



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet Typesetting, Composition	
Solicitation No. - N° de l'invitation 4F001-170206/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 4F001-17-0206	Date 2017-07-26
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-73149	
File No. - N° de dossier cw020.4F001-170206	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-08-15	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: see herein	

Instructions: See Herein

Instructions: Voir aux présentes

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

Title: Office of the Commissioner for Federal Judicial Affairs Canada-Desktop Publishing/Typesetting

This amendment is to amend the mandatory requirements to reflect the answers provided to bidders' questions in amendment 001.

For the purposes of the mandatory and point rated criteria the following definitions apply (definitions remain unchanged):

Bidder: refers to the company submitting the proposal. The Bidder submitting the proposal may, however, consist of several firms putting one proposal together as a contractual joint venture. A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

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

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

Typesetting/desktop publishing services: means performing typesetting, page formatting, and page layout as defined in Part 1, section 1.4 Key Terms of this Request for Proposal.

Supplied text/raw text: means unformatted text requiring typesetting/desktop publishing services to create the final publication.

Multipage: means more than 10 final text pages (5 [double] sided pages).

Publication: means a multipage document (like books, magazines, business reports). Publications may be printed on paper or can also be delivered via the Internet (online publications).

Legal or court style report:: means a publication that is formatted with paragraph numbers, pagination, variable header text, rules, text, columns and a consistent page layout from page to page. The legal or court style report may also include tables and lists and may be in English or French or be in a bilingual side-by-side format.

There are changes in M.1.2, M.1.2.b, M.2.1, M.2.3, M.2.3.a, M.2.3.b.

DELETE Mandatory requirements and **REPLACE** with the following:

MANDATORY REQUIREMENTS

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

M.1. Typesetter/Desktop Publisher

M.1.1 Bidders must identify one (1) individual who will be assigned as the Typesetter/Desktop Publisher to perform the typesetting/desktop publishing services under the Contract.

M.1.1.a Bidders must provide the full name (first and last name) of the individual assigned as the Typesetter/Desktop Publisher to perform the typesetting/desktop publishing work under the

Contract.

M.1.2 The Typesetter/Desktop Publisher identified for M.1.1 must have obtained recent experience (beginning on or after June 30, 2007) as follows:

- i) performing typesetting/desktop publishing services for a minimum of three (3) different publications;
- ii) working with desktop publishing systems.

M.1.2.a Bidders must provide a detailed description of the publications identified for M.1.2.i).

Bidders must provide the following information for each of the (minimum of three [3]) different publications:

- the role of the Typesetter/Desktop Publisher identified for M.1.1 for the provision of the typesetting/desktop publishing services;
- the type of publication;
- the total number of pages typeset by the identified Typesetter/Desktop Publisher;
- the date(s) that the Typesetter/Desktop Publisher performed the typesetting/desktop publishing services (*month/year or from month/year to month/year or from month/year to present*) for the publication

M.1.2.b Bidders must provide a list of the desktop publishing systems that the identified Typesetter/Desktop Publisher has obtained experience working with starting on or after June 30, 2007.

M.1.3 The Typesetter/Desktop Publisher identified for M.1.1 must have performed typesetting/desktop publishing services of supplied text for a publication in both official languages*

**for the purposes of M.1.3 "a publication in both official languages" can be separate English and French versions of the same publication, separate English and French publications, or a bilingual (English and French) publication.*

M.1.3.a Bidders must provide a brief description of the publication in both official languages* for which the Typesetter/Desktop Publisher performed typesetting/desktop publishing services from supplied text.

M.2. Corporate Experience

M.2.1 The Bidder must demonstrate that it has been contractually bound with an external client or with external clients (outside of the Bidder's own company) for a minimum of one (1) and up to three (3) contracts* to provide typesetting/desktop publishing services as described in the Annex "A" Statement of Work, in both English and French.

The Contract or Contracts **must** have been started or completed on or after June 30, 2007.

**The described contract or contracts must demonstrate all of the stated requirements of the M.2 mandatory criteria to be considered compliant with M.2. If the Bidder is submitting a description of one (1) contract that demonstrates all of the stated M.2 criteria, no additional contracts need to be described. The maximum number of contracts that can be provided to meet the stated M.2 criteria is three (3).*

M.2.1.a For each of the contracts described for M.2.1, the Bidder must provide a description of the typesetting/desktop publishing (typesetting, page formatting and page layout) requirements for the publication or publications.

M.2.1.b For each of the contracts described for M.2.1, the Bidder must provide the client contact information (i.e. name of organization/business name).

M.2.1.c For each of the contracts described for M.2.1, the Bidder must provide the Contract start or end date, (*i.e. April 2012 until present; April 2011 to June 2016, contract end date June 2016, contract start date June 2016*).

M.2.2 For at least one (1) of the contracts described for M.2.1, the typesetting/desktop publishing services provided by the Bidder must have been or must be valued at a minimum of \$25,000.00 (including all applicable taxes) per year.

M.2.2.a The Bidder must provide the total value (including applicable taxes) of the typesetting/desktop publishing services provided each year for the described contract.

M.2.3 At least one (1) of the contracts described for M.2.1 must have been or must be for the provision of typesetting/desktop publishing services for a legal or court style report **or equivalent report/publication** consisting of multiple volumes (more than one [1]) requiring consistent typesetting, page formatting and page layout between volumes.

M.2.3.a The Bidder must provide a description of typesetting/desktop publishing requirements of the legal or court style report **or equivalent report/publication** including the requirements for:

- i) the typesetting of the supplied text,
- ii) the page formatting and page layout of the text columns, paragraph numbers, pagination, headers, and rules, and
- iii) a consistent page layout from page to page.

M.2.3.b The Bidder must provide the number of volumes of the legal or court style report **or equivalent report/publication** and a description of the requirements for consistent typesetting, page formatting and page layout between volumes.

M.2.4 At least one (1) of the contracts described for M.2.1 must have included a requirement for the provision of typesetting/desktop publishing services in both official languages*

** for the purposes of M..2.4 "typesetting/desktop publishing services in both official languages" can be the typesetting/desktop publishing of supplied text **performed under a single contract** for separate English and French versions of the same publication, separate English and French publications, or a bilingual (English and French) publication.*

M.2.4.a The Bidder must provide a brief description of the contract requirements for the provision of typesetting/desktop publishing services in both official languages.

M.3. Typesetting /Desktop Publishing Sample

To demonstrate that the identified Typesetter/desktop publisher (named in M.1) has the ability to provide the typesetting/desktop publishing services as specified in the Annex "A" Statement of Work, the Bidder must submit the typesetting sample described in R.1.

- The R.1 Typesetting /Desktop publishing sample must be completed by the identified Typesetter/desktop publisher (named in M.1).
- This sample will be evaluated as per the details in R.1.
- Bidders must e-mail janet.werk@pwgsc-tpsgc.gc.ca to receive the test file that is required for the Bidder use to submit the R.1 Typesetting /Desktop publishing sample.

All other terms and conditions remain unchanged