



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

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

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Title - Sujet CSPS - Course materials	
Solicitation No. - N° de l'invitation 0X001-170683/A	Date 2017-09-19
Client Reference No. - N° de référence du client 0X001-17-0683	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-035-73443	
File No. - N° de dossier cw035.0X001-170683	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-12	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input 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: CANADA SCHOOL OF PUBLIC SERVICE 373 SUSSEX DR. OTTAWA Ontario K1N6Z2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION	6
2.5 APPLICABLE LAWS	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	8
3.1 BID PREPARATION INSTRUCTIONS	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	10
4.1 EVALUATION PROCEDURES.....	10
4.2. BASIS OF SELECTION.....	12
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	13
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	13
5.2. ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD.....	13
PART 6 - RESULTING CONTRACT CLAUSES	14
6.1 STATEMENT OF WORK.....	14
6.2 STANDARD CLAUSES AND CONDITIONS.....	14
6.3 SECURITY REQUIREMENTS.....	14
6.4 TERM OF CONTRACT	14
6.5 AUTHORITIES	15
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	16
6.7 PAYMENT	16
6.8 INVOICING INSTRUCTIONS	17
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	17
6.10 APPLICABLE LAWS.....	17
6.11 PRIORITY OF DOCUMENTS	17
6.12 INSURANCE	17
6.13 INSPECTION AND ACCEPTANCE.....	18
6.14 SACC MANUAL CLAUSES	18

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

ANNEX “A”	19
STATEMENT OF WORK	19
ANNEX “B”	27
BASIS OF PAYMENT	27
ANNEX “C”	29
ELECTRONIC PAYMENT INSTRUMENTS.....	29
ANNEX “D”	30
EVALUATION GRID	30

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into six (6) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and the Evaluation grid.

1.2 Summary

The Canada School of the Public Service (CSPS), National Capital Region, requires the on-demand production of various spiral-bound course materials in black only and colour, along with loose sheet inserts, handouts and larger wide-format posters on an "if and when" required basis.

The Contract will be in effect for a period of one year (1) from the date of award of Contract with the irrevocable option to extend the Contract by two (2) additional one (1) year periods.

Each time that a course is scheduled, the Project Authority (as indicated in the Work Request) will request between five (5) and one hundred and fifty (150) copies of the course material depending on the number of students. There is one (1) delivery point for the printed course materials: Asticou Centre, 241 Cité des Jeunes Blvd, Gatineau, QC

Based on historical data, the 2016-2017 yearly volume related to the courses offered by the CSPS offices in the National Capital Region, is approximately 2,500,000 impressions per year, which produces manuals of as little as 30 impressions for one manual to 700 impressions for the largest ones. This number does not represent a firm commitment that the same quantities will be produced under this Contract and is to serve only as a historical basis for evaluation.

There will be two (2) levels of services applicable, Regular Service and Rush Service. Regular Service describes a submitted work order where delivery is required at destination within five (5) to ten (10) business days from issuance of the order as specified by the CSPS Project Authority, whereas Rush Service describes a submitted work order (before 12:00 PM Eastern Time) where delivery is required at destination within two (2) to four (4) business days from issuance of the order as specified by the CSPS Project Authority. Print files for rush orders will be delivered to the Contractor by CSPS by 12:00PM noon (Eastern Time).

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

The requirement is not subject to any security requirements.

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

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing will be in writing.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

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

2.3 Former Public Servant

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits

Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (one (1) hard copy and one (1) soft copy on USB),
- Section II: Financial Bid (one (1) hard copy and one (1) soft copy on USB),
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information (one (1) hard copy and one (1) soft copy on USB)

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

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications

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

3.1.3 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

Section IV: Additional Information

3.1.4 Bidder's Proposed Site(s)

3.1.4.1 The Bidder must provide the full address(es) of the Bidder's site(s) or premises required for Work Performance:

Address: Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory
Postal Code

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory Technical Criteria:

Definitions for the purposes of the mandatory technical criteria for Stream A and for Stream B.

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

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

Multiple colours: means four (4) colour process or two (2) or more ink colours + black

Spiral bound: means plastic or wire coil binding (including punching and loading). **It does not include Wire "O".**

Cerlox bound: Comb binding (sometimes referred to as "cerlox or surelox binding") is one of many ways to bind pages together into a book. This method uses round plastic spines with rings and a hole puncher that makes rectangular holes.

4.1.1.1 – Mandatory Technical Criterion

M.1 CORPORATE EXPERIENCE

M.1.1: The Bidder must demonstrate that it has been contractually bound to an external client (outside of the Bidder's own company) or to external clients* for two (2) separate contracts to provide printing and production to final format of bound manuals/publications and delivery to the destination address or addresses specified by the Client.

M.1.1.a The Bidder must provide the reference number or the contract number for each of the two (2) contracts.

M.1.1.b The Bidder must provide the Client information (example: client organization) for each of the two (2) contracts.

M.1.1.c The Bidder must provide a description of each of the bound publication(s)/manual(s) provided by the Bidder under each of the two (2) contracts. The description must include the printing, binding, and delivery requirements for each of the bound publication(s)/manual(s) provided by the Bidder under each of the two (2) contracts.

M.1.2: The two (2) separate contracts identified for M.1.1 must have been started or completed after April 01, 2012

M.1.2.a The Bidder must provide the start date or the completion date of each of the two (2) contracts identified for M.1.1 to demonstrate that the contracts were started or completed after April 01, 2012;

M.1.3: At least one (1) of the two (2) contracts identified for M.1.1 must have also been for the production of multiple (a minimum of two [2] different) spiral bound or cerlox bound manuals/publications under the one (1) contract and for delivery on different dates as requested by the Client.

- M.1.3.a The Bidder must provide a description of the binding requirements for each of the manuals/publications produced by the Bidder for each of the two (2) contracts identified for M.1.1;
- M.1.3.b The Bidder must provide the number of different bound manuals/publications produced by the Bidder for each of the two (2) contracts identified for M.1.1;
- M.1.3.c: The Bidder must provide the delivery dates (month and year) for each of the bound manuals/publications produced by the Bidder for each of the two (2) contracts identified for M.1.1.

M.1.4: At least one (1) of the two (2) contracts identified for M.1.1 to provide printing and production to final format of bound manuals/publications must have included the printing/reproduction of covers in multiple colours for the manuals/publications.

- M.1.4.a For each of the two (2) contracts identified for M.1.1, the Bidder must provide a description of the printing requirements (including the number of ink colours) for the covers of each of the publication(s)/manual(s) provided by the Bidder.

M.1.5: At least one (1) of the two (2) contracts identified for M.1.1 to provide printing and production to final format of bound manuals/publications must have included the printing/reproduction of a minimum of 300 impressions/pages (a minimum of 150 sheets printed on two [2] sides or 300 sheets printed on one [1] side only) + covers for one (1) of the described manuals/publications.

- M.1.5.a For each of the two (2) contracts identified for M.1.1, the Bidder must provide the number of sheets printed on one (1) and/or two (2) sides for each of the publication(s)/manual(s) provided by the Bidder for each of the two (2) contracts identified for M.1.1.

M.1.6: At least one (1) of the two (2) contracts identified for M.1.1 to provide printing and production to final format of bound manuals/publications must have included a requirement for the Contractor to receive supplied components for printing electronically via e-mail or the Bidder's FTP/ electronic drop box.

- M.1.6.a For each of the two (2) contracts identified for M.1.1, the Bidder must provide a description of the requirements for the reception of electronic components from the Client for the publication(s)/manual(s) to be produced.

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

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

4.1.2 Financial Evaluation

4.1.2.1 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, all applicable taxes excluded; FOB destination, Canadian customs duties and excise taxes included.

To determine the total evaluated price, the prices submitted in the Annex B: Basis of Payment of this bid solicitation for the initial period and the option periods will be calculated as specified in the Annex B Basis of Payment Excel spreadsheet being distributed through Government Electronic Tender Service.

4.2. Basis of Selection

4.2.1 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions – Required Documentation

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2. Additional Certifications Precedent to Contract Award

5.2.1 Canadian Content Certification

5.2.1.1 SACC Manual clause A3050T (2014-11-27), Canadian Content Definition.

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

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

6.3 Security Requirements

There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of award to (one year (1) from the date of award of Contract) inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 PWGSC Contracting Authority

The Contracting Authority for the Contract is:

Daniel Buck
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
12th Floor, 360 Albert Street
Ottawa, ON K1A 0S5

Telephone: 613-998-8582
Facsimile: 613-991-5870

E-mail address: Daniel.Buck@tpsgc-pwgsc.gc.ca

Designated Replacement to the PWGSC Contracting Authority

Janet Werk
Telephone: 613-998-3968
Facsimile: 613-991-5870

E-mail address: Janet.Werk@tpsgc-pwgsc.gc.ca

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

6.5.2 Project Authority

The Project Authority is a representative from the client department whose name will be specified on Contract award.

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

6.5.3 CSPS Procurement Authority

The CSPS Procurement Authority is a representative from the client department whose name will be specified on Contract award.

The CSPS Procurement Authority is responsible for processing all requests for changes to the contract before sending requests for amendments to the Contracting Authority. Any request for changes to the Contract must be sent by the Project Authority to the CSPS Procurement Authority who will process requests for amendments to the Contracting Authority (PWGSC). 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.

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

6.5.4 Contractor's Representative

General Enquiries (Project Manager)

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

Replacement for Project Manager

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

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

6.7.2 Limitation Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____. 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.

6.7.3 Payment

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

6.7.4 Electronic Payment of Invoices

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- Visa Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

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

6.8.2 Invoicing will be by electronic means (email). **Invoices must be distributed as follows:**

- a. **The original copy must be forwarded / emailed to the CSPS Project Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
- b. One (1) copy must be emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and additional information

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional information, or if 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.

6.9.1.1 SACC Manual Clauses

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

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

6.12 Insurance

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

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

6.13 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.14 SACC Manual Clauses

SACC Reference	Section	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11

ANNEX "A"

STATEMENT OF WORK

A.1 TITLE

Learning Programs Branch manual and handout material

A.2 DESCRIPTION

To provide the Canada School of Public Service - Learning Programs Branch printing services on an "if and when" required basis.

In providing this service the Contractor must, at a minimum:

- Supply all materials
- Print and produce manuals, handouts, and related printed course material to final format as specified.
- Package and ship manuals, handouts, and related printed course material as specified.

A.3 BACKGROUND:

The primary responsibility of the Canada School of Public Service (CSPS) is to provide a broad range of learning opportunities and to establish a culture of learning within the Public Service.

The Learning Programs Branch is the delivery arm for all learning programs and services offered by the School across Canada. The Branch is responsible for the design and delivery of the School's curriculum to all public servants and requires printing services for its classroom material.

A.4 ORDERING PROCEDURE / WORK REQUESTS

The CSPS Project Authority will send an email request to the Contractor providing information on the required print requirement, delivery address (es) and required delivery date.

The Contractor must acknowledge receipt of this email within one (1) to two (2) business days and provide costing details as per Annex B. The estimated shipping costs must also be included in this quote. For Rush/Urgent requirements the Contractor will also be contacted by the CSPS Project Authority by telephone and the Contractor must provide the complete quote as specified by the CSPS Project Authority.

The CSPS Project Authority will then place a formal request for the work providing the Contractor with a Work request number i.e. *0X001-170683/001/CW Work request #1 course 302*. This work request will include the details regarding what must be printed, where the material must be delivered and the limitation of expenditure.

A.5 SCOPE OF WORK:

The Work will consist of Participant's manuals, handouts, and related printed course material (special handouts).

The classroom courses require between five (5) to 100 participant manuals and multiple hand-outs. The manuals and hand-outs are double-sided. The classroom manuals range from 30 to 700 impressions and the hand-outs range from one (1) to two hundred (200) impressions.

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

Course material is ordered on an "if and when" required basis in accordance with the delivery schedules identified in A.8. However, occasionally delivery may be required urgently (within three [3] to five [5] days' notice).

The Contractor must print and ship the required course material according to the details specified under each Work Request.

Occasionally, special handouts or publications must be printed by the Contractor. These may include case studies, statistical sheets; org charts; maps etc. The Contractor must staple these as loose inserts if there is more than two (2) sheets.

The Contractor must establish and maintain a filing system for each of the manuals and hand-outs provided. For reprints, the Contractor must ensure that only the latest version is produced and delivered.

A.5.1 Material supplied

The CSPS Project Authority will provide updated versions of each manual to the Contractor for printing and storage.

Most of the course material will be supplied to the Contractor as electronic files in MS Word or PDF format, via e-mail or uploaded to the Contractor's FTP/Contractor's Drop box.

Exceptionally, the Contractor must arrange for the pick-up of the USB or paper copy of the components at any one of the following addresses as directed by the CSPS Project Authority when they cannot be sent to the Contractor via e-mail/FTP/Contractor's Drop box:

Canada School of Public Service
241 Cité des Jeunes Blvd
Gatineau, QC
K1N6Z2

Pick-up of components must be completed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.

The Contractor must review supplied electronic files within one (1) business day of their reception or less dependent upon the delivery schedule.

The CSPS Project Authority will provide the component documents to be printed six (6) to ten (10) business days before the delivery date and three (3) to five (5) business days if rush services are required.

The Contractor must contact the CSPS Project Authority immediately if there are problems accessing or processing the files or printing from the supplied files. The Contractor must contact the CSPS Project Authority immediately if the media varies from the description of the material supplied as stated in the specifications.

The Contractor must allow time in their schedule for the verification of the files.

A.5.1.2 Storage of Paper copy and electronic files

The Contractor must establish and maintain a filing system for artwork, specifications and other pertinent information for each manual produced under the Contract.

The Contractor must provide the necessary storage space for the supplied artwork (electronic format and/or paper copy of each manual for the period of the Contract unless otherwise instructed in writing by the CSPS Project Authority.

For reprints, the Contractor must ensure at all times that only the latest approved version of any of the manuals is produced and delivered.

A.5.2 QUALITY

Informational for printing in accordance with the Public Works and Government Services Canada publications "Quality Levels for Printing", "Quality Levels for Binding", and "Quality Levels for Colour Reproduction" latest issues.

A.5.3 QUANTITIES

As stated in each Work request. Course material is ordered on an "if and when" required basis based on the number of participants.

The classroom courses normally require from five (5) to 100 participant manuals and multiple hand-outs.

A.5.3.1 OVERRUN / UNDERRUN

No overrun and no underrun will be accepted.

A.5.5 SPECIFICATIONS

The participant manuals range from 30 to 700 impressions and the hand-outs range from one (1) to 200 impressions.

- The participant's manuals must be bound using spiral binding and/or three-ring binder;
- The front and back cover are printed on 80lbs (160 m) uncoated cover; The manual front cover is printed in colour;
- The text pages of the manual are printed on 20lbs (40m) white bond paper / 50lb (100 m) offset, black on white, **double-sided**;
- The hand-outs are **double-sided** and are stapled; and
- No bleeds.

Special Related Course Material

Occasionally, special handouts or publications will be required as a part of a Work Request. The CSPS Project Authority will provide the component documents to the Contractor for printing. These may include case studies; PowerPoint slides, statistical sheets; org charts; maps etc. The electronic files or paper copy artwork will be provided for these special materials as specified in A.5.1.

The Contractor must staple these loose inserts if there are more than two (2) sheets when specified.

Specifications for each Work Request will be provided to the Contractor by a CSPS Project Authority at the time of the Work Request:

Description: Item 1: Manuals

Text Pages / Inside Pages	
Size:	8-½" w x 11"h
Number of Pages:	up to approximately 700 impressions (350 sheets printed on 2 sides). Documents will vary in page count.
Prints:	as per each request: Black on one (1) and/or two (2) sides as specified in each work request. No bleeds.
Paper:	Uncoated text paper, White, 40m/20lbs Bond/copier bond or 50 lbs (100 m) Offset, suitable for digital reproduction.
Bindery:	<ul style="list-style-type: none"> - Gather/collate text pages and finish as specified in the Work request. - Insert tab dividers in position if required. - Options include assembling the gathered/collated text pages with the front and back covers, punch and spiral bind using black or white spiral binding or cerlox bound.

Covers	
Size:	8-½" w x 11"h
Pages:	<ul style="list-style-type: none"> - Front cover prints only - Back cover does not print.
Prints:	as per each request: <ul style="list-style-type: none"> - Front Cover prints in black or colours on one (1) and/or two (2) sides as specified in each work request. No bleeds. - Back Cover: Does not print
Paper:	<ul style="list-style-type: none"> - Front Cover: White, 80 lbs (160 m) uncoated cover stock - Back Cover: White, uncoated cover, 80 lbs (160 m)
Bindery:	Assemble covers with the gathered/collated text pages punch and spiral bind using black or white spiral binding or cerlox bound.

Description: Item 2: Hand-outs and Special Related Course Material

Size:	8-½" w x 11"h
Number of Pages:	up to approximately 200 impressions (100 sheets printed on 2 sides). Documents will vary in page count.
Prints:	as per each request: Black or colour on one (1) and/or two (2) sides as specified in each work request. No bleeds.
Paper:	Uncoated text paper, White, 20 lbs (40m) Bond/copier bond or 50 lbs (100 m) Offset, suitable for digital reproduction.
Bindery:	<ul style="list-style-type: none"> - Gather/collate handout pages and staple as specified in the Work request. - Stacks of handouts must be separated by coloured sheets of paper, or banded as specified in the work request. - Hand-outs may be laminated with gloss 3 mil (0.003") laminate on one (1) or two (2) sides - Hand-outs may be laminated with dry-erase compatible 3 mil (0.003") laminate on one (1) or two (2) sides

Description: Item 3: Special Related Course Material – 8 ½" X 14", 11" x 17" – 13" x 19"

Size:	8 ½" X 14", 11" x 17" – 13" x 19"
Number of Pages:	One (1) – Fifty (50) impressions. Documents will vary in page count.
Prints:	As per each request: Black or colour on one (1) and/or two (2) sides as specified in each work request. No bleeds.
Paper:	Uncoated text paper, White, 24lbs (48m) Bond/copier bond or 60lbs (120m) Offset, suitable for digital reproduction.
Bindery:	As specified in the Work request: <ul style="list-style-type: none"> - Pages may be gathered/collated - Pages may be folded - Pages may be laminated with gloss 3 mil (0.003") laminate on one (1) or two (2) sides - Pages may be laminated with glossy, dry-erase compatible 3 mil (0.003") laminate on one (1) or two (2) sides - Gathered/collated pages may be stapled. - Stacks of handouts must be separated by coloured sheets of paper, or banded as specified in the work request.

Description: Item 4: Tab Dividers (printed or unprinted)

Size:	9" w x 11"h
Number of dividers:	As required for the manual.
Prints:	Either numbered black on white single-sided; or unprinted
Paper:	Uncoated index paper, White, 7-8 pt index stock, 5 th cut (five tabs per bank).
Bindery:	Insert printed or unprinted dividers into position in the text pages of manuals and bind with complete manual.

Description: Item 5: Large Format Posters

Size:	23-24" w x 35-36" h
Number of Pages:	Single Sheets.
Prints:	Colour on one (1) side. No bleeds.
Paper:	Coated cover gloss paper, White, 60 lbs (120m) to 65lbs (130m)
Bindery:	For shipping purposes, unlaminated posters are to be folded twice (scored if necessary) to finished size of 11-1/2"-12" w x 17-1/2" -18" h. Laminated posters must be rolled up, secured with a rubber band and shipped in a cardboard tube. -Posters may be laminated with gloss 3 mil (0.003") laminate on one (1) or two (2) sides -Posters may be laminated with glossy, dry-erase compatible 3 mil (0.003") laminate on one (1) or two (2) sides

Description: Item 6: Tent Cards

Size:	8 ½" w x 11" h (4 1/4" x 11" folded)
Number of Pages:	Single Sheets.
Prints:	Colour on one (1) side. No bleeds.
Paper:	Uncoated cardstock, White, 100 lbs (200M)
Bindery:	Pre-scored design for easy folding

A.6 PROOFS

Proofs are not required. The Contractor must print and produce the manuals to final format as per the supplied components and the specifications in the Work Request.

A.7 PACKAGING SPECIFICATIONS**A.7.1 Packaging**

Packaged in cartons. All cartons should be clearly labeled as specified in A.7.2.

A.7.2 Labeling

The Contractor must address all items being delivered according to the delivery addresses supplied, including output and application of any required labels as follows:

All boxes must be clearly labelled indicating the title or course code, language and quantity in the carton, recipient name, as well as a description of the product and the catalogue number (if any). The Contractor is responsible for properly addressing items being delivered according to the delivery address supplied, including production and application of any required labels.

A.8 DELIVERY / PICK-UP INSTRUCTIONS and DELIVERY SCHEDULE

Work Requests may take place on a weekly basis with no limitations on the number of different courses a week and/or events with the possibility of rush request.

A.8.1 Component Delivery Schedule

The Project Authority will provide the component documents to be printed six (6) to ten (10) business days before the delivery date and three (3) to five (5) business days for rush/urgent services, as specified in the Work request.

A.8.2 Delivery Schedule**Regular Service:**

Delivery of the required material at destination within six (6) business – ten (10) days after receipt of the Work request.

Rush/Urgent Service:

Delivery of the required material at destination within **three (3) to five (5) business days** after receipt of the Work request.

For Rush/Urgent ordering, a Project Authority will contact the Contractor to confirm feasibility and to make arrangements that are convenient for both parties.

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

A.8.3 Delivery addresses

The Contractor must ship the items printed to the destination indicated in the Work request.

The Delivery addresses may be to any of the following destination addresses and will be specified in each Work request:

Asticou Centre
241 Cité des Jeunes Blvd
Gatineau, QC
K1N 6Z2

Shipping to final destination is included in the unit pricing of the Annex "B" Basis of Payment. The Contractor is solely responsible for the safe delivery of all goods. Any damaged goods will be replaced by the Contractor at its own expense.

The Contractor is solely responsible for the safe delivery of all goods. Any damaged goods will be replaced by the Contractor at its own expense.

The most economical means of shipping, **suitable to meet the service standards**, must be used for each delivery.

A9. QUALITY ASSURANCE

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

CSPS reserves the right to return all goods received in whole or in part at the Contractor's expense immediately if deliverables do not conform to specifications of the Work Request and the Statement of Work. The Contractor must reprint if the product does not meet the specified quality levels and specifications. CSPS is not required to return items that do not confirm to the specifications.

A.10 COMPONENTS

All original material supplied (artwork, electronic media) or created during production (for any printing requirement is deemed to be property of Canada and must be returned at no cost after completion of the Contract. The Contractor is responsible for the delivery of components to the designated location which may differ from the delivery address or destination(s).

APPENDIX 1 TO ANNEX A

INFORMATION FOR REFERENCE ONLY - HISTORICAL INFORMATION

On average, past ordering has taken place on a weekly basis with an average of 10-40 different courses a week and/or events with the possibility of rush/urgent request.

Based on historical activity up to a maximum of 2,500,000 impressions per year could be printed.

Based on historical activity 2016-2017, the anticipated annual breakdown for production and shipping has been:

- An average of 12 courses have been offered per week, with an average of 25 manuals per course at an average of 100 pages per manual.

Based on annual historical activity of 2016-2017 (for reference only):

Month	Number of shipments	Number of manuals	Number of impressions (based on average 100 pages per manual – estimate only)
April	1	958	95,800
May	1	408	40,800
June	7	1772	177,200
July	1	1302	130,200
August	3	336	33,600
September	2	252	25,200
October	1	83	8,300
November	10	1041	104,100
December	1	323	32,300
January	1	656	65,600
February	7	862	86,200
March	8	1521	152,100
Total :	34	9,514	951,400

This information is provided in this Appendix is for reference only. **It is not a guarantee of the actual number of documents to be produced or the actual number of items to be shipped, nor is it intended to reflect any expectations on behalf of the Government of Canada.** The number of orders placed and/or impressions printed may be lower or higher than the information provided.

ANNEX "B"

BASIS OF PAYMENT

BIDDERS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/>) AND RETURN IT IN EXCEL FORMAT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX "B" BASIS OF PAYMENT WITH THEIR SUBMISSION.

Annex "B" Basis of Payment can be downloaded from the Buy and Sell website directly.

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

The quantities for evaluation purposes only in the Pricing Schedules of the Annex "B", Basis of Payment are based on the **annual historical activity as provided in Appendix 1 of the Annex "A" Statement of Work. THE QUANTITIES FOR EVALUATION PURPOSES ONLY DO NOT REPRESENT A FIRM COMMITMENT THAT THE SAME QUANTITIES WILL BE PRODUCED ANNUALLY UNDER ANY RESULTING CONTRACT. These quantities will be used as a quantity for evaluation purposes only to evaluate the Bids.**

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

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

TRAVEL AND LIVING EXPENSES

The Crown will **not** accept any travel and living expenses incurred by any Contractor to satisfy the terms of any resulting contract.

B.1: Basis of Payment

B.1.A.1 The Bidder must submit firm all-inclusive prices for the printing and production to final format of course manuals, inserts and posters as described in the Annex "A" Statement of Work. The firm all-inclusive prices must include all materials and activities, setup charges, creation of production copies, printing and finishing operations, to produce the final course manuals, inserts and posters, and to ready the items for shipping/delivery to the address specified in the Annex "A" Statement of Work. All prices must be FOB Destination*, in Canadian funds, duty and excise taxes included, any and all applicable taxes extra.

B.1.A.2 The Bidder must submit firm all-inclusive unit prices for the shipping of the completed course materials to the office as identified in the Annex "A" Statement of Work. All prices must be FOB Destination*, in Canadian funds, duty and excise taxes included, any and all applicable taxes extra. No fuel surcharge or any other charges will apply to the shipping of the completed course materials to the office as identified in the Annex "A" Statement of Work.

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

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

B.1.A.3 Pick-up of components, if requested by the CSPS Project Authority in writing

All freight/shipping costs reasonably and properly incurred in the pick-up of components at the above noted addresses, will be reimbursed **at cost with no allowance for profit or overhead** and upon a receipt of proper cost support documentation. All payments are subject to government audit.

B.1.A.3.1 The pick-up of components, when requested, must be made at the following address:

Asticou Centre
241 Cité des Jeunes Blvd
Gatineau, QC
K1N 6Z2

B.1.1 PERIOD OF THE CONTRACT

See the attached MS Excel Spreadsheet for further details.

B.1.2 FIRST OPTION PERIOD OF THE CONTRACT

See the attached MS Excel Spreadsheet for further details

B.1.3 SECOND OPTION PERIOD OF THE CONTRACT

See the attached MS Excel Spreadsheet for further details

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

ANNEX "C"

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

Solicitation No. - N° de l'invitation
0X001-170683/A
Client Ref. No. - N° de réf. du client
0X001-170683

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.0X001-170683

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

ANNEX "D"

EVALUATION GRID

REQUEST FOR PROPOSAL: 0X001-170683/A

TITLE: Learning Programs Branch manual and handout material

BIDDER: _____

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	MET	NOT MET

MANDATORY CRITERIA

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

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

Mandatory Technical Criteria

Definitions for the purposes of the mandatory technical criteria

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

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

Multiple colours: means four (4) colour process or two (2) or more ink colours + black

Spiral bound: means plastic or wire coil binding (including punching and loading). **It does not include Wire "O".**

Cerlox bound: Comb binding (sometimes referred to as "cerlox or surelox binding") is one of many ways to bind pages together into a book. This method uses round plastic spines with rings and a hole puncher that makes rectangular holes.

M.1 CORPORATE EXPERIENCE AND CAPABILITY

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

M.1.1 Evaluation criteria	Met	Not Met
The Bidder must demonstrate that it has been contractually bound to an external client (outside of the Bidder's own company) or to external clients* for two (2) separate contracts to provide printing and production to final format of bound manuals/publications and delivery to the destination address or addresses specified by the Client.		
M.1.1.a The Bidder must provide the reference number or the contract number for each of the two (2) contracts identified for M.1.1.	Met	Not Met
Contract 1		
Contract 2		
M.1.1.b The Bidder must provide the Client information (example: client organization) for each of the two (2) contracts identified for M.1.1.	Met	Not Met
Contract 1		
Contract 2		
M.1.1.c The Bidder must provide a description of each of the bound publication(s)/manual(s) provided by the Bidder under each of the two (2) contracts. The description must include the printing, binding, and delivery requirements for each of the bound publication(s)/manual(s) provided by the Bidder under each of the two (2) contracts identified for M.1.1.	Met	Not Met
Contract 1		
Contract 2		
M.1.2 Evaluation criteria		
The two (2) separate contracts identified for M.1.1 must have been started or completed after April 01, 2012		
M.1.2.a The Bidder must provide the start date or the completion date of each of the two (2) contracts identified for M.1.1 to demonstrate that the contracts were started or completed after April 01, 2012;	Met	Not Met
Contract 1		
Contract 2		

M.1.3 Evaluation criteria		
At least one (1) of the two (2) contracts identified for M.1.1 must have also been for the production of multiple (a minimum of two [2] different) spiral bound or cerlox bound manuals/publications under the one (1) contract and for delivery on different dates as requested by the Client		
M.1.3.a The Bidder must provide a description of the binding requirements for each of the manuals/publications produced by the Bidder for each of the two (2) contracts identified for M.1.1	Met	Not Met
Contract 1		
Contract 2		
M.1.3.b The Bidder must provide the number of different bound manuals/publications produced by the Bidder for each of the two (2) contracts identified for M.1.1;	Met	Not Met
Contract 1		
Contract 2		
M.1.3.c The Bidder must provide the number of different delivery dates for the bound manuals/publications produced by the Bidder for each of the two (2) contracts identified for M.1.1.	Met	Not Met
Contract 1		
Contract 2		
M.1.4 Evaluation criteria		
At least one (1) of the two (2) contracts identified for M.1.1 to provide printing and production to final format of bound manuals/publications must have included the printing/reproduction of covers in multiple colours for the manuals/publications.		
M.1.4.a For each of the two (2) contracts identified for M.1.1, the Bidder must provide a description of the printing requirements (including the ink colours) for the covers of each of the publication(s)/manual(s) provided by the Bidder.	Met	Not Met
Contract 1		
Contract 2		
M.1.5 Evaluation criteria		
At least one (1) of the two (2) contracts identified for M.1.1 to provide printing and production to final format of bound manuals/publications must have included the printing/reproduction of a minimum of 300 impressions/pages (a minimum of 150 sheets printed on two [2] sides or 300 sheets printed on one [1] side only) + covers for one (1) of the described manuals/publications.		
M.1.5.a For each of the two (2) contracts identified for M.1.1, the Bidder must provide the number of sheets printed on one (1) and/or two (2) sides for each of the publication(s)/manual(s) provided by the Bidder.	Met	Not Met

Solicitation No. - N° de l'invitation
 0X001-170683/A
 Client Ref. No. - N° de réf. du client
 0X001-170683

Amd. No. - N° de la modif.
 File No. - N° du dossier
 cw035.0X001-170683

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

Contract 1		
Contract 2		
M.1.6 Evaluation criteria		
At least one (1) of the two (2) contracts identified for M.1.1 to provide printing and production to final format of bound manuals/publications must have included a requirement for the Contractor to receive supplied components for printing electronically via e-mail or the Bidder's FTP/ electronic drop box.		
M.1.6.a For each of the two (2) contracts identified for M.1.1, the Bidder must provide a description of the requirements for the reception of electronic components from the Client for the production of the publication(s)/manual(s).	Met	Not Met
Contract 1		
Contract 2		
Comments		

PROPOSALS NOT MEETING ALL OF THE MANDATORY CRITERIA WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.