friends who can assist them; and
  - unable to access instruction guides and forms via an organization or business due to a mobility disability
- (3) Individuals who reside in remote areas where internet access is unavailable
- (4) Individuals requesting one of the following CIC forms:
  - Insufficient fee receipt (IMM5412);
  - Supplementary Identification form (IMM 5455) for the Permanent Resident Card;
  - Privately sponsored refugees requesting the Application for Permanent Residence in Canada: Convention refugees abroad and humanitarian-protected persons abroad (IMM 6000) – for mission only.

For clients requesting regular paper kits under scenario (2), (3) and (4), CIC will process these requests via CIC call centre agents relaying the information to National Headquarters. As such, if the call centre agent determined that the client falls in one of the category mentioned above, the order request is entered into an electronic system called the Kit Management System (KMS) and a paper version will be printed and mailed to the client by CIC.

CIC does not however have the technology to process requests for braille or large print paper kits.

#### A.3 OVERVIEW

CIC requires the Contractor to provide on-demand production and supply of paper versions of instruction guides, application forms and associated checklists (kits) in braille or large print format either in English or French as specified for individual requests.

CIC's kits are subject to amendments and updates as a result of changes in CIC legislations and procedures. CIC will always provide the vendor with the most up-to-date PDF versions in order to obtain an accurate quote and to deliver the most accurate version to its clients. Should an application kit be modified after a request has been submitted to the vendor, CIC will provide instructions via email for any changes concerning the kits. This occurrence would be exceptional.

This account for a monthly on-demand of approximately one (1) instruction guide (approx. 100 pages) to be converted in Braille format and/or large print format (18 points); and, approximately two (2) to five (5) application forms (approx. 63 pages/form) to be printed in Braille and/or large print (18 points).

This volumetric data is provided for estimate purpose only and do not represent a commitment from CIC.

The kits are usually sent to clients together as a package; although, sometimes clients may order forms without an instruction guide.

Refer to Appendix 1 to Annex "A" for the current list of kits including their corresponding number of pages for estimation purposes only.

### **A.3.3 PRIMARY POINT OF CONTACT**

The Project Authority identified in the Contract will act as the primary point of contact for the purposes of reporting and obtaining approvals.

The Contractor must have a dedicated Project Manager, and a backup, to enable the CIC Project Authority to get immediate information regarding the status of all aspects of the Contract by telephone, by e-mail or by fax. The Contract does not include any requirement for an "IT" link between the CIC and the Contractor.

## **DETAIL REQUIREMENTS ON-DEMAND REQUEST FOR BRAILLE OR LARGE PRINT PAPER FORMAT PRINTING SERVICES**

### **A.4. ON-DEMAND BRAILLE AND LARGE PRINT (18 POINTS) PAPER FORMAT PRINTING SERVICES:**

The scope of work requirement is to engage the services of a vendor to supply the required services on an "on demand" basis. CIC requires on-demand services for the printing of paper versions of kits in braille or large print format, based on the orders received by the CIC Call Centre. CIC will always provide the vendor with the electronic version in PDF of the requested kit.

The Contractor must convert the PDF files provided by CIC in braille or in large print format. The vendor must ensure that the images are exactly the same as in the electronic material provided by CIC.

The Contractor must ensure that the texts describing the Federal Identity Program (FIP) symbols (such as the Government of Canada signature and the "Canada" wordmark) including the CIC Program signature are rendered in English and French.

### **A.5 WORK REQUESTS PROCESS**

There will be no "IT" link between the CIC and the Contractor for ordering purposes.

Each work request will be placed by the CIC Project Authority via email to the e-mail address specified by the Contractor at the beginning of the contract.

CIC will provide the Contractor with the electronic version of the kits in PDF format via email.

Each work request submitted to the Contractor by the CIC Project Authority will include the required quantity of kits and/or documents to be produced.

Orders are placed throughout the year and any order may be for a single kit or publication/form or other text document. The quantities of the required items ordered and the ordering frequency of any of the various items required, is subject to demand and is therefore outside the control of CIC and cannot be definitely stated at this time.

The Contractor must provide price quotation for any work request notification to the CIC Project Authority by e-mail within three (3) business days of receipt of the e-mail work request notification. Price quotations must be based on the pricing in the Annex "B" Basis of Payment.

Each quotation must include:

- the individual unit price for each publication or other document ordered,
- the total price of the kit,
- the confirmed date for delivery,
- the total cost of shipment(s) including shipping and taxes.

Upon receiving this quotation from the Contractor, the CIC Project Authority will provide approval (in writing by e-mail) to proceed with work request.

The Contractor must ensure that before processing the work request it has received an approval in writing to go forward with the order by CIC Project Authority via email.

#### **A.6 SERVICE STANDARDS:**

- The Contractor must provide price quotation of any order request within three (3) business day.
- The Contractor must complete the work request within thirty (30) business days from reception of the work request approval by the CIC Project Authority.
- The Contractor must deliver the final printed product in braille format or large print format to CIC within two (2) business days of processing the work request.
- When proofs are requested by CIC, the Contractor must provide them within thirty business (30) days.
- If there is an interruption in service or problem that arises that may affects the production, CIC must be advised via email in the shortest possible delay by the Contractor.

#### **A.7 CLIENT SUPPORT:**

The CIC Project Authority will provide the Contractor with the electronic version in PDF format of the kits with each work request.

The product including the illustrated images and photo specifications in the kits must be rendered by the Contractor into braille and/or large print format in English or French as specified in the work request.

The texts describing the Federal Identity Program (FIP) symbols, i.e. the Government of Canada signature and the "Canada" wordmark into braille and/or large print format in English or French as specified in the work request.

The texts describing the CIC Program signatures with English first or with French first, and the "Canada" wordmark must be rendered accordingly.

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## **A.8. DELIVERY**

Once the work request is completed, the Contractor must print and deliver to CIC the requested kit in braille or large print (18 points) format.

Each work request must be delivered within 10 business days by postal to CIC at the following address

Information Sharing Management Division  
360 Laurier West 4th floor  
Ottawa ON K1A 1L1

CIC will advise the Contractor and the PWGSC Contracting Authority in the event of a change of address.

### **A.8.1 Deliverables**

The acceptance of all deliverable for the braille or large print kits will reside with the administrative assistant of Information Sharing Division within CIC. The administrative assistant will maintain a tracking and monitoring record system in order to ensure the completeness of all the requested braille and large print kits.

Once the requested work request(s) have been verified and confirmed for their completeness, CIC will inform the Contractor in writing that tasks have been accomplished.

### **A.8.2 Packaging and Labelling**

The Contractor is responsible for the packaging of the products produced. This includes but is not limited to all labelling, gathering, and packing to prepare the products for mailing to the destination address in an undamaged state.

Packaging must be appropriate for the size of the work request and may range up to cartons of 35 lb. in weight.

The Contractor is responsible for providing all shipping materials such as padded envelopes, boxes/cartons or any other materials required for packaging/delivery.

The Contractor is responsible for addressing all items being delivered. This includes output and application of any required labels. All shipping materials such as boxes, cartons or envelopes must include a bilingual packing slip that shows the document numbers, document titles, and quantity of each per package. All shipping material must have a return address as well as the destination address. The return address must be that of the Contractor. The Contractor must ensure that the layout for the labels conforms to Canada Post regulations.

### **A.8.3 Mailing Rates**

Canada Post costs billed under the Contractor's Canada Post account will be paid by CIC, at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation.

## **A.9. PRINTING AND PRODUCTION TO FINAL FORMAT – BRAILLE AND LARGE-PRINT FORMAT DOCUMENTS**

The print quality level will be informational as identified on the detailed specifications for each item in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing P1010C", "Quality Levels for Color Reproduction P1011C", "Quality Levels for Forms P1013C", and Quality Levels for Binding P1016 C" latest issues.

Printing work will consist of taking the final approved physical layout of artwork of the requested product/kit and processing it for printing.

#### **A.9.1 Specifications - Print Requirements**

Each item has unique print specifications. The basic requirements that are general to most products are as follows

##### **A.9.1.1 BRAILLE TRANSCRIPTION:**

###### **Single-Sided printing:**

Maximum: 90 pages (90 sheets)

Minimum: 15 braille pages (15 sheets)

Logical volume breaks take precedence over accurate maximum size.

Two volumes of approximately 45 pages is preferred over one volume of 90 pages

###### **Manuals, letters, forms:**

Page Size: 8.5" x 11" - 100lb (200M)

Cells per Line: 30

Lines per Page: 25

Line Spacing: Single-spaced

Cerlox binding when page numbering exceeds 18 pages

- Clear plastic cover page applied to all documents with binding to help protect the braille embossing, back cover also necessary STP 15114.
- Cover page to include transcriber name, location, number of braille pages

Single- or Double-Sided (Interpoint): project specific

Page numbers should appear on all (even and odd) pages.

All preliminary (t and p) pages are to be included except for letters

Transcriber is to provide transcriber's notes based on decision or omission.

###### **French Braille (In Canada):**

Code pour la transcription en braille de l'imprimé (Code de base), 1996

Code braille français uniformisé pour la transcription des textes imprimés (CBFU), 2008

##### **A.9.2.2 LARGE PRINT MATERIAL:**

- Printed is doubled sided.
- Professional graphic designers create layouts and typography, which provide optimum legibility, readability and the conveyance of absolute understanding (per the original).
- Paper qualities such as colour, texture, weight and finish support the maximum amount of contrast to enable ease of use by people who are partially sighted.
- Spiral binding is used which allows pages to lie flat when opened and folded back for use with assistive reading devices.
- Formatting conforms to professional graphic design and typesetting standards.
- Use only sans serif fonts (such as Verdana, Arial).
- Unless otherwise specified, 18 point font for body text, 30% leading is the standard default.
- Headings and subheadings are proportionally larger and bold, headings and titles are inverse font.
- Upper and lower case will be used for all text, including headings and subheadings.
- Body text (single column only), headings and subhead type set flush left, ragged right (left justified).
- No italics, underlining is used to represent italics.



- The use of page margins and black print on 8.5" x 11" - 70 lb. (140M) - white smooth opaque paper; no screens/watermarks.
- The final product requires a transparent plastic cover page and a cover page for the back.

### **A.9.3 PROOFS**

The Contractor must provide proofs as final PDF files, ready for printing. The proofs must represent the final size, pagination, colour, and all aspects of the production.

Proofs must be provided to the CIC Proofs Authority in the National Capital Region.

The Contractor must obtain approval in writing from the Project Authority before production.

Proofs Authority (*to be included in the resulting Contract*)

Name:

Telephone:

Email:

Address:

### **A.9.4 Quality Assurance**

Quality Assurance by Contractor: The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex "A" - Statement of Work as well as the approved proofs.

### **A.10 FAULTY MATERIAL**

Faulty material refers to any material delivered by the Contractor not meeting the specifications and/or the quality level required as per the Statement of Requirement.

- a) The faulty material will be returned to the Contractor within five (5) business days for disposal and must be replaced at no additional charge to Information Sharing Division within CIC
- b) Replacement orders must be treated as urgent and delivered to the destination address within two (2) business days of notification in writing by the CIC Project Authority.

### **A.11 ADMINISTRATION SERVICE, REPORTING**

Administration Services consist of providing reports and customer service as per the following:

#### **A.11.1 Delivery of Monthly CIC Reports**

The Contractor must provide the CIC Project Authority with monthly activity reports as outlined in this section.

Reports will at a minimum require the following tombstone information

- Report title
- Page numbering (page X of Y, etc.)
- The period of reporting, showing start and end date of period
- CIC product description (title and language)
- Quantity
- Packaging unit of measure
- Totals to date

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## **A.12. MEETINGS**

### **A.12.1 Kick-off Meeting**

The Contractor must meet with the CIC Project Authority by teleconference within the first two (2) weeks after award of contract. The purpose of the meeting will be to establish the Contractor's information (fax, telephone, and e-mail information), to finalize reporting formats, and to obtain relevant e-mail and contact information for the CIC Project Authority.

### **A.12.2 Unscheduled Meetings**

CIC will arrange formal briefings with the Contractor's identified Project Manager by teleconference on an as required basis to discuss the day-to-day operations.

## **A.13. REDESIGN OF PRODUCTS**

During the period of the Contract a redesign of the text included on any individual or multiple products may occur.

If changes are required for any products, the Contractor will be provided new artwork (electronic format). The Contractor must print and produce the specified products to final format as per the revised specifications.

## **A.14 COMPONENTS**

- a) All components required to for the Contract, whether produced or purchased by the Contractor or provided to the Contractor (including but not limited to all electronic versions of braille and large print format of instruction guides, application forms, FIP symbols, the "Canada" wordmark, texts and images, and checklists) are the property of the Government of Canada.
- b) The Contractor must return all components to the CIC Technical Authority within five (5) working days of receiving the request to do so, and at no additional cost to Canada.
- c) Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

## **APPENDIX 1 TO ANNEX "A" STATEMENT OF WORK**

As an indication, the table below provides the current list of kits including their corresponding number of pages for estimation purposes only. CIC reserves the right to modify the list during the course of the Contract. In addition, the number of pages specified for each kit is also subject to change.

<b>Forms</b>	<b># of pages</b>	<b>Format</b>
CIT0001 – Full Package: (1) Document Checklist (CIT0014); (2) Application for a Citizenship Certificate (adult and minor); (3) Citizenship Photo Specification; (4) Use of Representative (IMM5476); (5) Instruction Guide	52	Braille and/or Large print (18 pts)
CIT0001F- Application for a Citizenship Certificate for Adults and Minors (Proof of Citizenship under Section 3)	4	Braille and/or Large print (18 pts)
CIT0002 – Full Package: (1) Document Checklist (CIT0007); (2) Application for a Citizenship - Adults; (3) Citizenship Photo Specification; (4) Use of Representative; (5) Instruction Guide	56	Braille and/or Large print (18 pts)
CIT0002F – Application for Canadian Citizenship – Adults (18 years of age and older) under Subsection 5(1)	7	Braille and/or Large print (18 pts)
CIT0003 - Full Package: (1) Document Checklist (CIT0008); (2) Application for a Citizenship - Minors; (3) Citizenship Photo Specification; (4) Use of Representative (IMM5476); (5) Instruction Guide	44	Braille and/or Large print (18 pts)
CIT0003F – Application for Canadian Citizenship – Minors (under 18 years of age) under Subsection 5(2)	5	Braille and/or Large print (18 pts)
IMM5413 – Full Package: (1) Document Checklist (IMM5437); (2) Undertaking/Application to Sponsor (IMM5373); (3) Sponsor Assessment (IMM5492); (4) Application for Convention Refugees Abroad and Humanitarian Protected Persons Abroad (IMM6000); (5) 83Private Sponsorship of Refugees (PSR) Application Guide	83	Braille and/or Large print (18 pts)
IMM5444 – Application for a Permanent Resident Card (Form)	4	Braille and/or Large print (18 pts)
IMM5445 – Full Package: (1) Document Checklist (IMM5644); (2) Application for a Permanent Resident Card (IMM5444); (3) Supplementary Identification (IMM5455); (4) Photograph Specifications for Permanent Resident Cards; (5) Use of a Representative (IMM5476); (6) Authority to release personal information to a designated individual; (7) Instruction Guide	56	Braille and/or Large print (18 pts)
IMM5451 – Solemn Declaration Concerning a Permanent Resident Card That was Lost, Stolen, Destroyed or Never Received	2	Braille and/or Large print (18 pts)
IMM5475 – Authority to Release Personal Information to a Designated Individual	1	Braille and/or Large print (18 pts)
IMM5482 – Full Package : (1) Financial Evaluation (IMM1283); (2) Instructions on filling Out the Form	15	Braille and/or Large print (18 pts)
IMM5493 - Full Package: (1) Document Checklist – Joint Assistance Sponsorship (IMM5495); (2) Request for a Joint Assistance Sponsorship Refugee Profile (IMM5504); (3) Undertaking/Application for a Joint Assistance Sponsorship (IMM1324); (4) Sponsor	24	Braille and/or Large print (18 pts)

Assessment (IMM5492); (5) Settlement Plan – Joint Assistance Sponsorship (IMM5494); (6) Use of Representative (IMM5476); (7) Instruction Guide		
IMM5496 – Full Package : (1) Request for a Refugee Profile (IMM5438); (2) Use of a Representative (IMM547); (3) Instruction Guide	11	Braille and/or Large print (18 pts)
IMM5527 – Full Package : (1) Document Checklist (IMM5528); (2) Generic Application Form for Canada (IMM0008); (3) Additional Dependants/Declaration (IMM0008DEP); (4) Schedule A – Background/Declaration (IMM5669); (5) Additional Family Information (IMM5406); (6) Use of a Representative (IMM5476); (7) Instruction Guide	38	Braille and/or Large print (18 pts)
IMM5530 – Full Package: (1) Request to Reissue a Permanent Resident Card; (2) Photograph Specifications for Permanent Resident Cards; (3) Instruction Guide	8	Braille and/or Large print (18 pts)
IMM5545 – Full Package: (1) Verification of Status or Replacement of an Immigration Document (IMM5009); (2) Use of Representative (IMM5476); (3) Instruction Guide	31	Braille and/or Large print (18 pts)
IMM5551 – Full Package: (1) Document Checklist (IMM5558); (2) Application to Change Conditions, Extend my Stay or Remain in Canada as a Visitor or Temporary Resident Permit Holder (IMM 5708); (3) Statutory Declaration of Common-Law Union (IMM5409); (4) Use of a Representative (IMM5476); (5) Instruction Guide	20	Braille and/or Large print (18 pts)
IMM5553 – Full Package: (1) Document Checklist (IMM5556); (2) Application to Change Conditions, Extend my Stay or Remain in Canada as a Worker (IMM5710); (3) Statutory Declaration of Common-Law Union (IMM5409); (4) Use of Representative (IMM5476); (5) Instruction Guide	25	Braille and/or Large print (18 pts)
IMM5554 – Full Package: (1) Document Checklist (IMM5557); (2) Application to Change Conditions, Extend my Stay or Remain in Canada as Visitor or Temporary Resident; (3) Statutory Declaration of Common-Law Union (IMM5409); (4) Use of Representative (IMM5476); (5) Instruction Guide	22	Braille and/or Large print (18 pts)
IMM5561 – Use of Representative (Form)	5	Braille and/or Large print (18 pts)
IMM5568 – Application for Interim Federal Health Program Coverage (Form)	9	
IMM5578 – Full Package: (1) Request for Processing Family Members under the One-Year Window of Opportunity Provisions; (2) Instruction Guide	20	Braille and/or Large print (18 pts)
IMM6000PP – Application for Permanent Residence in Canada – Persons being sponsored under a Public Policy (Instruction Guide)	82	Braille and/or Large print (18 pts)
IMM3901 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for Western Europe	85	Braille and/or Large print (18 pts)
IMM3902 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for Eastern Europe	87	Braille and/or Large print (18 pts)

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IMM3903 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for China	85	Braille and/or Large print (18 pts)
IMM3904 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for India	85	Braille and/or Large print (18 pts)
IMM3905 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for Philippines	86	Braille and/or Large print (18 pts)
IMM3906 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for South East Asia and Pacific	84	Braille and/or Large print (18 pts)
IMM3907 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for General Asia	92	Braille and/or Large print (18 pts)
IMM3908 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for Latin America	86	Braille and/or Large print (18 pts)
IMM3909 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for Caribbean	86	Braille and/or Large print (18 pts)
IMM3910 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for United States	85	Braille and/or Large print (18 pts)
IMM3911 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for Middle East and Central Asia	98	Braille and/or Large print (18 pts)
IMM3912 – Full Package: (1) Document Checklist (IMM5491); (2) Application to Sponsor, Sponsorship Agreement and Undertaking (IMM1344); (3) Sponsorship Evaluation (IMM5481); (4) Statutory Questionnaire (IMM5540); (5) Use of Representative (IMM5476); (6) Instruction Guide for Africa	86	Braille and/or Large print (18 pts)

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## ANNEX "B"

### BASIS OF PAYMENT

#### B.1 Financial Proposal

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

The Bidder must submit firm all-inclusive prices for the printing and production to final format of braille and large print items as described in Annex A, Statement of Work. The firm all-inclusive prices must include all materials and activities, setup charges, creation of production copies, printing and finishing operations, etc...) to produce the braille and large print items, and to ready the items for shipping for delivery to the destination address(es) identified in each order. All prices must be FOB Destination, in Canadian funds, duty and excise taxes included, any and all applicable taxes extra. **Postage Extra.**

FOB destination indicates that the title to the shipment will pass from the Bidder to the recipient at the destination address. The Bidder is responsible for each shipment until it arrives at the final destination address. The order will not be completed until the shipment arrives at the destination address.

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 bid will be found non-compliant and no further evaluation will be done.

**Quantities for evaluation shown in the Annex "B" BASIS OF PAYMENT are estimates for evaluation purposes only and are not a guarantee of an actual number of course manuals to be produced, nor are they intended to reflect any expectations on behalf of the Government of Canada.**

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 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.

#### TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by any Bidder to satisfy the terms of any resulting order under the Contract.

#### B.1 PRICING SCHEDULE AND FINANCIAL EVALUATION

LOT = Complete Quantity  
/M = Per 1,000

- a) Refer to the excel spreadsheet distributed as an electronic attachment on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).
- b) Bidders are responsible for entering their prices on the MS Excel spreadsheet, ***Annex B – Basis of Payment: Pricing Schedule and Financial Evaluation***, distributed as an electronic attachment on the government electronic tendering site ([www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)) and returning the filled out spreadsheet, along with their proposal, both on a USB key and in a print copy.

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- c) 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.

## **B.2 PAPER ESCALATION CLAUSES (SOLICITATION AND CONTRACT)**

- a) Refer to the excel spreadsheet distributed as an electronic attachment on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).

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## **ANNEX “C” 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)



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**ANNEX "D"**

**EVALUATION GRID**

**REQUEST FOR PROPOSAL: B8322-170280 /A**

**TITLE: ON DEMAND PRINTING OF BRAILLE AND LARGE-FORMAT PAPER VERSIONS FOR CIC**

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

EVALUATION SUMMARY	
<b>MANDATORY REQUIREMENT:</b>	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>
<b>Mandatory Checked by:</b>	<b>Date:</b>
<b>Overall Comments:</b>	

## 1.1 TECHNICAL EVALUATION

### 1.1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Met	Not Met
<b>M.1 Corporate Experience and Capability – On-Demand Printing</b>		
The Bidder must demonstrate that it has been contractually bound with <b>two (2) different external clients</b> to provide on-demand printing and production to final format of printed publications or other text documents.		
M.1.a Each of the two (2) contracts must have been started or completed after October 31, 2011.		
M.1.b <u>Each</u> of the two (2) contracts must have included a requirement for the Bidder to provide on-demand printing and production to final format of printed publications or other text documents over a period of six (6) months or more.		
M.1.c At least one (1) of the two (2) contracts must have included a requirement for the Bidder to provide distribution to multiple destination addresses.	i.	
For <u>each</u> of the two (2) contracts, the Bidder must provide:	ii.	
i. The Client contact information;	iii.	
ii. The Contract start date OR end date;	iv.	
iii. The period of the Contract;	v.	
iv. A description of the on-demand publications or other text documents provided under the Contract;	vi.	
v. The distribution requirements for the Contract; and		
vi. An invoice (or copy of) presented to the Client for at least two (2) of the on-demand orders completed under the Contract.		

Evaluation Criteria	Met	Not Met
<b>M.2 Corporate Experience and Capability – Braille Printing</b>		
The Bidder must demonstrate that it has been contractually bound with <b>two (2) different external clients</b> to provide paper versions of printed publications or other text documents in braille.		
M.2.a <u>Each</u> of the two (2) contracts must have been started or completed after October 31, 2011.		
M.2.b <u>Each</u> of the two (2) contracts must have included a requirement for the Bidder to provide production to final format of paper versions of publications or other text documents in braille.		
M.2.c At least one (1) of the two (2) contracts must have included a requirement for the Bidder to provide on-demand printing and production to final format of paper versions of publications or other text documents in braille over a period of six (6) months or more.		
M.2.d At least one (1) of the two (2) contracts must have included a requirement for the Bidder to provide printing and production to final format of paper versions of multiple* different** publications or other text documents in braille.		
<p>M.2.d.1 At least one (1) of the multiple* different** publications or other text documents printed and produced to final format in braille must have a minimum of 50 pages of content.</p> <p><i>*For the purposes of the M.2 mandatory criterion, multiple is defined as four [4] or more different publications or other text documents.</i></p> <p><i>**For the purposes of the M.2 mandatory criterion, different is defined as publications and/or forms that have titles and content that are not the same as the other publications or other text documents described to meet this M2 criterion.</i></p> <p><i>For <b>each</b> of the two (2) contracts, the Bidder must provide:</i></p> <ul style="list-style-type: none"> <li>i. The Client contact information;</li> <li>ii. The Contract start date or end date;</li> <li>iii. The period of the Contract;</li> <li>iv. A description of the on-demand services for the provision of paper versions of publications or other text documents in braille format as required for the Contract;</li> <li>v. A description of the multiple different publications or other text documents provided in braille format as required for the Contract;</li> <li>vi. The number of different publications or other text documents provided in braille format as required for the Contract, and the number of content pages in each.</li> <li>vii. An invoice (or copy of) presented to the Client for the printing and production to final format of paper versions of publications or other text documents in braille.</li> </ul>	i.	
	ii.	
	iii.	
	iv.	
	v.	
	vi.	
	vii.	

Evaluation Criteria	Met	Not Met
<b>M.3 Corporate Experience and Capability – Large-Print Documents</b>		
For the purposes of this solicitation, large-print refers to the formatting of a publication or other text document that is produced with a typeface (or font) of 18 pt or greater for the publication/text document content in order to accommodate specific vision requirements.		
The Bidder must demonstrate that it has been contractually bound with <b>two (2) different external clients</b> to provide paper versions of printed publications/forms in large-print format.		
M.3.a Each of the two (2) contracts must have been started or completed after October 31, 2011.		
M.3.b Each of the two (2) contracts must have included a requirement for the Bidder to provide production to final format of paper versions of publications or other text documents in large-print format.		
M.3.c At least one (1) of the two (2) contracts must have included a requirement for the Bidder to provide on-demand printing and production to final format of paper versions of publications or other text documents in large-print format over a period of six (6) months or more.		
M.3.d At least one (1) of the two (2) contracts must have included a requirement for the Bidder to provide printing and production to final format of paper versions of multiple* different** publications or other text documents in large-print format.		
<p>M.3.d.1 At least one (1) of the multiple* different** publications or other text documents printed and produced to final format in large-print format must have a minimum of 50 pages of content.</p> <p>*For the purposes of the M.3 mandatory criterion, multiple is defined as four [4] or more different publications or other text documents.</p> <p>**For the purposes of the M.3 mandatory criterion, different is defined as publications and/or forms that have titles and content that are not the same as the other publications or other text documents described to meet this M2 criterion.</p> <p><i>For <b>each</b> of the two (2) contracts, the Bidder must provide:</i></p> <ul style="list-style-type: none"> <li>i. The Client contact information;</li> <li>ii. The Contract start date or end date;</li> <li>iii. The period of the Contract;</li> <li>iv. A description of the on-demand services for the provision of paper versions of publications or other text documents in large-print format as required for the Contract;</li> <li>v. A description of the multiple different publications or other text documents provided in large-print format as required for the Contract;</li> <li>vi. The number of different publications or other text documents provided in large-print format as required for the Contract, and the number of content pages in each.</li> <li>vii. An invoice (or copy of) presented to the Client for the printing and production to final format of paper versions of publications or other text documents in large-print format.</li> </ul>	i.	
	ii.	
	iii.	
	iv.	
	v.	
	vi.	
	vii.	

**Bidders MUST meet all the mandatory requirements of the RFP. Bids not meeting all the mandatory requirements will be given no further consideration.**