



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 PPSC-BC Printing and Scanning	
Solicitation No. - N° de l'invitation 72000-170016/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 72000-170016	Date 2017-09-14
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-035-73345	
File No. - N° de dossier cw035.72000-170016	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-09-22	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: Buck(CW Div.), Daniel	Buyer Id - Id de l'acheteur cw035
Telephone No. - N° de téléphone (613) 998-8582 ()	FAX No. - N° de FAX (613) 991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See here-in	

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

AMENDMENT 001

The purpose of this amendment is to:

- a) Respond to bidder questions;
- b) Revise the following:

Part A) Respond to bidder's questions:

Question 1: During our review of the tender, we identified the following mandatory criteria which effectively excludes a small business from bidding:

- More than one location within the vicinity of the department with approved Document Safeguarding capability granted by CSP for our Business Continuity Plan.

Answer 1: It is not mandatory for the Bidder to have more than one (1) location within the vicinity of the department with approved Document Safeguarding capability granted by CSP to be responsive to mandatory criterion M.4 Business Continuity Plan. The mandatory criterion M.4 Business Continuity Plan of the Request for Proposal has been revised. Please refer to Part B of this RFP amendment.

Question 2: IT Security Requirements (Item 9 – Page 38):

The item you describe here (locking dispatch case) is not available to the public. How can anyone obtain this item?

Answer 2: The Contractor will not be responsible for the transport any of the PROTECTED information supplied or produced under the Contract. The PPSC is responsible for the pick-up and/or arranging the transport of all PROTECTED information supplied or produced under the Contract. Annex "D" has been revised. Please refer to Part B of this RFP amendment.

Part B) Revise the Following:

B.1) In Part 4 – Evaluation Procedures and Basis of Selection:

DELETE:

M.4 Business Continuity Plan

M.4.1 The Bidder must provide a Business Continuity Plan (BCP) detailing how it will maintain production, supply and delivery of the Public Prosecution Service of Canada documents during events that would negatively impact the Bidders operations.

M.4.1.a The BCP must provide details to demonstrate how the Bidder will maintain each of the following activities (i - iii) to meet Public Prosecution Service of Canada requirements as specified in the Annex A Statement of Work for the production of the Public Prosecution Service of Canada documents in the event that the Bidders operations are impacted:

- i. Printing operations;
- ii. Scanning operations;
- iii. Finishing (collating, binding, and trimming)

M.4.2 The Bidder must provide details to demonstrate how the Bidder will ensure that the security level is maintained for each of the activities listed in M.4.1.a (i - iii) to meet the security requirements as specified in Part 7 and in Annex C.

M.4.2.a For each of the activities listed in M.4.1.a (i - iii): the Bidder must identify the Bidder's facility or facilities where work will be carried out and the security level that has been granted by CISC of each facility.

M.4.2.b For each of the activities listed in M.4.1.a (i - iii): the Bidder must provide the full addresses of the proposed back-up facility (sites or premises) where work will be carried out in the event that the Bidders normal operations are impacted.

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

REPLACE WITH:

M.4 Business Continuity Plan

M.4.1 The Bidder must provide a Business Continuity Plan (BCP) detailing how it will maintain production, supply and delivery of the Public Prosecution Service of Canada documents during events that would negatively impact the Bidders operations (for example: power outage, mechanical failure, etc..).

M.4.1.a The BCP must provide details to demonstrate how the Bidder will maintain and/or restore each of the following activities (i - iii) to meet Public Prosecution Service of Canada requirements as specified in the Annex "A" Statement of Work for the production of the Public Prosecution Service of Canada documents in the event that the Bidder's operations are negatively impacted:

- i. Printing operations;
- ii. Scanning operations;
- iii. Finishing (collating, binding, and trimming)

M.4.2 The Bidder must indicate **whether it** proposes using a back-up facility or back-up facilities to maintain the production of any of the activities listed in M.4.1.a (i - iii) in the event that the Bidder's normal operations are impacted.

If the Bidder proposes using a back-up facility or back-up facilities to maintain the production of any of the activities listed in M.4.1.a (i – iii) the Bidder must provide:

M.4.2.a the full address(es) of the proposed back-up facility (sites or premises) where work will be carried out.

M.4.2.b details to demonstrate how the Bidder will ensure that the security level is maintained for each of the activities listed in M.4.1.a (i - iii) to meet the security requirements as specified in Part 7 and in Annex C.

B.2) In Part 6 – Security, Financial and Other Requirements, Section 6.1 Security Requirements,

DELETE:

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

REPLACE WITH:

6.1 Security Requirements

- 1.1 At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (d) the Bidder must provide the address(es) of proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
- 1.2 Before award of a contract, the following conditions must be met:
 - (e) Before award of a contract the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. The

Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive

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

- B.3) In Annex "D" Security Requirement Check List, under the heading: Information Technology (IT) Security Requirement at the Protected "B" Level – IT Security

DELETE:

9. The Contractor transporting any PROTECTED information must use a RCMP-approved locking dispatch case (i.e. briefcase) and follow operational standards while handling it.

REPLACE WITH:

9. The Contractor must not transport any of the PROTECTED information supplied or produced under the Contract. The PPSC is responsible for the pick-up and/or transporting of all PROTECTED information supplied or produced under the Contract.

- B.4) In Annex "F" Evaluation Grid, M.4 Business Continuity Plan:

DELETE:

M.4 Business Continuity Plan

M.4.1 The Bidder must provide a Business Continuity Plan (BCP) detailing how it will maintain production, supply and delivery of the Public Prosecution Service of Canada documents during events that would negatively impact the Bidders operations.

M.4.1.a The BCP must provide details to demonstrate how the Bidder will maintain each of the following activities (i - iii) to meet Public Prosecution Service of Canada requirements as specified in the Annex A Statement of Work for the production of the Public Prosecution Service of Canada documents in the event that the Bidders operations are impacted:

- i. Printing operations;
- ii. Scanning operations;
- iii. Finishing (collating, binding, and trimming)

M.4.2 The Bidder must provide details to demonstrate how the Bidder will ensure that the security level is maintained for each of the activities listed in M.4.1.a (i - iii) to meet the security requirements as specified in Part 7 and in Annex C.

M.4.2.a For each of the activities listed in M.4.1.a (i - iii): the Bidder must identify the Bidder's facility or facilities where work will be carried out and the security level that has been granted by CISD of each facility.

M.4.2.b For each of the activities listed in M.4.1.a (i - iii): the Bidder must provide the full addresses of the proposed back-up facility (sites or premises) where work will be carried out in the event that the Bidders normal operations are impacted.

Street Number / Street Name, Unit / Suite / Apartment Number

Solicitation No. - N° de l'invitation
72000-170016/A
Client Ref. No. - N° de réf. du client
72000-170016

Amd. No. - N° de la modif.
001
File No. - N° du dossier
cw035.72000-170016

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

City, Province, Territory / State
Postal Code / Zip Code
Country

REPLACE WITH:

M.4 Business Continuity Plan

M.4.1 The Bidder must provide a Business Continuity Plan (BCP) detailing how it will maintain production, supply and delivery of the Public Prosecution Service of Canada documents during events that would negatively impact the Bidders operations (for example: power outage, mechanical failure, etc..).

M.4.1.a The BCP must provide details to demonstrate how the Bidder will maintain and/or restore each of the following activities (i - iii) to meet Public Prosecution Service of Canada requirements as specified in the Annex "A" Statement of Work for the production of the Public Prosecution Service of Canada documents in the event that the Bidder's operations are negatively impacted:

- i. Printing operations;
- ii. Scanning operations;
- iii. Finishing (collating, binding, and trimming)

M.4.2 The Bidder must indicate **whether it** proposes using a back-up facility or back-up facilities to maintain the production of any of the activities listed in M.4.1.a (i - iii) in the event that the Bidder's normal operations are impacted.

If the Bidder proposes using a back-up facility or back-up facilities to maintain the production of any of the activities listed in M.4.1.a (i – iii) the Bidder must provide:

M.4.2.a the full address(es) of the proposed back-up facility (sites or premises) where work will be carried out.

M.4.2.b details to demonstrate how the Bidder will ensure that the security level is maintained for each of the activities listed in M.4.1.a (i - iii) to meet the security requirements as specified in Part 7 and in Annex C.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.