



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

**Canada Revenue Agency
Agence du revenu du Canada**

Proposal to: Canada Revenue Agency

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 and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada

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

**Bidder's Legal Name and Address (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)**

**Bidder MUST identify below the name and title of the individual authorized to sign on behalf of the Bidder –
Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire**

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

(____)_____

Telephone No. – No de téléphone

(____)_____

Fax No. – No de télécopieur

E-mail address – Adresse de courriel

**REQUEST FOR PROPOSAL /
DEMANDE DE PROPOSITION**

Title – Sujet Non-Tax Program Envelopes	
Solicitation No. – No de l'invitation 1000335408	Date 2017/06/13
Solicitation closes – L'invitation prend fin on – le 2017/07/21 at – à 2:00 P.M. / 14 h	Time zone – Fuseau horaire EST /HNE Eastern Standard Time/ Heure Normale de l'Est
Contracting Authority – Autorité contractante Name – Nom Michael Yaehne Address – Adresse - See herein / Voir dans ce document E-mail address – Adresse de courriel - See herein / Voir dans ce document	
Telephone No. – No de téléphone (613) 291-3146	
Fax No. – No de télécopieur (613) 957-6655	
Destination - Destination See herein / Voir dans ce document	



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Request for Proposal (RFP)

Title: Non-Tax Program Envelopes

Part 1 General Information

1.1 Introduction

The solicitation is divided into seven parts plus appendices 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 solicitation;

Part 3 Proposal Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation and 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

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Appendix 1: Mandatory Criteria

Appendix 2: Point Rated Criteria

Appendix 3: Financial Proposal

Appendix 4: Historical Data

Part 7 Model Contract: includes the clauses and conditions and any annexes that will apply to any resulting contract.

Annexes

Annex A: STATEMENT OF WORK

Annex B: BASIS OF PAYMENT



1.2 Summary

The Canada Revenue Agency (CRA) wishes to establish a Contract with a single provider to deliver the CRA's Non-Tax Program envelope requirements, as defined in Annex A: Statement of work.

The Contractor will be responsible for meeting CRA's requirements on an "as and when requested" basis, and to ensure timely, accurate service delivery.

1.3 Glossary of Terms

TERM	DEFINITION
CRA	Canada Revenue Agency
Day/Month/Year	For purposes of technical evaluation, one (1) month shall equal a minimum of 16.67 billable days (a day equals 7.5 hours) and one (1) year equals a minimum of 200 billable days. Any additional billable days within the same year will not increase the experience gained for the purposes of evaluation.
Project	A set of activities required to produce certain defined outputs, or to accomplish specific goals or objectives, within a defined schedule and resource budget. A project exists only for the duration of time required to complete its stated objectives.
Proposal	A solicited submission by one party to supply certain goods or services. The word "proposal" is used interchangeably with "bid"
Solicitation	An act or instance of requesting proposals/bids on specific products and/or services.
Tendering Authority	Canada Revenue Agency

1.4 Debriefings

Bidders may request a debriefing on the results of the solicitation process. Bidders should make the request to the Contracting Authority within ten (10) business days of receipt of the results of the solicitation process. The debriefing may be in writing, by telephone or in person.



Part 2 Bidder Instructions

2.1 Mandatory Requirements

Wherever the words “shall”, “must” and “will” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement.

Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will receive no further consideration.

2.1.1 Signatures

Bidders MUST sign Page 1 (front page) of the Request for Proposal and any certifications identified in Part 5.

2.2 Standard Instructions, Clauses and Conditions A000T (2012-07-16)

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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>.

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

The standard instructions and conditions 2003 (2016-04-04) are incorporated by reference into and form part of the bid solicitation.

The following clauses are incorporated by reference:

SACC Reference	Clause Title	Date
A3005T	Status and Availability of Resources	2010-08-16
A3010T	Education and Experience	2010-08-16
A3015T	Certifications	2014-06-26
C3011T	Exchange Rate Fluctuation	2013-11-06

2.2.1 Revisions to Standard Instructions 2003

Standard Instructions - Goods or Services – Competitive Requirements 2003 (2016-04-04) are revised as follows.

Section 01 titled “Integrity Provisions– Bid”, is deleted in its entirety and replaced with the following:

1. The *Supplier Integrity Directive* (SID) dated May 24, 2016, is incorporated by reference into, and forms a binding part of the bid solicitation. The Bidder must comply with the SID, which can be found on the Canada Revenue Agency’s website at <http://www.cra-arc.gc.ca/gncy/prcrmnt/menu-eng.html>.
2. Under the SID, charges and convictions of certain offences against a Supplier, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Supplier is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC’s



Integrity Database. The SID describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.

3. In addition to all other information required in the bid solicitation, the Bidder must provide the following:
 - a. by the time stated in the SID, all information required by the SID described under the heading "Mandatory Provision of Information"; and
 - b. with its bid, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the SID. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
 - a. it has read and understands the SID (<http://www.cra-arc.gc.ca/gncy/prcrmnt/menu-eng.html>)
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the SID, will or may result in a determination of ineligibility or suspension under the SID;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the SID;
 - e. none of the domestic criminal offences, and other circumstances, described in the SID that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the SID, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

Section 02 titled "Procurement Business Number", is hereby deleted in its entirety and replaced with:

Suppliers should obtain a Business Number (BN) before contract award. Suppliers may register for a BN online at <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>.

Section 03 titled "Standard Instructions, Clauses and Conditions", "Pursuant to the Department of Public Works and Government Services Act (S.C. 1996, c.16)," is hereby deleted.

Section 05 titled "Submission of Bids", paragraph 2 (d) is deleted in its entirety and replaced with the following:

(d) send its bid only to the Canada Revenue Agency Bid Receiving Unit or to the address specified in the solicitation in Section 2.3.

Section 05 titled "Submission of Bids" paragraph 4, delete sixty (60) days and replace with (180) days.



Section 06, titled "Late Bids", reference to "PWGSC" is hereby deleted and replaced with CRA.

Section 07 titled "Delayed Bids", all references to "PWGSC" are hereby deleted and replaced with "CRA".

Section 12 titled "Rejection of Bid", delete subsections 1(a) and 1(b) in their entirety.

Section 17 titled "Joint Venture", delete in its entirety and replace with the following:

17 Joint Venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a contractual joint venture shall clearly indicate in their bid submission (in Part 5) that they are bidding as a contractual joint venture and shall provide the following information:
 - a) the name of the contractual joint venture;
 - b) the name of each member of the contractual joint venture;
 - c) the Procurement Business Number of each member of the contractual joint venture;
 - d) a certification signed by each member of the joint venture representing and warranting:
 - (i) the name of the joint venture (if applicable);
 - (ii) the members of the joint venture;
 - (iii) the Business Numbers (BN) of each member of the joint venture;
 - (iv) the effective date of formation of the joint venture;
 - (v) that the joint venture continues to be in effect as of the date of the bid submission; and
 - (vi) that each member of the joint venture has appointed and granted full authority to the specified member of the joint venture (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award (if the joint venture is awarded a contract), including but not limited to Contract Amendments and Task Authorizations.
 - e) the name of the representative of the joint venture (the "Lead Member"), i.e. the member chosen by the other members to act on their behalf.
2. If the above information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
3. Notwithstanding that the joint venture members have appointed one of the members of the joint venture to act as the representative of the joint venture, the bid including any certifications to be submitted as part of the bid, as well as any resulting contract must be signed by all the members of the joint venture.
4. If a contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.



5. In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract amendments may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).
6. The Bidder shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after bid submission. Any change in the membership of a contractual joint venture after bid submission without the prior written approval of the Contracting Authority shall result in elimination of the bid or if such change occurs after contract award shall be deemed to be default under the Contract.

Section 20 titled "Further Information", Paragraph 2 is hereby deleted and replaced with the following: Enquiries concerning receipt of bids may be addressed to the Contracting Authority identified in the bid solicitation.

Section 21 titled "Code of Conduct for Procurement-bid" is hereby deleted in its entirety.



2.3 Submission of Proposals

When responding, the proposal SHALL be delivered to the Bid Receiving Unit address indicated below by the time and date indicated on Page 1.

BIDDERS ARE TO SUBMIT PROPOSALS TO:

Canada Revenue Agency
Bid Receiving Unit
Ottawa Technology Centre
Receiving Dock
875 Heron Road, Room D-95
Ottawa, ON K1A 1A2
Telephone No: (613) 941-1618

Bidders are hereby advised that the Bid Receiving Unit of CRA is open Monday to Friday inclusive, between the hours of 0730 and 1530, excluding those days that the federal government observes as a holiday.

ELECTRONIC BIDS WILL NOT BE ACCEPTED. Due to the nature of this solicitation, electronic transmissions of a proposal by such means as electronic mail or facsimile is not considered to be practical and therefore will not be accepted.

2.4 Communications - Solicitation Period SACC A0012T (2014-03-01)

All enquiries must be submitted to the Contracting Authority no later than **6 calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws SACC A9070T (2014-06-26)

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

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

2.6 Terms and Conditions

By submitting a bid, the Bidder hereby certifies compliance with and acceptance of all of the articles, clauses, terms and conditions contained or referenced in this Request for Proposal (RFP) and Statement of Work



(SOW). Any modifications or conditional pricing by the bidder, including deletions or additions to the articles, clauses, terms and conditions contained or referenced in this RFP and/or SOR document will render the bid non-responsive and the bid will receive no further consideration.



Part 3 Proposal Preparation Instructions

3.1 Bid – Number of Copies CRA MODA0055T (2007-11-30)

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 CD, DVD or USB

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 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.

Section II: Financial Bid (1 hard copy)

Bidders must submit their financial bid in accordance with the format outlined in Appendix 3: Financial Proposal. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications (1 hard copy)

Bidders must submit the certifications required under Part 5.

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.

3.2 Bid Format and Numbering System CRA MODA0054T (2007-11-30)

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 recycled-fibre content paper and two-sided printing. Reduction in the size of documents will contribute to CRA's sustainable development initiatives and reduce waste;
- c. avoid the use of colour and glossy formats
- d. use a numbering system corresponding to that of the bid solicitation;
- e. include the certification as a separate section of the bid.



Part 4 Evaluation and Selection

4.1 General

A committee composed of representatives of CRA will evaluate the proposals on behalf of the Agency. The services of independent consultants may be called upon to assist in the evaluation of, or in the validation of, specific aspects of the solution proposed. CRA reserves the right to engage any independent consultant, or use any Government resources, which it deems necessary to evaluate any proposal.

Proposals will be evaluated in accordance with the evaluation criteria identified in Appendices 1 and 2 and in conjunction with the Statement of Work (SOW). Bidders are encouraged to address these criteria in sufficient depth in their proposals to permit a full evaluation of their proposals. The onus is on the Bidder to demonstrate that it meets the requirements specified in the solicitation.

Bidders are advised that only listing experience without providing any supporting information to describe where and how such experience was obtained will not be considered to be demonstrated for the purpose of the evaluation. The Bidder should not assume that the evaluation team is necessarily cognizant of or knowledgeable about the experience and capabilities of the Bidder or any of the proposed resource(s); as such, any relevant experience must be demonstrated in the Bidders' written proposal.

Historical Data

All data regarding prior usage, or estimated future usage by CRA of any of the required non-tax program envelopes, including the data set out in Appendix 4: Historical Data, is provided to respondents purely for information purposes, and to assist them in preparing their bids. This represents the best information currently available to CRA however, CRA does not warrant or represent that this data is complete or free from errors. Additionally, the inclusion of this data in this solicitation does not represent a commitment that CRA's future purchases of non-tax program envelopes will be consistent with this data. It is provided purely for informational purposes.

4.2 Steps in the Evaluation Process

The selection process to determine the successful Bidder will be carried out as follows:

Notwithstanding Steps 1 and 2 below, in order to expedite the evaluation process, CRA reserves the right to conduct Step 3 - Evaluation of Financial Proposals concurrently with Steps 1 and 2. Should CRA elect to conduct Step 3 prior to the completion of Step 2, the information in the Financial Proposal will not be disclosed to the team evaluating the mandatory and rated sections until the completion of Steps 1 and 2. However, if the Contracting Authority is able to ascertain that a proposal is non-responsive by virtue of incomplete information or an error in the financial proposal, the Contracting Authority will advise the team evaluating the mandatory and rated sections that the proposal is not compliant and should no longer be considered. The concurrent evaluation of the financial proposal does not in any way construe compliance in Steps 1 and 2 despite the statement "All bids meeting the minimum thresholds in Step 2 will proceed to Step 3".

Bids will be ranked in accordance with the Selection Methodology.

Step 1 – Evaluation against Mandatory Criteria



All bids will be evaluated to determine if the mandatory requirements detailed in Appendix 1 “Mandatory Criteria” have been met. Only those bids meeting ALL mandatory requirements will then be evaluated in accordance with Step 2 below.

Step 2 – Evaluation against Point-Rated Criteria

All bids meeting the criteria from Step 1 will be evaluated and scored, in accordance with the point-rated criteria detailed in Appendix 2 “Point-Rated Criteria”, to determine the Bidder’s Total Technical Merit Score. All bids meeting the minimum thresholds in Step 2 will proceed to Step 3.

Step 3 – Evaluation of Financial Proposals

Only technically compliant bids meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.

Prices submitted will be evaluated to determine the bid evaluation price as defined in Appendix 3: “Financial Proposal”. Once the bid evaluation prices are determined under Step 3, the proposals will proceed to Step 4.

Bidders must provide a price, percentage, or weight, as applicable, for each item identified in the format specified in Appendix 3: Financial Proposal. Ranges (e.g., \$10-\$13) are not acceptable.

Step 4 – Basis of Selection

SACC Manual Clause A0027T (2012-07-16), Basis of Selection – Highest Combined Rating of Technical Merit and Price.

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 36 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 60 points.
2. Bids not meeting a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of price and technical merit. The ratio will be 60% for the price and 40% for the technical merit.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 40%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 60%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of price and technical merit, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (40%) and Price (60%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	115/135 x 40 = 34.07	89/135 x 40 = 26.37	92/135 x 40 = 27.26
Pricing Score	45/55 x 60 = 49.09	45/50 x 60 = 54.00	45/45 x 60 = 60.00
Combined Rating	83.16	80.37	87.26
Overall Rating	2nd	3rd	1st

Step 5 - Basis of Selection – Proof of Synergy Compliance (PoSC)

The highest ranked responsive Bidder will be subject to Proof of Synergy Compliance testing (PoSC) as described in Appendix 1 to Annex A: Synergy Solution prior to contract award. The CRA reserves the right to test the proposed solution in whole or in part against all of the PoSC test requirements set out in Appendix 1 to Annex A.

Claims of future compliance with CRA’s Synergy requirements in software and/or hardware releases will not be considered during the evaluation of the Bidder’s proposal.

Step 6 – Selection

The Bidder with the highest ranked responsive bid and having passed all of the Step 5 requirements as described above will be considered the successful Bidder for this requirement and will be recommended for award of a contract.

Step 7 – Conditions Precedent to Contract Award

The Bidder recommended for award of a Contract must meet the requirements provided in Part 5 “Certifications and Additional Information” and Part 6 “Security, Financial and Other Requirements” of this RFP.

Step 8 – Contract Entry



The Bidder with the highest ranked responsive bid and meeting all the requirements listed above will be recommended for award of a contract.



Part 5 Certifications and Additional Information

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

The Certifications listed at 5.1 must be completed and submitted with the bid. Failure to submit the Certifications listed at 5.1 will render the bid non-responsive and the bid will receive no further consideration.

5.1 Certifications Required To Be Submitted At Time of Bid Closing

5.1.1 Joint Venture Certification

Only complete this certification if a joint venture is being proposed

The Bidder represents and warrants the following:

(a) The bidding entity is a contractual joint venture in accordance with the following definition. A "contractual joint venture" is an association of two or more parties who have entered into a written contract in which they have set out the terms under which they have agreed to combine their money, property, knowledge, skills, time or other resources in a joint business enterprise, sharing the profits and the losses and each having some degree of control over the enterprise.

(b) The name of the joint venture is: _____(if applicable).

(c) The members of the contractual joint venture are (the Bidder is to add lines to accommodate the names of all members of the joint venture, as necessary):

(d) The Business Numbers (BN) of each member of the contractual joint venture are as follows (the Bidder is to add lines for additional BNs, as necessary):

(e) The effective date of formation of the joint venture is: _____

(f) Each member of the joint venture has appointed and granted full authority to _____ (the "Lead Member") to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract issued subsequent to contract award, including but not limited to Contract Amendments and Task Authorizations.



(g) The joint venture is in effect as of the date of bid submission.

This Joint Venture Certification must be signed by each member of the joint venture.

The Joint Venture Certification shall be effective throughout the entire period of the Contract, including any exercised option period, if exercised.

The CRA has the right to request documentation from the Bidder evidencing the existence of the contractual joint venture.

Signature of an authorized representative of each member of the joint venture

(the Bidder is to add signatory lines as necessary):

_____	_____	_____	_____
—	—	—	—
Signature of Duly Authorized Representative	Name of Individual (Please Print)	Legal Name of Business Entity	Date

_____	_____	_____	_____
—	—	—	—
Signature of Duly Authorized Representative	Name of Individual (Please Print)	Legal Name of Business Entity	Date



5.2 Certifications Precedent to Contract Award and Associated Information

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certification within the time frame provided will render the bid non responsive and the bid will receive no further consideration.

5.2.1 Integrity Provisions – Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.2.2 Employment Equity

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\)-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

5.2.3 Former Public Servant CRA Mod A3025T 2014-06-26

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. 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.

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.

5.2.4 Vendor Reporting Information

The following information should be provided to enable CRA compliance with paragraph 221(1)(d) of the Income Tax Act, R.S.C. 1985, c.1 (5th Supp.) and report payments made to contractors under applicable



services contracts (including contracts involving a mix of goods and services) on a T1204 Government Service Contract Payments slip.

For the purpose of this clause:

“Legal Name” means the name of the company, corporation or other entity constituted as a legal person under which this person exercises its rights and performs its obligations.

“Operating Name” means the name that is legally protected and used in the course of its business by a company, corporation or other entity legally constituted as a legal person, or by the individual.

The Bidder is requested to provide the following:

Legal Name: _____

Operating Name: _____

Address: _____

Payment/T1204 Payment address is same as above
Address (if different) _____

City: _____

Province: _____

Postal Code: _____

Telephone: _____

Fax: _____



Type of Business (Select only one)

Corporation

Partnership

Sole Proprietor

Non-Profit Organization

US or International Co.

All registered companies (excluding Non-Profit organizations and US or International companies) must provide their Goods and Services Tax (GST) or Business Number (BN). Additional details on how to obtain a BN can be found at: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/menu-eng.html>

If the services will be rendered by an individual, please provide the Social Insurance Number (SIN).

Goods and Services Tax (GST) Number: _____

Business Number (BN): _____

If a SIN number is being provided, the information should be placed in a sealed envelope marked "Protected".

Social Insurance Number (SIN): _____

N/A

Reason: _____

Note: If you select "N/A", then you must give a reason.

Date: _____

Name: _____

Signature: _____

(Signature of duly authorized representative of business)

Title: _____

(Title of duly authorized representative of business)



Part 6 Security, Financial and Other Requirements

6.1 Security Requirements

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Model Contract;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;



Appendix 1: Mandatory Criteria

Evaluation Procedures

Bids will be evaluated in accordance with all the mandatory evaluation criteria detailed below. Bids failing to demonstrate compliance to ALL mandatory requirements will be considered non-responsive and the bid will receive no further consideration.

M.1	<u>Production Experience</u>
	<p>The Bidder must have a minimum of five (5) years envelopes manufacturing and delivery experience within the last eight (8) years.</p> <p>To demonstrate their experience Bidders must provide details of envelope manufacturing and delivery service contracts detailing the below:</p> <ul style="list-style-type: none"> - Duration of the contract (start and end dates) - Description of services provided - Contact person (may be used to verify experience)
M.2	<u>Size and Nature of Production</u>
	<p>1. The Bidder must have fulfilled envelopes manufacturing and delivery, for a minimum two (2) different clients, within the last year as of bid closing, that meet the following characteristics:</p> <p>Size: Cumulative annual invoiced amount for envelopes must be greater than or equal to \$50,000.00 (applicable taxes included) for <u>each</u> client reference.</p> <p>The clients described must be external to the Bidder's organization and cannot be from the same company.</p>
	<u>Client References</u>
	<p>2. The Bidder must provide two (2) client references for whom they have provided envelope manufacturing and delivery services within the last year as of bid closing for each client described in M.2 who can confirm the Bidder provided work of similar Size and Nature.</p> <p>Client reference details:</p> <p>Name of Primary Client Reference:</p> <p>Email address of Primary Client Reference:</p> <p>The Bidder should provide the same information for a back-up, or secondary, client reference in case the primary client reference is not available.</p>



Appendix 2: Point Rated Criteria

Technical bids will be assessed separately against the evaluation criteria identified below. Point-rated criteria not addressed in the bid will result in a score of zero being assigned against that particular criterion.

Bidders must meet the overall minimum pass point requirement of 36 points (60%) out of a maximum of 60 points.

Points Summary:

Subtotal for R1 Corporate Experience	Maximum points = 20
Subtotal for R2 Sustainable Development	Maximum points = 30
Subtotal for R3 Quality of manufacturing and delivery	Maximum points = 10
Total for Point-Rated Criteria	Maximum points = 60 points
Minimum pass mark required (60%)	36 points

R1 Corporate Experience (maximum 20 points)

Criteria	Points
<p>The Bidder will be awarded points for the number of years of experience above the minimum 5 years required in M1.</p> <p>> 5 to 10 years – 10 points > 10 to 15 years – 15 points > 15 to 20 years – 20 points</p>	(Maximum 20 pts.)

R2 Sustainable Development (maximum 30 points)

<p>a.</p> <p>The Bidder has a corporate environmental policy in place.</p> <p>In order to demonstrate this requirement, the Bidder should include its environmental policy statement printed on corporate letterhead and signed by an authorized officer of the company.</p>	10 points
<p>b.</p> <p>The Bidder should propose items for which recyclable waste material from the manufacturing process is recycled.</p> <p>In order to demonstrate this requirement, the Bidder should include evidence which demonstrates that recyclable waste material from the manufacturing process is recycled. This evidence may be anecdotal or from waste audit results.</p>	5 points
<p>c.</p> <p>The Bidder should propose items for which product packaging is designed to minimize waste.</p>	5 points



<p>In order to demonstrate this requirement, the Bidder should include evidence which demonstrates that product packaging is designed to minimize waste. This evidence may be anecdotal or from waste audit results.</p>	
<p>d.</p> <p>The Bidder possess a certification under any one (1) of the following environmental programs as of the Request for Proposal (RFP) closing date.</p> <p>In order to demonstrate this requirement the Bidder should provide a copy of its current certification or certifications with its bid:</p> <ul style="list-style-type: none"> i. Environmental Choice Program - EcoLogoM Program CCD-041 (Lithographic Printing Services); ii. Environmental Choice Program - EcoLogoM Program CCD-141 (Digital Printing Services); iii. Forest Stewardship Council (FSC) Chain-of-Custody Certification(COC); iv. Sustainable Forestry Initiative (SFI) Chain-of-Custody Certification; v. Canadian Standards Association Sustainable Forest Management Standards (CSA/SFMS); vi. Program for the Endorsement of Forest Certifications (PEFC); or vii. ISO 14001. 	<p>10 points</p>

R3. Quality of manufacturing and delivery (maximum 10 points)

Criteria	Points
<p>The Bidder should describe the quality assurance strategy it will apply to meet CRA’s envelopes quality and delivery requirements as described in the SOW enclosed herein.</p> <p>Points will be awarded by either:</p> <ul style="list-style-type: none"> • Providing a copy of their International Organization for Standardization (ISO) certification, or • Detailing their own Quality Assurance model, standards, and process to meet CRA’s envelope manufacturing service, specifications, and delivery requirements. 	<p>(Maximum 10 pts.)</p>



Appendix 3: Financial Proposal

A3.1 FINANCIAL PROPOSAL

The Bidder must submit their financial bid in accordance with the “Envelopes Pricing” detailed below in Table 1.

Bidders must submit unit prices in Canadian funds, Applicable taxes excluded, for the provision of the services outlined in Annex A “Statement of Work”.

Table 1 – Envelopes Pricing

	<i>Item Description</i>	<i>Format</i>	<i>Unit of Measure</i>	<i>Firm Unit Price</i>
1	Envelope - 5 7/8 x 9 5/8	End opening	PG/100	
2	Envelope - white - 4 1/8 x 9 1/2	Side opening	PG/100	
3	Envelope - white - 4 x 9	Side opening	PG/100	
4	Envelope - 3 1/2 x 6 1/8	End opening	PG/100	
5	Envelope - 13 x 17 1/8	End opening	PG/100	
6	Envelope - 5 1/2 x 8 1/2	End opening	PG/100	
7	Envelope - 6 1/2 x 9 1/2	End opening	PG/100	
8	Envelope - 7 1/2 x 10 1/2	End opening	PG/100	
9	Envelope - 9 1/2 x 12	End opening	PG/100	
10	Envelope - 9 1/2 x 14 3/4	End opening	PG/100	
11	Envelope - 10 x 13	End opening	PG/100	
12	Envelope - 9 1/2 x 12	Internal use end opening	PG/100	
13	Envelope - 9 x 14	Internal use side opening	PG/25	
14	Envelope - 12 x 16	Internal use end opening	PG/100	
15	Envelope - 9 1/2 x 15	Side opening	PG/25	
16	Envelope - 12 x 16 1/2	Side opening	PG/25	
17	Envelope - 9 1/2 x 15	Side opening	PG/25	
18	Envelope - 10 1/2 x 16 1/2	Side opening	PG/25	
19	Envelope - 10 x13	Side opening	PG/100	
20	Envelope - 3 5/8 x 6 1/2	Side opening	PG/100	
21	Envelope - 4 1/2 x 9 5/8	Side opening	PG/100	
22	Envelope - 4 1/8 x 9 1/2	Side opening	PG/100	
23	Envelope - 6 1/2 x 9 1/2	Side opening	PG/100	
24	Envelope - 7 1/2 x 10 1/2	Side opening	PG/100	
25	Envelope - 9 1/2 x 12	Side opening	PG/100	
26	Envelope - 9 x 12	Side opening	PG/100	
27	Envelope - 5 7/8 x 9 5/8	Side opening	PG/100	
28	Envelope - 4 x 9	Side opening	PG/100	
29	Envelope - 4 x 9	Side opening confidential	PG/100	
30	Envelope - 10 x 13	End opening	PG/100	
31	Window Envelope - 4 1/8 x 9 1/2	Side opening	PG/100	
32	Window Envelope - 9 x 12	Side opening	PG/100	
33	Envelope - 11 1/2 x 14 1/2	End opening	PG/100	



A3.2 EVALUATED PRICE

The bid evaluation price will be derived by:

1. multiplying the bidder's proposed unit price by the weight factor, and then tallying the 'Cost' for each envelope listed in Table E1;
2. Adding the cost for each selected item to establish the "Total Evaluated Price".

A sample calculation of the Envelope Supply Score is shown below. The 'Weight Factors' in the sample calculation below are figures based on actual usage from fiscal year 2016/2017 and will be the actual weight factors used in the evaluation.

SAMPLE ENVELOPE SUPPLY SCORE CALCULATION:

TABLE E1

	Item Description	Format	Unit of Measure	Unit Price (A)	Weight Factor (B)	Extended Cost Per Item (AxB)
1	Envelope - 5 7/8 x 9 5/8	End opening	PG/100	\$1.00	20	\$20.00
2	Envelope - white - 4 1/8 x 9 1/2	Side opening	PG/100	\$1.01	2	\$2.02
3	Envelope - white - 4 x 9	Side opening	PG/100	\$1.02	8	\$8.16
4	Envelope - 3 1/2 x 6 1/8	End opening	PG/100	\$1.03	25	\$25.75
5	Envelope - 13 x 17 1/8	End opening	PG/100	\$1.04	40	\$41.60
6	Envelope - 5 1/2 x 8 1/2	End opening	PG/100	\$1.05	5	\$5.25
7	Envelope - 6 1/2 x 9 1/2	End opening	PG/100	\$1.06	57	\$60.42
8	Envelope - 7 1/2 x 10 1/2	End opening	PG/100	\$1.07	25	\$26.75
9	Envelope - 9 1/2 x 12	End opening	PG/100	\$1.08	277	\$299.16
10	Envelope - 9 1/2 x 14 3/4	End opening	PG/100	\$1.09	53	\$57.77
11	Envelope - 10 x 13	End opening	PG/100	\$1.10	5	\$5.50
12	Envelope - 9 1/2 x 12	Internal use end opening	PG/100	\$1.11	289	\$320.79
13	Envelope - 9 x 14	Internal use side opening	PG/25	\$1.12	5	\$5.60
14	Envelope - 12 x 16	Internal use end opening	PG/100	\$1.13	132	\$149.16
15	Envelope - 9 1/2 x 15	Side opening	PG/25	\$1.14	23	\$26.22
16	Envelope - 12 x 16 1/2	Side opening	PG/25	\$1.15	141	\$162.15
17	Envelope - 9 1/2 x 15	Side opening	PG/25	\$1.16	730	\$846.80
18	Envelope - 10 1/2 x 16 1/2	Side opening	PG/25	\$1.17	107	\$125.19
19	Envelope - 10 x 13	Side opening	PG/100	\$1.18	184	\$217.12
20	Envelope - 3 5/8 x 6 1/2	Side opening	PG/100	\$1.19	8	\$9.52
21	Envelope - 4 1/2 x 9 5/8	Side opening	PG/100	\$1.20	277	\$332.40
22	Envelope - 4 1/8 x 9 1/2	Side opening	PG/100	\$1.21	1564	\$1,892.44
23	Envelope - 6 1/2 x 9 1/2	Side opening	PG/100	\$1.22	110	\$134.20
24	Envelope - 7 1/2 x 10 1/2	Side opening	PG/100	\$1.23	9	\$11.07
25	Envelope - 9 1/2 x 12	Side opening	PG/100	\$1.24	535	\$663.40
26	Envelope - 9 x 12	Side opening	PG/100	\$1.25	517	\$646.25
27	Envelope - 5 7/8 x 9 5/8	Side opening	PG/100	\$1.26	714	\$899.64
28	Envelope - 4 x 9	Side opening	PG/100	\$1.27	1703	\$2162.81



29	Envelope - 4 x 9	Side opening confidential	PG/100	\$1.28	8	\$10.24
30	Envelope - 10 x 13	End opening	PG/100	\$1.29	41	\$52.89
31	Window Envelope - 4 1/8 x 9 1/2	Side opening	PG/100	\$1.30	322	\$418.60
32	Window Envelope - 9 x 12	Side opening	PG/100	\$1.31	47	\$61.57
33	Envelope - 11 1/2 x 14 1/2	End opening	PG/100	\$1.32	21	\$27.72
				Total Evaluated Price (C)		\$9,728.16



Appendix 4: Historical Data

NOTE TO BIDDERS: The following information represents the historical print usage for Non-Tax program envelopes and is provided solely for informational purposes and shall not be construed as the actual volumes for future usage. Actual quantities required will be identified in the Task Authorization when issued.

Total Spend for all Envelope (up to March 2017):

Fiscal Year	Quantity	Total Spend
2014 - 2015	10,542	\$109,825.31
2015 - 2016	8,934	\$122,630.31
2016 - 2017	8,004	\$90,917.03
2014 - 2017 TOTAL	27,480	\$323,372.65
Average (2014-2017)	9,160	\$107,790.88

Total Quantity Ordered for envelopes by Fiscal Year (2016-17)

	Item Short Description	Unit of Measure	Total Quantity Ordered
1	Envelope - 5 7/8 x 9 5/8	PG/100	20
2	Envelope - white - 4 1/8 x 9 1/2	PG/100	2
3	Envelope - white - 4 x 9	PG/100	8
4	Envelope - 3 1/2 x 6 1/8	PG/100	25
5	Envelope - 13 x 17 1/8	PG/100	40
6	Envelope - 5 1/2 x 8 1/2	PG/100	5
7	Envelope - 6 1/2 x 9 1/2	PG/100	57
8	Envelope - 7 1/2 x 10 1/2	PG/100	25
9	Envelope - 9 1/2 x 12	PG/100	277
10	Envelope - 9 1/2 x 14 3/4	PG/100	53
11	Envelope - 10 x 13	PG/100	5
12	Envelope - 9 1/2 x 12	PG/100	289
13	Envelope - 9 x 14	PG/25	5
14	Envelope - 12 x 16	PG/100	132
15	Envelope - 9 1/2 x 15	PG/25	23
16	Envelope - 12 x 16 1/2	PG/25	141
17	Envelope - 9 1/2 x 15	PG/25	730
18	Envelope - 10 1/2 x 16 1/2	PG/25	107
19	Envelope - 10 x 13	PG/100	184
20	Envelope - 3 5/8 x 6 1/2	PG/100	8
21	Envelope - 4 1/2 x 9 5/8	PG/100	277
22	Envelope - 4 1/8 x 9 1/2	PG/100	1564
23	Envelope - 6 1/2 x 9 1/2	PG/100	110
24	Envelope - 7 1/2 x 10 1/2	PG/100	9
25	Envelope - 9 1/2 x 12	PG/100	535
26	Envelope - 9 x 12	PG/100	517
27	Envelope - 5 7/8 x 9 5/8	PG/100	714
28	Envelope - 4 x 9	PG/100	1703



29	Envelope - 4 x 9	PG/100	8
30	Envelope - 10 x 13	PG/100	41
31	Window Envelope - 4 1/8 x 9 1/2	PG/100	322
32	Window Envelope - 9 x 12	PG/100	47
33	Envelope - 11 1/2 x 14 1/2	PG/100	21



Part 7 Model Contract

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

7.1 Revision of Departmental Name

Reference to the Minister of Public Works and Government Services or to Public Works and Government Services Canada contained in any term, condition or clause of the contract shall be interpreted as a reference to the Commissioner of Revenue or the Canada Revenue Agency, as the case may be, with the exception of the following clauses:

- a) Standard Clauses and Conditions; and
- b) Security Requirements.

7.2 Agency Restructuring

In cases where the Contracting Authority's department or agency is being reconfigured, absorbed by another government department or agency, or disbanded entirely, the Commissioner may, by giving notice to the Contractor, designate another Contracting Authority for all or part of the Contract.

7.3 Requirement

The Contractor must perform the Work in accordance with the Statement of Work (SOW) at Annex A, attached hereto and forming part of the Contract

7.3.1 Requirement to implement CRA E-Procurement Solution

The Canada Revenue Agency's (CRA) intends to implement and use an e-procurement solution to expedite the ordering, receiving and reconciling goods and services under any resulting contract. This end-to-end e-procurement system is based on the Ariba suite of products and has been branded internally as "Synergy".

7.3.2 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.

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

7.3.3 Option to add, remove or modify products, services and/or locations

Where the need may arise due to a shift in legislation, policy or program requirements, CRA reserves the right to add or remove products, services and/or locations from the Contract, as well as modify items. (Insert additional details as required)



In the event that the CRA requires an additional or modified product or service, or requires delivery to a CRA location not included in the present Contract, the Contractor will be asked to provide a price quote for the additional or modified product or service, or the new CRA location, in priority over any other potential vendor.

The Contracting Authority may exercise this option at any time before the expiry of the Contract by sending a written notice to the Contractor. The option to add, remove or modify products, services or CRA delivery locations may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

7.3.4 Option to Purchase Additional Quantities of the Goods, Services or Both

The Contractor grants to Canada the irrevocable option to acquire the additional quantities of the goods, services or both described at Annex A: Statement of Work of the Contract under the same terms and conditions and at the prices and/or rates stated in the Contract.

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

7.4 Period of Contract

The period of the Contract is from Contract award date to _____ inclusive. *(To be completed at the time of Contract award)*

7.5 Standard Clauses and Conditions SACC A0000C (2012-07-16)

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

The following Clauses are incorporated by reference:

SACC Reference	Clause Title	Date
A2000C Or A2001C	Foreign Nationals (Canadian Contractor) Foreign Nationals (Foreign Contractor)	2006-06-16 2006-06-16
A3015C	Certifications	2014-06-26
A9065C	Identification Badge	2006-06-16
A9068C	Site Regulations	2010-01-11
A9113C	Handling of Personal Information	2014-11-27
A9117C	T1204 – Direct Request by Customer Department	2007-11-30
B9028C	Access to Facilities and Equipment	2007-05-25
C6000C	Limitation of Price	2011-05-16
C2000C	Taxes-Foreign-based Contractor	2007-11-30
C2605C	Canadian Customs Duties & Sales Tax –Foreign-based Contractor	2008-05-12
G1005C	Insurance	2008-05-12



H1001C	Multiple Payments	2008-05-12
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1012C	Quality Levels for Envelopes	2010-01-11

7.6 General Conditions

2035 (2016-04-04) General Conditions – Higher Complexity - Services, apply to and form part of the Contract.

Section 01 titled “Interpretation” the definition of "Canada", "Crown", "Her Majesty" or "the Government" is hereby amended to read: "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Canada Revenue Agency (CRA).

Section 02 titled “Standard Clauses and Conditions” is hereby amended to delete the phrase “Pursuant to the Department of Public Works and Government Services Act, S.C. 1996, c. 16,” The remainder of Section 02 remains unchanged.

Section 16 titled “Payment Period” will not apply to payment made by credit cards.

Section 17 titled “Interest on Overdue Accounts” will not apply to payment made by credit cards.

Section 22 titled “Confidentiality”,

Subsection 5 is hereby amended to delete Public Works and Government Services (PWGSC) and insert Canada Revenue Agency (CRA).

Subsection 6 is hereby amended to delete “PWGSC Industrial Security Manual and its supplements”, and insert “Security Requirements for the Protection of Sensitive Information” issued by the CRA, Security and Internal Affairs Directorate (SIAD). The remainder of Section 22 remains unchanged.

Section 41 titled “Integrity Provisions- Contract” is hereby deleted in its entirety and replaced with:

The Supplier Integrity Directive (SID) incorporated by reference into the bid solicitation is incorporated into, and forms a binding part of the Contract. The Contractor must comply with the provisions of the SID, which can be found on the Canada Revenue Agency’s website at <http://www.cra-arc.gc.ca/gncy/prcrmnt/menu-eng.html>.

Section 45 titled “Code of Conduct for Procurement—Contract” is hereby deleted in its entirety.

7.7 Security Requirements

Contractor personnel must be escorted at all times while on CRA premises



7.8 Authorities

7.8.1 Contracting Authority A1024C (2007-05-25)

The Contracting Authority for the Contract is:

Name: Michael Yaehne

Address: 250 Albert Street, 8th Floor, Ottawa, Ontario, K1A 0L5

Telephone Number: 613-291-3146

Fax Number: 613-957-6655

E-mail address: Michael.yaehne@cra-arc.gc.ca

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

7.8.2 Project Authority A1022C (2007-05-25)

To be completed at the time of Contract award.

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

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

7.8.3 Contractor's Representative

Name:

Address:

Telephone Number:

Fax Number:

E-mail Address:



7.9 Contractor Identification Protocol

The Contractor must be responsible for ensuring that each of its employees, officers, directors, agents, and subcontractors (hereinafter referred to as "Contractor Representative") complies with the following self-identification requirements:

A Contractor Representative who attends a Government of Canada meeting whether internal or external must identify themselves as being a representative of the Contractor prior to the commencement of the meeting to ensure that each meeting participant is aware of the fact that the individual is not a government employee;

During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and

If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify themselves as a non-government employee in all electronic mail in the signature block as well as under "Properties".

This identification protocol must also be used in all other correspondence, communication and documentation.

7.10 Delivery

Deliverables must be received by the Project Authority at the place and time specified herein.

7.11 Work Location

All work under this Contract will be performed at the Contractor's site.

7.12 Government - Supplied Material

1. All manuscripts, texts, artwork, computer tapes, diskettes, audio tapes, print designs, plates, engravings, negatives, positives and any other materials either supplied by Her Majesty to the Contractor or paid for by Her Majesty shall remain the property of Her Majesty and shall be collectively referred to as Government Supplied Material. All property, title to which is with, or vests in, Her Majesty, shall be returned immediately on request of the Minister.
2. Upon any payment being made to the Contractor for or on account of materials, parts, work-in-process, or finished work, either by way of progress payments or otherwise, title in and to all materials, parts, work-in-process and finished work so paid for by such progress payments or otherwise shall vest and remain in Her Majesty and the Contractor shall be responsible therefor. It is being understood and agreed that such vesting of title in Her Majesty shall not constitute acceptance of Her Majesty of such materials, parts, work-in-process and finished work and shall not relieve the Contractor of its obligations to perform the work in conformity with the requirements of the contract. Any material or work-in-process paid for by Her Majesty is to be known as Government Supplied Material.
3. All items comprised in any Government Supplied Material shall be used by the Contractor solely for the purposes of the Contract and shall always be and remain the property of Her Majesty and wherever feasible the Contractor shall maintain adequate accounting records of all Government Supplied Material and shall mark the same as being Her Majesty's property.
4. All Government Supplied Material (except such as are installed or incorporated in the Work) shall be returned to Her Majesty upon demand, in the same condition as when supplied to the Contractor;



provided the Contractor shall not be responsible for any loss or damage resulting from ordinary wear and tear, or causes beyond the Contractor's control.

5. Except as otherwise provided in the contract, no insurance shall be carried by the Contractor on any Government Supplied Material. The Contractor shall take reasonable and proper care of all property, title to which is vested in Her Majesty, while the same is in, on or about the plant and premises of the Contractor or otherwise in his possession or subject to his control and shall be responsible for any loss or damage resulting from his failure to do so other than loss or damage caused by ordinary wear and tear.

7.13 Packaging and Shipping

The Contractor must deliver goods to the delivery destination specified on the order. All items supplied shall remain the responsibility of the Contractor until delivered. Packaging and shipping shall be in accordance with industry standards in order to ensure safe arrival at destination.

It is the Agency's objective to promote sustainable development initiatives by purchasing environmentally preferable products, where possible, as well as encouraging vendors to use best practices in packaging and delivery to reduce environmental impacts.

7.14 Ordering Process

This requirement will be ordered via one or both the following methods and to be determined at the CRA's discretion at the time of order:

7.14.1 Task Authorization

When a good or service is required...

7.14.2 Synergy Ordering Process

When the CRA has determined it will order the required goods or services via Synergy, orders, receipts and reconciliation of goods and services will be completed in accordance with Appendix 1 to Annex A.

7.14.3 Invoicing Instructions

7.14.3.1 For orders submitted via a Task Authorization:

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. Each claim must be supported by a copy of the release document and any other documents as specified in the Contract;
2. Claims must be distributed as follows: The original and one (1) copy must be forwarded to the Technical Authority for certification and payment.

7.14.3.2 For orders submitted via Synergy:

A packing slip and/or invoice must be submitted on the Contractor's own form and must be included with the shipment and provide the following information:

1. Contractor's name and address
2. GST registration number,
3. CRA Purchaser / Consignee's name and address;
4. Synergy PCO number



5. date the goods were shipped or services delivered,
6. description of the goods and/or services,
7. Item or reference number;
8. cost (before tax),
9. amount charged to the acquisition card (exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), if applicable) and
10. amount of GST or HST, if applicable, shown separately
11. total amount to be charged to the CRA

7.15 Inspection and Acceptance

The Technical Authority for the Order is the CRA Acquisition Cardholder that placed the specific Order under the Contract.

7.16 Synergy Non-Compliance

Failure to respect the delivery timelines as per the Contract or the problem resolution timelines set out under Appendix 1 to Annex A paragraph 3.5 Support, Table 1: Technical Support Response Definitions will result in an escalation by the CRA Contracting Authority with the Contractor. In that event, the Contractor agrees to pay to the CRA, liquidated damages for each hour of delay, or any part thereof, for the time spent by the CRA addressing any issues that occur due to the failure of the Contractor to meet the CRA's Synergy requirements, based on the following calculation:

Hourly rate based on the current salary of a SP-06, Increment 4 and a 20% premium representing benefits. The annual salary for this occupation group is found at <http://www.cra-arc.gc.ca/crrs/wrkng/pyrts/sp-eng.html>.

The total amount of the liquidated damages must not exceed 10% of the Contract's value.

The CRA and the Contractor agree that the amount stated above is their best pre-estimate of the loss to the CRA in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as a penalty.

The CRA will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by CRA to the Contractor, any liquidated damages owing and unpaid under this section.

Nothing in this section must be interpreted as limiting the rights and remedies which CRA may otherwise have under the Contract.

7.17 Basis of Payment

The Contractor will be paid for the goods or services described at Annex A: SOW, in accordance with Annex B: Basis of Payment.

7.18 Payment Process

At Canada's discretion the Contractor will be paid using direct deposit, credit card or cheque. All communications regarding the specific method of payment, including changes thereto, will be in writing via email as it's not Canada's desire to formally amend the Contract if the payment method is changed.



At its sole discretion Canada may change the method of payment at any time during the period of the Contract, including any extension thereto, to one of the other two payment methods stated above.

It is the sole responsibility of the Contractor to ensure that their organization is entitled to receive payment from the Government of Canada.

7.18.1 Payment by Credit Card

The Contractor shall accept Government of Canada Acquisition Cards (credit cards) for payment of the goods and/or services described herein. Payments by credit card will not be subject to Article 16 – Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions (2016-04-04) forming part of the Contract.

The CRA Acquisition Card is currently a MasterCard provided by Bank of Montreal. At any time during the period of the Contract, including any exercised option period(s), the CRA reserves the right to change its acquisition card type or provider.

7.19 Credit for Non Performance

- a) In the event that the Contractor fails to meet the requirements, including but not limited to: late delivery, quality issues, and specification non-conformance; in accordance with the Contract, and in the absence of an Excusable Delay as defined under 2035 (2016-04-04) General Conditions – Higher Complexity - Services, Section 10, Excusable Delay (2008-05-12); the Contractor shall provide the CRA with a credit in the amount of 5% of the applicable line items of the effected requirement, and submit a revised invoice.
- b) Should a second incident occur whereby the Contractor again fails to meet the requirements, including but not limited to: late delivery, quality issues, and specification non-conformance; in accordance with the Contract, and in the absence of an Excusable Delay as defined under 2035 (2016-04-04) General Conditions – Higher Complexity - Services, Section 10, Excusable Delay (2008-05-12); the Contractor shall provide the CRA with a credit in the amount of 10% of the applicable line items of the effected requirement, and submit a revised invoice.
- c) Should a third incident occur whereby the Contractor again fails to meet the requirements, including but not limited to: late delivery, quality issues, and specification non-conformance; in accordance with the Contract, and in the absence of an Excusable Delay as defined under 2035 (2016-04-04) General Conditions – Higher Complexity - Services, Section 10, Excusable Delay (2008-05-12); the Contractor shall provide the CRA with a credit in the amount of 15% of the applicable line items of the effected requirement, and submit a revised invoice.
- d) Should a fourth, or any subsequent, incident occur whereby the Contractor again fails to meet the requirements, including but not limited to: late delivery, quality issues, and specification non-conformance; in accordance with the Contract, and in the absence of an Excusable Delay as defined under 2035 (2016-04-04) General Conditions – Higher Complexity - Services, Section 10, Excusable Delay (2008-05-12); the Contractor shall provide the CRA with a credit in the amount of 20% of the applicable line items of the effected requirement, and submit a revised invoice. The CRA, under these circumstances, has the discretion to terminate the Contract for default. The CRA reserves the right to obtain the services to fulfill the requirements of the Contract through alternate means, for example, from one of the suppliers who submitted a bid for the particular requirement and was found compliant, but was not awarded a contract.



- e) Multiple instances of incidents on the same Task Authorization/Purchase Card Order will be treated as separate instances for purposes of this clause. For example, if an order has 3 deliveries and two are late, the two late deliveries will be treated as two separate instances of non-conformance.
- f) The parties agree that this calculation is a genuine pre-estimate of the damages that would be sustained by the CRA in the event of a Service Disruption and is not a penalty.
- g) Nothing in this article is to be interpreted as limiting the rights and remedies which CRA or the Minister may otherwise be entitled to under the Contract.

7.20 Certifications

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the contract. If the Contractor does not comply with any certification, fails to provide the associated information, or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.20.1 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC) - Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.21 Joint Venture

If the Contract is awarded to a joint venture, all members of the joint venture will be jointly and severally or solidarily liable for the performance of the Contract.

In the case of a contractual joint venture, no dispute, claim or action for damages, whether based in contract, or in tort, or any other theory of law, howsoever arising from the Request for Proposal, Contract, or any other related or subsequently issued documents including without limitation Task Authorizations, Contract Amendments, may be commenced, or brought against the CRA, including without limitation any of its officers, employees or agents unless each member of the joint venture is a party to such dispute, claim, or action (as the case may be).

The Contractor shall obtain the prior written approval of the Contracting Authority to any change in the membership of a contractual joint venture after Contract Award. Any change in the membership of a contractual joint venture after Contract Award without the prior written approval of the Contracting Authority shall be deemed to be default under the Contract.

The joint venture represents and warrants that it has appointed and granted full authority to (name to be inserted at Contract Award), the "Lead Member", to act on behalf of all members as its representative for the purposes of executing documentation relating to the Contract, including but not limited to Contract Amendments and Task Authorizations.



In the event of a contractual joint venture, all payments due and owing to the joint venture shall be made by the Canada Revenue Agency to the Lead Member of the joint venture. Any such payment to the Lead Member of the joint venture shall be deemed to be payment to the joint venture and shall act as a release from all the members of the joint venture.

By giving notice to the Lead Member the Canada Revenue Agency will be deemed to have given notice to all the members of the joint venture.

7.22 Proactive Disclosure of Contracts with Former Public Servants CRA Mod A3025C 2013-03-21

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.

7.23 Applicable Laws SACC A9070C (2014-06-26)

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

7.24 Priority of Documents SACC A9140C (2007-05-25)

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.

1. the Articles of Agreement;
2. the general conditions 2035 (2016-04-04) General Conditions – Higher Complexity - Services;
3. Annex A: Statement of Work;
4. Annex B: Basis of Payment; and
5. The Contractor's proposal dated (insert date of bid), as amended on (insert date(s) of amendment(s), if applicable).

7.25 Training and Familiarization of Contractor Personnel

7.25.1 Training of Contractor Personnel

Any training required by a new or replacement resource will be the responsibility of the Contractor, including training the resource for newly implemented software. The Contractor will assume all associated costs, including training pertaining to familiarization during the start-up of the Contract and Contract period for staff replacements. Training of the resource during the start-up period must take place without a reduction in service level. Time spent on such training will not be billed to, nor paid by, CRA.

7.25.2 Familiarization Period

Prior to the completion of the Contract, it may be necessary for another resource to undertake a period of familiarization and training before the completion date. The Contractor will be required to familiarize the incoming resource according to the process described above or through the use of another approach negotiated with and acceptable to CRA.



7.26 Alternative Dispute Resolution

NEGOTIATION FOLLOWED BY MANDATORY MEDIATION, THEN, IF NECESSARY BY ARBITRATION OR LITIGATION

The parties agree to meet, negotiate in good faith, and attempt to resolve, amicably, any dispute arising out of or related to the contract or any breach thereof.

If the parties are unable to resolve the dispute through negotiations within 10 working days, the parties agree to attempt to resolve the dispute through mediation by submitting the dispute to a sole mediator selected jointly by the parties. The mediator will be chosen from a roster of qualified mediators maintained by the Canada Revenue Agency. All costs shall be shared equally between the disputing parties.

If a dispute cannot be settled within a 15 calendar day period after the mediator has been appointed, or if the parties are unable to select a mediator within 15 calendar days of the date of provision of notice by one party to the other of the intention to proceed to mediation, or such longer period as agreed to by the parties, the parties shall have the right to resort to any remedies permitted by law, including but not limited to arbitration or litigation.

All defences based on the passage of time shall be tolled pending the termination of the mediation.

7.26.1 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1 (I) of the Department of Public Works and Government Services Act will review a complaint filed by [the supplier or the contractor or the name the entity awarded the contract] respecting administration of the 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 the 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.

Part 8 Annexes

The following Annexes apply to and form part of the Contract:

ANNEX A: STATEMENT OF WORK

ANNEX B: BASIS OF PAYMENT



Annex A - Statement of Work

Part I – Overview

Introduction

The Canada Revenue Agency (CRA) has a requirement for the supply and packaging of Government of Canada envelopes to be delivered to employees of the Agency located in offices across Canada on an 'as and when requested' basis.

In addition, the CRA is seeking a supplier that is committed to become a registered supplier with the Ariba Supplier Network (ASN) prior to contract award. The Vendor must be able to provide their catalogue electronically in the format as set out herein. All orders placed as a result of this contract will be placed with the Vendor via the ASN.

Part II – Framework

Client Manager

The Contractor shall provide an individual resource that will perform the function of a centralized Client Manager for CRA. The Contractor must ensure that:

- a) CRA will be able to communicate personally and readily with the centralized Client Manager;
- b) The Client Manager is able to address and respond to issues and concerns raised in a timely manner;
- c) The centralized Client Manager's responsibilities are carried out during his/her absence; and
- d) The centralized Client Manager is fully cognizant and will report on the activities of the contract across Canada.

Notification of changes in organization

The Contractor must ensure that any changes in the contacts for the Contract are provided to CRA within one (1) working day. The replacement contact's name, telephone number, fax number and email address must be provided to the Technical Authority and Contracting Authority.

Hours of Operation

The Contractor shall be available to CRA from 8:00 AM to 5:00 PM local time, during a normal working day. Normal working day is defined as Monday to Friday inclusive, excluding Statutory Holidays.

The hours of availability do not include the production time to complete and deliver the orders on time. The hours of operation are at the sole discretion of the Contractor.

Order Process

Order process to be followed is outlined in Appendix 1 to Annex A, through the Ariba Supplier Network.

Part III – Product Requirements

The Contractor must supply CRA on an "as and when requested" basis with envelopes as set out in Appendix 2 to Annex A.

All products must include recycled fibre content. All envelopes must have a minimum of 50% recycled content with 10% post-consumer waste. All products must be certified under the Environmental Choice Program (ECP), or



equivalent, or contain virgin fibre originating from a sustainably managed forest certified to a third-party verified forest certification standard such as, or equivalent to, the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS), the Forestry Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI).

1. Products that are equivalent in certification to the certifications specified will be considered where the Contractor:
 - (a) designates the certification(s) name of the product;
 - (b) states that the substitute certification is fully interchangeable with one of the certifications specified in the offer;
 - (c) provides complete specifications and descriptive literature for each substitute certification;
 - (d) provides compliance statements that include technical specifics showing the substitute certification meets all mandatory performance criteria that are specified in one of the certifications specified in the offer; and
 - (e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Certification(s) offered as equivalent in form, fit, function and quality will not be considered if:
 - (a) the offer fails to provide all the information requested to allow the contracting authority to fully evaluate the equivalency of each substitute certification; or
 - (b) the substitute certification fails to meet or exceed the mandatory performance criteria of one of the specified certifications identified in the offer.
3. Envelopes must be 100% compatible with high-speed laser printers. The CRA reserves the right to request proof of such qualifications upon written request from the Contracting Authority.

Part IV –Service Requirements

Standard Delivery Times

Delivery shall be made within 5 business days of order placement. The delivery time frame includes all stages, from the notification of a print job via the online order, to delivery at destination including, but not limited to, production and packaging.

Packaging for each Separate Delivery Point

The Contractor must package the orders to ensure that the items ordered are delivered to the correct ordering point. For example, a particular location may have multiple order points and therefore the Contractor must package the order separately and delivered to each order point.



Appendix 1 to Annex A – Synergy Solution

1 Overview

The Canada Revenue Agency’s (CRA) e-procurement solution for ordering, receiving and reconciling goods and services is an end-to-end e-procurement system based on the Ariba suite of products and has been branded internally as “Synergy”.

Synergy is the primary system the CRA uses to purchase goods and services with an acquisition card, using CRA-hosted catalogues.

The Ariba Supplier Network (ASN) is an e-business solution that connects buyers and Contractors across different systems and processes. The CRA and the Contractor will use the ASN to communicate order-related information, including, and without limitation:

- Purchase card orders, change orders, and cancelled orders from the CRA to the Contractor; and
- Order confirmation and shipping notices from the Contractor to the CRA.

2 Glossary of Terms

Advance ship notice	An advance ship notice is a document that the Contractor transmits using the Ariba Supplier Network to Synergy, stating that the Contractor is shipping one or more items from a Synergy purchase order.
Ariba	Ariba is the name of a suite of spend management software. The term “Ariba” is often used to refer to the software or the system running their software.
Ariba Supplier Network	Ariba Supplier Network (ASN) is the network used to communicate between users of the Ariba software and the Contractors.
ASN	See Ariba Supplier Network.
Comma Separated Value	A comma separated value (CSV) format for exchanging data files between spreadsheet software.
Contracting Authority	The Contracting Authority (CA) is identified under the “Authorities” article of the Contract (see sub-article titled “ Contracting Authority ”)
CA	See Contracting Authority
CSV	See Comma Separated Value
JPEG	A format for compressing electronic image files.
Purchase Card Order	A purchase card order (PCO) is the transaction generated by Synergy against any given catalogue.
PCO	See Purchase Card Order
Synergy	Synergy is the Canada Revenue Agency’s branded implementation of the Ariba software suite. (See “Ariba” above).
UNSPSC	United Nations Standard Product and Services Classification.
Virtual acquisition card	Virtual credit card number with no associated physical copy that cannot be used for in-person point of sale (POS) transactions. It can only be used with a single merchant.



3 Operational Requirements

3.1 Ariba Supplier Network account

The Contractor must become a member of the Ariba Supplier Network (ASN) and maintain its membership for the period of the Contract, including any option period if exercised.

The ASN is an e-business solution that connects buyers and contractors across different systems and processes. The CRA and the Contractor will use the ASN to communicate order related information:

- Communication of new orders, changed orders and cancelled orders from the CRA to the Contractor.
- Communication of additional order information and comments.
- Communication of order confirmation and shipping notices from the Contractor to the CRA.

The Contractor must establish a minimum of 1 production and 1 test account.

3.2 Synergy catalogue

The Contractor must provide the CRA with a catalogue in a CSV format as defined under [section 4 Technical Requirements](#) below. The catalogue must include all goods and services as identified in the Annex "A" SOW and in accordance with the terms of the Contract.

The catalogue must include:

- The product names and descriptions in both official languages (English and French). Goods/services must be available for the duration of the Contract as well as any exercised option period(s) or be replaced with agreed upon substitutions.
- An image file for each good under the Contract.

The Contractor must notify the CRA via email, within one (1) business day, when a product becomes discontinued or otherwise unavailable, or is backordered for longer than five (5) business days.

The CA must approve the catalogue before it will be made available in Synergy. All catalogue updates, scheduled or otherwise, will only go into effect after the CRA approves, tests and loads the revised catalogue.

3.3 Acquisition card

The CRA will create a Synergy profile and link a Master Card virtual credit card number.

Synergy orders must be charged to the virtual card number provided by the CRA (see [section 4.3](#) below).

The CRA acquisition card is currently a MasterCard provided by Bank of Montreal. The CRA reserves the right to change its acquisition card type or provider at any time during the period of the Contract, including any exercised option period(s).

It is the Contractor's responsibility to have a mechanism in place (usually through a third party provider) to transmit charges to the Bank of Montreal.

3.4 Processing requirements

The Contractor must:

- Validate the contents of each order to ensure accuracy.



- Error/discrepancy handling capability - In the case of a discrepancy between the CRA order information and the Contractor, the Contractor shall notify the CRA within thirty (30) minutes of occurrence and resolve the issue as per the timelines for Severity 3 in section 7 below.
- Send an order confirmation within 30 minutes of receiving a purchase card order, a change or cancellation from the CRA and a shipping notice with the invoice attached when goods are shipped or services are rendered.
- Charge the CRA virtual card issued for the Contract; partial orders may be charged, only for the goods that have been shipped and/or the services that have been rendered.
- Obtain written authorization from the CRA before substituting items or rejecting an order.
- Virus-scan attachments sent over the ASN, if any.
- For goods: Include a packing slip with each shipment.
- For services: Provide an invoice with the details of the services provided.
- Both the packing slip and invoice must specify the Contractor's name, address, and GST registration number, as well as the Synergy PCO number, CRA Purchaser, date the goods were shipped or services delivered, description of the goods and/or services, cost (before tax), applicable taxes, and total amount to be charged to the CRA.

3.5 Support

The Contractor must provide CRA with support:

- Through a single point of contact to report issues regarding maintenance and support of the catalogue, problem reporting and problem resolution updates.
- Coverage from 8:00AM to 5:00PM Eastern Time, Monday to Friday, excluding statutory holidays.
- For all incidents identified by either the Contractor or the CRA, the Contractor must adhere to the response time requirements detailed below. Incidents are assigned a tracking number, which will be communicated via email to the Contractor. Upon resolution, the Contractor must reply to the initial email with problem resolution details.

Table 1: Response time requirements		
Severity level	Description	Response and resolution times
Severity 1	System outage - The Contractor can neither accept nor process orders.	The Contractor must immediately notify the CRA Contracting Authority. The Contractor must also issue progress reports and maintain communication (verbal and email) with the CRA every two (2) hours until problem resolution, within business hours (8AM to 5PM Eastern Time, Monday to Friday, excluding Government of Canada holidays). The Contractor must make every attempt to resolve the issue within 24 hours.
Severity 2	The system is operational, but with severely restricted functionality or degradation. For example, the Contractor cannot process acquisition card charges.	The Contractor must notify the CRA Contracting Authority within thirty (30) minutes of occurrence. The Contractor must also issue a verbal and email progress report and maintain communication with the CRA every business day until problem resolution. The Contractor must make every attempt to resolve the issue within 48 hours.



Table 1: Response time requirements		
Severity level	Description	Response and resolution times
Severity 3	The system is operational, but with functional limitations or restriction not critical to the overall operations. Examples include billing errors or spelling mistakes in item descriptions.	The Contractor must notify the CRA Contracting Authority within thirty (30) minutes of occurrence. The Contractor must also issue an email progress report and maintain communication when requested by the CRA. The Contractor must make every attempt to resolve the issue within 5 business days.

3.6 Contractor's automated interface

The Contractor may automate their interface to the ASN. If they do, the Contractor must:

- Notify the CRA Contracting Authority of any changes to their interface system(s) a minimum of forty (40) business days in advance to allow the CRA to assess their impact on Synergy.
- Retest the ordering process and transmission of Level 2 credit card transaction data against the requirements set out in the Contract and successfully complete a new PoSC test before implementing the system changes.



4 Technical Requirements

4.1 Catalogue format

The catalogue must be created in a CSV format.

- The CRA requires that all catalogues be bilingual. The Contractor is required to enter two lines in their catalogue for each unique product: the first line will contain descriptions in English; the second line will contain descriptions in French.
- The Contractor should provide an image file for each unique product (if applicable). The image file must be in jpeg format with a maximum size of 1MB – 250X250 pixels. The image file must be named with the exact name and case as stated in the Image field of the catalogue format file.
- The Contractor must email the catalogue to the CA in CSV format along with the jpeg files for the pictures (if applicable).

4.2 Catalogue content

The following table details the fields required from the Contractor in the catalogue.

Please note:

- Some content is case sensitive, as indicated.
- These fields form one line in the file. Each product must appear twice, one for the English descriptions and another for the French descriptions.

Field name	To be filled by	Maximum field size	Field type	Description
Contractor ID	CRA			Leave this field blank.
Contractor Part ID	Contractor	128	Characters, case-sensitive	The Contractor's part number. Special characters such as but not limited to , * ? and } are not supported.
Manufacturer Part ID	Contractor	128	Characters	The manufacturer's part number.
Item Description	Contractor	2,000	Characters	The product's long description in English or French; the language used must correspond to the language indicated in the Language field.
SPSC Code	Contractor	8	Integer number	The product commodity code in an eight digit UNSPSC format. For more information on UNSPSC codes and to search for UNSPSC code that best suits the product, refer to http://www.unspsc.org/ .
Unit Price	Contractor	10	Number with 2 decimal points	The CRA price for the product as per the contract.
Units of Measure	Contractor	2	Characters, case-sensitive	UN or ANSI X.12 standard unit of measure; the product's UOM (for example, BX for box and EA for each).



Table 2 – Catalogue technical requirements				
Field name	To be filled by	Maximum field size	Field type	Description
Lead Time	Contractor	3	Integer number	The number of business days between receipt of the order and delivery to purchaser.
Manufacturer Name	Contractor	50	Characters	Contractor's name or name of manufacturer.
Contractor URL	Contractor	100	Characters	Contractor's website address, in the format http://...
Manufacturer URL	Contractor	100	Characters	Contractor's manufacturer's website address, in the format http://...
Market Price	Contractor	10	Number with 2 decimal points	The list price or suggested retail price.
Short Name	Contractor	50	Characters	The product's short name in English or French; the language used must correspond to the language indicated in the Language field.
Expiration Date	CRA			Leave this field blank.
Effective Date	CRA			Leave this field blank.
Language	Contractor	5	Characters, case-sensitive	Use exactly: - en_CA if the line is for an English product description or - fr_CA for lines for a French product description.
Contractor Part Auxiliary ID	Contractor	5	Characters, case-sensitive	Use exactly: - en_CA if the line is for an English product description or - fr_CA for lines for a French product description.
Image	Contractor	50	Characters, case-sensitive	Name of the image file with jpeg extension. It may not contain special characters such as but not limited to , * ? and }. <i>Note: The image file sent to the CRA with the catalogue file must be named with the exact name stated in this column.</i>
Delete	CRA			Leave this field blank.
WHMIS	Contractor	3	Characters, case-sensitive	Identify hazardous materials. Use exactly: - Yes or No for English product descriptions or - Oui or Non for French product descriptions.
Green procurement	Contractor	3	Characters, case-sensitive	Identify product is certified Ecologo, is green or is an environmentally preferred product identified with a label. Use exactly: - Yes or No for English product descriptions or - Oui or Non for French product descriptions.



Table 2 – Catalogue technical requirements				
Field name	To be filled by	Maximum field size	Field type	Description
Strategically sourced				Leave this field blank.

4.3 Acquisition card format

Synergy uses a unique virtual acquisition card for all orders under the Contract.

The acquisition card charge must include level 2 transaction details. Level 2 details the CRA requires are:

- PCO Number, which is passed by the CRA to the Contractor through the ASN, maximum of 25 characters.
- GST/HST amount. Note: The Contractor must not charge PST in applicable provinces, as the federal government is PST exempt.
- The value charge must use “Actual” rather than “Estimated” tax.
Your third party service provider who transmits charges to financial institutions on your behalf will assist you in doing level 2 data transactions using their automated systems.



5 Proof of Synergy compliance test (PoSC)

A Proof of Synergy Compliance test (PoSC) must be completed following written notification by the Contracting Authority to validate that the Synergy requirements outlined in this Appendix 1 to Annex A are met. The PoSC test will be requested in accordance with any RFP prior to contract award or during the contract period, at CRAs discretion by exercising its irrevocable option to implement Synergy, as applicable.

The PoSC test must commence within five (5) business days of the written notification and must be successfully finalized twenty (20) business days thereafter. The testing period may be extended at the CRA's sole discretion.

The PoSC test will validate the mandatory ASN relationship set-up, catalogue creation, order processing and charge transactions.

The CRA will appoint a coordinator as the Contractor's point of contact for the duration of the test. Detailed procedures, timelines and a description of roles and responsibilities will be provided to the Contractor at the onset of the PoSC test.

5.1 Preparation for PoSC test

The Contractor must meet the following prerequisites to initiate the PoSC:

- Be a member of the ASN and have an ASN account.
- Be able to process level 2 acquisition card debits and credits.
- Identify a single point of contact for the duration of the test.

5.2 Testing of Synergy solution

The following table outlines step-by-step events and milestones for the PoSC test.

Table 3: Step-by-step process			
Event	Description	Owner	Participants
Kick-off meeting	Meeting to discuss PoSC requirements and timelines.	Contracting Authority	Contractor Coordinator
Step 1: Register on the Ariba Supplier Network (ASN)			
ASN relationship	The CRA establishes a relationship with the Contractor in ASN.	Coordinator	Contractor
ASN test account	The Contractor creates a test account on ASN.	Contractor	Ariba technical support
Step 2: Prepare the catalogue			
Catalogue build	The Contractor provides a catalogue and pictures if applicable in the required format.	Contractor	Contracting Authority
Catalogue finalization	The CRA reviews catalogue to ensure it respects contracting terms and adds custom CRA data elements.	Contracting Authority	Coordinator
Step 3: Process a test order			
Acquisition card number	The CRA assigns a virtual card number to use during testing.	Coordinator	Contractor



Table 3: Step-by-step process			
Event	Description	Owner	Participants
Order testing	The CRA places a test order. Participants confirm notifications received.	Coordinator	Contractor
Step 4: Test charging purchases			
Charge testing	The Contractor charges for test order using Level 2 data	Contractor	Coordinator
Step 5: Test crediting purchases			
Credit testing	The Contractor credits the charge once confirmation of charging is sent.	Contractor	Coordinator
Step 6: Confirm completion of the test			
PoS Testing Confirmation	Confirmation of success or failure of Contractor enablement.	Contracting Authority	Contractor Coordinator

Step 1 - Register on ASN

An ASN test account must be created to proceed with the PoSC test. Instructions to complete this step can be found at: <http://Contractor.ariba.com>.

Note: It is recommended that the test account be created with a user name based on the production user name prefixed with "test-".

Step 2 – Prepare catalogue

The Contractor must create the catalogue in a CSV format, as per section [4 Technical Requirements above](#). The catalogue must contain all the products and services under the Contract. For each good in the catalogue, an image in a JPEG format must be provided.

The Contractor must provide the catalogue and the image files to the CRA Contracting Authority by email or on USB.

The CRA will confirm:

- The catalogue can be loaded in Synergy.
- Descriptions and images comply with the format requested.

Step 3 – Process a test order

The CRA will create and send test orders using the provided catalogue, through the ASN to the Contractor. The CRA Coordinator will be available to assist with questions that arise during the following processing steps:

- a) Contractor is receiving notifications of new orders.
- b) Contractor is able to send order confirmations upon receipt of orders, change orders or cancel orders from the CRA.
- c) Contractor is able to send a shipping notice with attached invoice.
If collaboration for a proposal is involved before an order is complete, the following will also be tested:
- d) Contractor is able to view request for proposal.



- e) Contractor is able ask questions regarding the request for proposal.
- f) Contractor is able to complete the proposal by adding or deleting items (if required).
- g) Contractor is able to submit a proposal to the CRA.

Step 4: Test charging purchases

The Contractor must charge for the test order completed in the above test. For this test:

- PCO Number is PCOX123.
- GST/HST is \$0.13.
- Value charge is \$1.

Step 5: Test crediting purchases

Once the debit charge above has been received, the CRA Coordinator will inform the Contractor to proceed with the credit. The credit will reverse the above charge. The same information is required but dollar values are negative:

- PCO Number is PCOX123.
- GST/HST is - \$0.13.
- Value charge is - \$1.

Step 6: Confirm completion of the test

The CA will inform the Contractor of the PoSC test results.



Appendix 2 to Annex A: Envelope Specifications

Table A1 – Envelope Specifications

CRA will accept envelopes with dimensions that vary by no more than (+/-) 1/8” from what is specified in the envelope description.

	ENVELOPE DESCRIPTION		PRINT FORMAT (Informational Quality) & PACKAGING INSTRUCTIONS	
1	Size:	5-7/8” x 9-5/8”	Front:	N/A
	Style:	Open End, Centre Seam <i>Throat – 3/16”</i> <i>Flap – 1-1/2” – “Wallet” with</i> <i>moistening gum seal</i> <i>Bottom Flap – 1”</i>	Back:	N/A
	Stock:	24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i>	Flap:	Prints Black Canada Wordmark
			Artwork Supplied:	Camera ready art or a print-ready PDF file
			Package:	Band in 100’s and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.
2	Size:	4-1/8” x 9-1/2”	Front:	N/A
	Style:	Open Side, Double Side Seam <i>Throat – 10/16”</i> <i>Flap – 1-1/2” – “Commercial” with</i> <i>moistening gum seal</i>	Back:	N/A
	Stock:	24 lb. White Recycled Ecologo <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i>	Flap:	Prints Black and FIP Red Canada Wordmark
			Artwork Supplied:	Camera ready art or a print-ready PDF file
			Package:	Band in 100’s and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.
3	Size:	4” x 9”	Front:	N/A
	Style:	Open Side, Double Side Seam <i>Throat – 9/16”</i> <i>Flap – 1-5/16” – “Commercial” with</i> <i>moistening gum seal</i>	Back:	N/A
	Stock:	24 lb. White Recycled Ecologo <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i>	Flap:	Prints Black Canada Wordmark
			Artwork Supplied:	Camera ready art or a print-ready PDF file
			Package:	Band in 100’s and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.



4	<p>Size: 3-1/2" x 6-1/8"</p> <p>Style: "Coin" Open End, Centre Seam <i>Throat – 3/16"</i> <i>Flap – 1-1/8" – "Wallet" with</i> <i>moistening gum seal</i> <i>Bottom Flap – 5/8"</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>		<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
5	<p>Size: 13" x 17-1/8"</p> <p>Style: Open End, Centre Seam <i>Throat – 7/16"</i> <i>Flap – 2" – "Wallet" with</i> <i>moistening gum seal</i> <i>Bottom Flap – 1"</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>		<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
6	<p>Size: 5-1/2" x 8-1/2"</p> <p>Style: Open End, Centre Seam <i>Throat – 3/16"</i> <i>Flap – 1-5/16" – "Wallet" with</i> <i>moistening gum seal</i> <i>Bottom Flap – 3/4"</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>		<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
7	<p>Size: 6-1/2" x 9-1/2"</p> <p>Style: Open End, Centre Seam <i>Throat – 3/16"</i> <i>Flap – 1-7/16" – "Wallet" with</i> <i>moistening gum seal</i> <i>Bottom Flap – 11/16"</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>		<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>



8	<p>Size: 7-1/2" x 10-1/2"</p> <p>Style: Open End, Centre Seam <i>Throat – 1/4"</i> <i>Flap – 1-3/8" – "Wallet" with</i> <i>moistening gum seal</i> <i>Bottom Flap – 7/8"</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: Back: Flap:</p> <p>Artwork Supplied:</p> <p>Package:</p>	<p>N/A N/A Prints Black Canada Wordmark</p> <p>Camera ready art or a print-ready PDF file</p> <p>Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity).</p>
9	<p>Size: 9-1/2" x 12"</p> <p>Style: Open End, Centre Seam <i>Throat – 3/8"</i> <i>Flap – 1-5/8" – "Wallet" with</i> <i>moistening gum seal</i> <i>Bottom Flap – 7/8"</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: Back: Flap:</p> <p>Artwork Supplied:</p> <p>Package:</p>	<p>N/A N/A Prints Black Canada Wordmark</p> <p>Camera ready art or a print-ready PDF file</p> <p>Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity).</p>
10	<p>Size: 9-1/2" x 14-3/4"</p> <p>Style: Open End, Centre Seam <i>Throat – 5/16"</i> <i>Flap – 1-5/8" – "Wallet" with</i> <i>moistening gum seal</i> <i>Bottom Flap – 1"</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: Back: Flap:</p> <p>Artwork Supplied:</p> <p>Package:</p>	<p>N/A N/A Prints Black Canada Wordmark</p> <p>Camera ready art or a print-ready PDF file</p> <p>Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity).</p>
11	<p>Size: 10" x 13"</p> <p>Style: Open End, Centre Seam <i>Throat – 3/8"</i> <i>Flap – 1-1/2" – "Wallet" with</i> <i>moistening gum split seal</i> Metal Clasp Closure Drill 1 Round 5/16" hole (reinforced) through flap to accommodate Metal Clasp <i>Bottom Flap – 1"</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: Back: Flap:</p> <p>Artwork Supplied:</p> <p>Package:</p>	<p>N/A N/A Prints Black 3/4" Canada Coat of Arms without "Canada" <i>(Coat of Arms is closed version and is</i> <i>screened at 50% - 150 line screen)</i></p> <p>Camera ready art or a print-ready PDF file</p> <p>Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity).</p>



12	<p>Size: 9-1/2" x 12"</p> <p>Style: "Messenger Service Envelope" Open End, Centre Seam <i>Throat – 1/4"</i> <i>Flap – 1-9/16" – "Pictorial" – No gum with Reinforced Button and String Closure</i> <i>Bottom Flap – 7/8"</i></p> <p>Drill 6 Round 5/16" holes through Front and Back</p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>		<p>Front: Prints Black text and grid (image area 8-7/8" x 11-1/8")</p> <p>Back: Prints Black text and grid (image area 8-7/8" x 9-1/8")</p> <p>Flap: Prints Black text</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
13	<p>Size: 9" x 14"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 1/4"</i> <i>Flap – 1-5/8" – "Pictorial" – No gum with Reinforced Button and String Closure</i></p> <p>Drill 4 Round 5-16" holes through Front and Back</p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>		<p>Front: N/A</p> <p>Back: N/A</p> <p>Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 25's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
14	<p>Size: 12" x 16"</p> <p>Style: "Messenger Service Envelope" Open End, Centre Seam <i>Throat – 7/16"</i> <i>Flap – 1-5/8" – "Pictorial" – No gum with Reinforced Button and String Closure</i> <i>Bottom Flap – 1"</i></p> <p>Drill 10 Round 5/16" holes through Front and Back</p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>		<p>Front: Prints Black text and grid (image area 11-1/2" x 15-3/8")</p> <p>Back: Prints Black text and grid (image area 9-3/4" x 12")</p> <p>Flap: Prints Black text</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>



15	<p>Size: 9-1/2" x 15"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 5/16"</i> <i>Flap – 1-1/2" – "Pictorial" with</i> moistening gum seal</p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: N/A Back: N/A Flap: Prints Solid Black Canada Coat of Arms w/ "Canada" - (<i>Coat of Arms is Closed</i> <i>version</i>)</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 25's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
16	<p>Size: 12" x 16-1/2"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 1/4"</i> <i>Flap – 1-5/8" – "Wallet" with</i> moistening gum seal</p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 25's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
17	<p>Size: 9-1/2" x 15"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 9/16"</i> <i>Flap – 1-5/8" – "Pictorial" with</i> moistening gum seal</p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 25's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
18	<p>Size: 10-1/2" x 16-1/2"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 5/16"</i> <i>Flap – 1-5/8" – "Pictorial" with</i> moistening gum seal</p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 25's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>



19	<p>Size: 10" x 13"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 1/2"</i> <i>Flap – 1-3/4" – "Wallet" with moistening gum seal</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
20	<p>Size: 3-5/8" x 6-1/2"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 7/16"</i> <i>Flap – 1-1/8" – "Commercial" with moistening gum seal</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
21	<p>Size: 4-1/2" x 9-5/8"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 1/2"</i> <i>Flap – 1-3/8" – "Commercial" with moistening gum seal</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
22	<p>Size: 4-1/8" x 9-1/2"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 9/16"</i> <i>Flap – 1-7/16" – "Commercial" with moistening gum seal</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>



23	Size: 6-1/2" x 9-1/2" Style: Open Side, Double Side Seam <i>Throat – 5/8"</i> <i>Flap – 1-3/8" – "Commercial" with moistening gum seal</i> Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i>	Front: Back: Flap: Artwork Supplied: Package:	N/A N/A Prints Black Canada Wordmark Camera ready art or a print-ready PDF file Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.
24	Size: 7-1/2" x 10-1/2" Style: Open Side, Double Side Seam <i>Throat – 5/16"</i> <i>Flap – 1-1/2" – "Pictorial" with moistening gum seal</i> Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i>	Front: Back: Flap: Artwork Supplied: Package:	N/A N/A Prints Black Canada Wordmark Camera ready art or a print-ready PDF file Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.
25	Size: 9-1/2" x 12" Style: Open Side, Double Side Seam <i>Throat – 9/16"</i> <i>Flap – 1-1/2" – "Wallet" with moistening gum seal</i> Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i>	Front: Back: Flap: Artwork Supplied: Package:	N/A N/A Prints Black Canada Wordmark Camera ready art or a print-ready PDF file Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.
26	Size: 9" x 12" Style: Open Side, Double Side Seam <i>Throat – 1/2"</i> <i>Flap – 1-1/2" – "Pictorial" with moistening gum seal</i> Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i>	Front: Back: Flap: Artwork Supplied: Package:	N/A N/A Prints Black Canada Wordmark Camera ready art or a print-ready PDF file Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.



27	<p>Size: 5-7/8" x 9-5/8"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 5/16"</i> <i>Flap – 1-1/2" – "Commercial" with moistening gum seal</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: Back: Flap:</p> <p>Artwork Supplied:</p> <p>Package:</p>	<p>N/A N/A Prints Black Canada Wordmark</p> <p>Camera ready art or a print-ready PDF file</p> <p>Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
28	<p>Size: 4" x 9"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 1/2"</i> <i>Flap – 1-3/8" – "Commercial" with moistening gum seal</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: Back: Flap:</p> <p>Artwork Supplied:</p> <p>Package:</p>	<p>N/A N/A Prints Black Canada Wordmark</p> <p>Camera ready art or a print-ready PDF file</p> <p>Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
29	<p>Size: 4" x 9"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 5/8"</i> <i>Flap – 1-3/8" – "Commercial" with moistening gum seal</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: Back: Flap:</p> <p>Artwork Supplied:</p> <p>Package:</p>	<p>Prints Black Text N/A Prints Black Canada Wordmark</p> <p>Camera ready art or a print-ready PDF file</p> <p>Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
30	<p>Size: 10" x 13"</p> <p>Style: Open End, Centre Seam <i>Throat – 3/8"</i> <i>Flap – 1-3/4" – "Wallet" with moistening gum seal</i> <i>Bottom Flap – 1"</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>	<p>Front: Back: Flap:</p> <p>Artwork Supplied:</p> <p>Package:</p>	<p>N/A N/A Prints Black Canada Wordmark</p> <p>Camera ready art or a print-ready PDF file</p> <p>Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>



31	<p>Size: 4-1/8" x 9-1/2"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 5/8"</i> <i>Flap – 1-7/16" – "Commercial" with moistening gum seal</i></p> <p>Horizontal Avpexine Window – (4-3/4" x 1-1/4"); L=3/4" and B=3/4"</p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>		<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
32	<p>Size: 9" x 12"</p> <p>Style: Open Side, Double Side Seam <i>Throat – 3/8"</i> <i>Flap – 1-5/8" – "Wallet" with moistening gum seal</i></p> <p>Vertical Avpexine Window – (4" x 1-1/4"); L=2-1/4" and B=3/4" OR L=8-1/2" and B=4-1/4" (this window can be located either in the bottom-left or top-right corner)</p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>		<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>
33	<p>Size: 11-1/2" x 14-1/2"</p> <p>Style: Open End, Centre Seam <i>Throat – 5/16"</i> <i>Flap – 1-5/8" – "Wallet" with moistening gum seal</i> <i>Bottom Flap – 1"</i></p> <p>Stock: 24 lb. Natural Kraft Recycled <i>50% Recycled Fibre</i> <i>10% Post-Consumer</i></p>		<p>Front: N/A Back: N/A Flap: Prints Black Canada Wordmark</p> <p>Artwork Supplied: Camera ready art or a print-ready PDF file</p> <p>Package: Band in 100's and pack in boxes (Standard) (Each box must have bilingual labelling in 24 pt. text and must include the complete Supplier Part ID# and Quantity.</p>



Annex B - 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 per unit of measure as specified in Table 1 below, Customs duties are included, and Applicable Taxes are extra.

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

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below

Price Escalation/De-escalation

Prices for the second year of the initial contract period and optional periods of service, if exercised at CRA's discretion, will be adjusted (i.e. either increased or decreased) in accordance with the following, as published by Statistics Canada.

- For envelopes (Table 1): *Table 1 Industrial Product Price Index - Not seasonally adjusted for Pulp and Paper.*

The prices of the previous contract year will be multiplied by the "% change" published for the twelve month period preceding the contract anniversary date (for the second and third contract year) or the month preceding the month in which the Option is exercised.

Release dates for major economic indicators can be accessed via [http://www.statcan.gc.ca/release-diffusion/index-eng.htm](http://www.statcan.gc.ca/release/diffusion/index-eng.htm).

The IPPI is available at: <http://www.statcan.gc.ca/daily-quotidien/170330/t001a-eng.htm>

ALL PAYMENTS ARE SUBJECT TO GOVERNMENT AUDIT.

Table 1: Contract Period – To be completed at contract award.

NOTE TO BIDDERS: TABLES TO BE COMPLETED AT TIME OF AWARD BASED ON THE SUCCESSFUL BIDDER'S PROPOSAL.