



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

Bid Receiving/Réception des soumissions

Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

Fax No. - N° de FAX:
(306) 780-5232

**REQUEST FOR
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À
COMMANDES**

Offre à commandes individuelle régionale
(OCIR)

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE COMPORTE PAS
UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet: Martin's Canadian Criminal Code book, Police Edition, or Equivalent		Date April 11, 2017
Solicitation No. – N° de l'invitation M9424-17-3104/A – PW-17-00775927		
Client Reference No. - No. De Référence du Client 201703104		
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
On / le :	May 25, 2017	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Tania Sentes, Procurement Officer		
Telephone No. – No. de téléphone 639-625-3463	Facsimile No. – No. de télécopieur 306-780-5232	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Requirement, the Basis of Payment and any other annexes

1.2 Summary

- 1.2.1 The Royal Canadian Mounted Police requires a Regional Individual Standing Offer (RISO) for the supply and delivery of Martin's Canadian Criminal Code book, Police Edition or Equivalent, in English to "D" Division, Winnipeg, MB and "Depot" Division, Regina, SK. Goods are to be provided as required during the period of the Standing Offer in accordance with the requirements, terms and conditions detailed/referenced in the tender document. The period for making call-ups against the Standing Offer is from award date for three (3) years. The estimated number of books required in the first year is 1,525.
- 1.2.2 "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

1.3 Debriefings

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



1.4 Procurement Ombudsman

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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

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

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

Delete: sixty (60) days
Insert: ninety (90) days

Subsection 7.0 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete in its entirety

2.1.1 SACC Manual Clauses

B3000T (2006-06-16) Equivalent Products

2.2 Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by email to RCMP will not be accepted.



2.2.1 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4. Applicable Laws

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

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

- Section I:** Technical Offer (one hard copy)
Section II: Financial Offer (one hard copy)
Section III: Certifications (one hard copy)

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

refer to Annex C, Mandatory Technical Criteria.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

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

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

5.1.1 Integrity Provisions

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

- Declaration of Convicted Offences (as applicable)
- Required Documentation

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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



PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.3 Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

6.3.1 General Conditions

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

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from award date for three (3) years.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at in Part 6B section 6.7 Shipping Instructions of the Standing Offer.



6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Tania Sentes
Procurement Officer
Royal Canadian Mounted Police
Corporate Management Branch
5600 – 11th Avenue
Regina, SK S4P 3J7

Telephone: 639-625-3463
Facsimile: 306-780-5232
E-mail address: tania.sentes@rcmp-grc.gc.ca

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

6.5.2 Technical Authority

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

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

6.5.3 Contractor's Representative *(to be completed upon award)*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : ____ ____ _____
Facsimile: ____ ____ _____
E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: NWR Procurement, Royal Canadian Mounted Police.

6.7 Call-up Instrument

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



6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$80,000.00 (Applicable Taxes included).

6.9 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2016-04-04), General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____

6.10. Procurement Ombudsman

6.10.1 Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

6.10.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.



6.11 Certifications and Additional Information

6.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

6.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2010A (2016-06-06), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B – Basis of Payment. . Customs duties are excluded and Applicable Taxes are extra.

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



6.4.2 Multiple Payments

SACC Manual clause H1001C (2008-05-12) Multiple Payments

6.5 Invoicing Instructions

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

Invoices must be distributed as follows:

The original to the address shown on page 1 of the Contract for certification and payment.

6.6 SACC Manual Clauses

B7500C (2006-06-16) Excess Goods

G1005C (2016-01-28) Insurance – No Specific Requirement

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

6.7 Shipping Instructions – Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Incoterms 2010 "DDP" Delivered Duty Paid , including all delivery and customs duties and taxes to:

RCMP "Depot" Division Stores

"C" Block

5600 – 11 th Avenue

Regina, SK

RCMP "D" Division Stores

1091 Portage Avenue

Winnipeg, MB

6.8 Environmental Considerations:

Where applicable, suppliers are encouraged to consider the following environment considerations:

Deliverables:

- When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Shipping Requirements:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging;
- Reduce/eliminate toxics in packaging.



ANNEX "A"
REQUIREMENT

The Royal Canadian Mounted Police requires a Regional Individual Standing Offer (RISO) for the supply and delivery of Martin's Canadian Criminal Code book, Police Edition, or Equivalent in English to D Division, Winnipeg, MB and Depot Division, Regina, SK. Goods are to be provided as required during the period for making call-ups against the Standing Offer from award date for three (3) years, in accordance with the requirements detailed herein.

The Canadian Criminal Code books must have as a minimum the following specifications:

1.	Must be English Police Edition
2.	Must be Bound Hardcover
3.	Must be current version, edition year as stated in the Call-up Against a Standing Offer.
4.	Must include CD ROM and mobile version.
5.	Must be tabbed with "thumb cuts"
6.	Must include a comprehensive and complete index
7.	Must include summaries/synopsis, cross-references, and annotations for each section
8.	Must include additional Acts as part of text such as Youth Criminal Justice Act, Canada. Evidence Act, the Canadian Charter of Rights and Freedoms, and Controlled Drugs and Substances Act
9.	Must include "Forms of Charges" as part of text, not an insert. Samples of Forms of Charges must be included as part of text
10.	"Forms of Charges" must be written in plain language not subject to interpretation, including what types of evidence is required to lay charges
11.	Must include an offence grid or table as part of the text. The grid or table must show the Section Numbers as well as stating whether an offence is a designated offence and, if so, whether it is primary or secondary. Sentencing options must be included
12.	Must include Section 84 "Restricted Firearms" as part of the text, not an insert
13.	Text must be written from a Police and Prosecution perspective, in plain language not subject to interpretation
14.	Text must be up-to-date and capture changes made to fines and legislation before it was printed



ANNEX "B"

BASIS OF PAYMENT

Firm unit prices, in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is extra, Incoterms 2010 "DDP Delivered Duty Paid", Canadian customs duties and excise taxes included.

Period of Standing Offer - from date of award for a three (3) year period:

Year One

Item	Description	Unit of Issue	Unit Price (a)	Estimated Quantity (b)	Evaluated Price (a x b)
1	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery Regina, SK	Each	\$_____/ea	1300	\$_____
2	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery to Winnipeg, MB	Each	\$_____/ea	275	\$_____
Subtotal of Evaluated Price (A)					\$_____

Year Two

Item	Description	Unit of Issue	Unit Price (a)	Estimated Quantity (b)	Evaluated Price (a x b)
3	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery Regina, SK	Each	\$_____/ea	1300	\$_____
4	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery to Winnipeg, MB	Each	\$_____/ea	275	\$_____
Subtotal of Evaluated Price (B)					\$_____



Year Three

Item	Description	Unit of Issue	Unit Price (a)	Estimated Quantity (b)	Evaluated Price (a x b)
5	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery Regina, SK	Each	\$_____/ea	1300	\$_____
6	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery to Winnipeg, MB	Each	\$_____/ea	275	\$_____
Subtotal of Evaluated Price (C)					\$_____

Subtotal of Evaluated Price (A)	\$_____
Subtotal of Evaluated Price (B)	\$_____
Subtotal of Evaluated Price (C)	\$_____
Total Evaluated Price	\$_____

These numbers are estimated usage for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.



ANNEX "C"

MANDATORY TECHNICAL CRITERIA

Bidders are required to indicate whether or not they comply with the mandatory specifications. Bidders must include one (1) copy of descriptive literature of the items offered in sufficient detail to clearly indicate compliance with each of the individual requirements in the specifications.

Bidder must provide a copy of the book being offered upon request from the Technical Authority.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the bid(s) or the supporting technical documentation provided.

Failure to meet any of the following specifications will render your proposal non-complaint and will be given no further consideration.

The criminal codes must have as a minimum the following specifications:

No.	Specifications	Compliance		Comments(s)/ Cross Reference to Technical Proposal
		Yes	No	
1.	Must be English Police Edition			
2.	Must be Bound Hardcover			
3.	Must be current version edition year.			
4.	Must include CD ROM and mobile version.			
5.	Must be tabbed with "thumb cuts"			
6.	Must include a comprehensive and complete index			
7.	Must include summaries/synopsis, cross-references, and annotations for each section			
8.	Must include additional Acts as part of text such as Youth Criminal Justice Act, Canada. Evidence Act, the Canadian Charter of Rights and Freedoms, and Controlled Drugs and Substances Act			
9.	Must include "Forms of Charges" as part of text, not an insert. Samples of Forms of Charges must be included as part of text			
10.	"Forms of Charges" must be written in plain language not subject to interpretation, including what types of evidence is required to lay charges			
11.	Must include an offence grid or table as part of the text. The grid or table must show the Section Numbers as well as stating whether an offence is a designated offence and, if so, whether it is primary or secondary. Sentencing options must be included			
12.	Must include Section 84 "Restricted Firearms" as part of the text, not an insert			
13.	Text must be written from a Police and			



	Prosecution perspective, in plain language not subject to interpretation			
14.	Text must be up-to-date and capture changes made to fines and legislation before it was printed			

Book being offered: _____



Annex "D"

INTEGRITY FORM - BIDDER'S INFORMATION

As per the new Integrity Regime within the Federal Government the following information is required from all vendors prior to contract award.

Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the quote 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 vendor 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 quote to be non-responsive.

Integrity Provisions – Required Documentation

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

Individual Corporation Joint Venture

Legal Business Name: _____

Alternate Name: _____ (Name that your company is operating under if different from Legal Business Name.)

Telephone Number: _____

Address: _____

City/Province: _____

Postal Code: _____

Fax Number: _____

E-mail Address: _____

GST or Business # _____

The entire Business Number or GST has 15 characters. (ex: 123456789 RT0001)

If no GST or Business #, provide your SIN # _____

Complete list of name(s) of Board of Directors or Owners, as applicable:

Table with 2 columns: Complete Name, Please indicate if they are a Board of Director or Owner.



Annex "E"
BID SUBMISSION CHECKLIST

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bid Receiving/Réception des sousmissions

Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK S4P 3K7

Fax No. - N° de FAX:
(306) 780-5232

Ensure the following pages are completed in full and attached:

- Front Page of Request for Standing Offer (RFSO)
- Front Page of Amendment document(s) (if applicable) – signed & dated
- Annex "B" Basis of Payment - must be completed in full (all tables)
- Annex "C" Mandatory Technical Criteria, including one copy of descriptive literature
- Annex "D" Bidder's Information