

RETURN BIDS TO :

**RETOURNER LES
SOUMISSIONS À:**

Emploi et Développement
Social Canada (ESDC)
Employment Social Development Canada
(ESDC)
Bid receiving unit
Mail and Distribution Services:
Services de courrier et distribution :
140 Promenade du Portage, Phase IV,
Level / Niveau 0, Gatineau, QC, K1A0J9

**REQUEST FOR STANDING OFFER (RFSO)
DEMANDE D'OFFRE à COMMANDE (DOC)**

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 thereof.

Proposition aux: Emploi et Développement
Social Canada (ESDC)

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-annexées, au(x)
prix
indiqué(s).

Issuing Office – Bureau de distribution

Emploi et Développement
Social Canada (ESDC)
140 Promenade du Portage
Gatineau, Quebec K1A OJ9

Solicitation No. – N° de l'invitation 100008718		Date October 30 th , 2017
Client Reference No. – N° référence du client 100008718		
GETS Reference No. – N° de reference de SEAG -		
File No. – N° de dossier 100008718	CCC No. / N° CCC - FMS No. / N° VME	
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le November 14th, 2017		Time Zone Fuseau horaire Eastern Standard Time EST Heure Normale de l'Est (HNE)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to : - Adresser toutes questions à: nc-solicitations-gd@hrsdc-rhdcc.gc.ca		Buyer Id – Id de l'acheteur
Telephone No. – N° de téléphone :		FAX No. – N° de FAX
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :		

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial (N/A); and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments and Standing Offers Reporting.

1.2 Summary

1.2.1 The Contractor will provide a full range of one-stop-shop production services and distribution of documents in alternative formats for print, web publishing and electronic media, production art, illustration services to meet the alternative publishing and other needs of the Government of Canada on an as and when required basis. ESDC endorses the rights of all citizens to have equal access to information, programs and services.

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

1.2.3 The Request for Standing Offers (RFSO) is to establish a National Individual Standing Offer (NISO) for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, **including** areas subject to Comprehensive Land Claims Agreements (CLCAs).

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2006 (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Offers must be submitted only to ESDC mail and distribution services by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to ESDC 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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 - Request for Standing Offers

All enquiries must be submitted in writing to the e-mail address indicated on page 1 of the Request for Standing Offer no later than 4 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time will not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (4 hard copies);

Section II: Financial Offer (1 hard copy) and;

Section III: Certifications (1 hard copy).

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Offer

Payment of invoices by Electronic Payment Instruments, complete Annex A to Part 3 Electronic Payment Instruments must be completed.

If Annex "B" to Part 3 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices and the bid will be deemed non-responsive.

3.1.2 Exchange Rate Fluctuation

C3011T ([2013-11-06](#)), Exchange Rate Fluctuation,

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and Yves Seguin will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex A to Part 4 – Mandatory and Rated Technical Criteria

4.1.1.2 Point Rated Technical Criteria

Refer to Annex A to Part 4 – Mandatory and Rated Technical Criteria

4.1.2 Financial Evaluation

4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the total bid price detailed in Annex “B” Basis of Payment.

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

4.2 Basis of Selection

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers;
 - b. meet all mandatory technical evaluation criteria
 - c. Obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating.
2. Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

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

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

5.1.1 Integrity Provisions – Required Documentation

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

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

5.1.3 Canadian Content Certification

Cet achat est limité aux services canadiens.

L'offrant atteste que :

() les services offerts sont des services canadiens tel qu'il est défini au paragraphe 4 de la clause [A3050T](#).

Pour de plus amples renseignements afin de déterminer le contenu canadien de plusieurs produits, plusieurs services ou une combinaison de produits et de services, consulter [l'Annexe 3.6](#) (9), Exemple 2 du Guide des approvisionnements.

5.1.3.1 SACC *Manual* clause A3050T (2014-11-27) Canadian Content Definition

5.1.4 Status and Availability of Resources

M3020T (2016-01-28) Status of Availability of Resources - Offer
M3020C (2016-01-28) Status of Availability of Resources – Standing Offer

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS (N/A)

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority and Technical Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 7 days calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from contract award to September 30th, 2020.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year period, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 20 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is: < to be identified at contract award >

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

7.5.2 Technical Authority

The Technical Authority for the Standing Offer is: < to be identified at contract award >

The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant under the Standing Offer and is responsible for all the technical content of the Work under the Standing Offer.

7.5.3 Project Authority

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

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

7.5.4 Offeror's Representative

< to be identified at contract award >

7.6 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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Project Authority and Technical Authority identified under the section entitled "Authorities" of the Contract.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form [PWGSC-TPSGC 942](#)

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 10,000 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer, including initial contract period and options period must not exceed the sum of \$ 700,000 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Standing Offers reporting;
- i) the Offeror's offer dated _____

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 SACC Manual Clauses

M3020C (2016-01-28) Status of Availability of Resources – Standing Offer
M3060C (2008-05-12) Canadian Content Certification

7.14 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of 2010B 15 (2008-12-12) will not apply to payments made by credit cards.

7.3.2 Delivery Date

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

7.4 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.

7.5 Payment

7.5.1 Basis of Payment – Firm Unit Price (s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in in Annex “B”. 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.

7.5.3 Method of Payment

H1000C (2008-05-12) Single Payment

7.5.5 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): VISA Acquisition Card

7.6 Invoicing Instructions

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

Invoices must be distributed as follows: One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

7.7 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

ANNEX "A"

STATEMENT OF WORK

1.1 Products

The Contractor will provide one-stop-shop production and distribution of a full range of documents in alternative formats: services for print, web publishing and electronic media, production art, illustration services to meet the alternative publishing and other needs of the Government of Canada on an “as and when required” basis.

ESDC endorses the rights of all citizens to have equal access to information, programs and services.

ESDC provides various documents in alternate formats—either electronically or in conventional print form in English and French—to the Canadian public. Many documents prepared for conventional print publication contain elements that are not comprehensible in an alternate format (e.g. footnotes, charts, sidebars). It will be the responsibility of the Contractor to provide the services required to prepare the texts for production in alternate formats by modifying the original electronic final English and French text versions to ensure comprehension.

1.2 Provision and delivery of alternative formats on an “as and when required basis.”

Creation of alternative format masters are usually based on the document’s level of complexity. Levels are defined as follows:

Level 1

The document is written in plain language, has no visual elements (such as charts, tables or illustrations), and contains simple numbering systems, if any.

Level 2

The document requires modification, involving recreation of essential visual images as text, incorporation of footnotes and sidebars into narrative text, and reconfiguration of nested numbering systems.

Level 3

The document requires further modification, involving incorporation of page cross-references in the text and incorporation of basic charts, graphs, and tables as narrative.

1.3 Guidelines and specifications for each alternate format

In order to provide the information in an alternate format, the Contractor will be required to comply with the following guidelines and specifications:

1.4 Creation of “one-source master”

ESDC will provide PDF and HTML versions of the English and French documents to be converted.

- The Contractor must create a one-source master that meets the following criteria:
 - Separate one-source masters for French and English;
 - Electronic masters are compatible with World Wide Web accessibility criteria; (Consult www.w3.org/WAI)
 - DAISY electronic masters are compatible with ANSI/NISO Z39.86-2005 international criteria; (Consult <http://www.daisy.org/z3998/2012/z3998-2012.html>)
 - Visual elements are described in narrative form;
 - Footnotes and sidebar information are incorporated in body text;
 - Body text is formatted as a single column;
 - Table of contents is included if the document is lengthy or if the text contains references to page numbers;
 - References to page numbers in text are replaced by references to table of contents;
 - Forms, applications, questionnaires, etc., are adapted for compatibility and ease of use in all formats.

The first time the Contractor is asked to provide a document in alternate format, the Contractor must send the one-source master to ESDC by email in the electronic format. This one-source master is for the ESDC public database for downloading. A index list should accompany the source masters.

1.4.1 Large print

Some partially sighted people can read print if the type is larger than that used for conventional print material. For others, printed matter is accessible through the use of large print in conjunction with magnification devices such as closed-circuit television (CCTV).

Master

- Regular commercial CDR or CD-ROM IBM-formatted or Zip IBM-formatted.
- PostScript file as ASCII, formatted for 21.59 cm x 27.94 cm (8 1/2" x 11") paper. Formatting conforms to professional graphic design and typesetting standards.
- Sans-serif fonts (such as Arial, Univers, Geneva, Helvetica Regular).
- 18-point type for body text, 20% leading (standard default); headings and subheadings proportionally larger and bold; upper and lower case for all text, including headings and subheadings.
- Body text in a single column only; headings and subhead type set flush left, ragged right (left justified).
- One hard space only between sentences; no hyphenation of single words at ends of lines: no italics (underline to represent italics).
- Page margins: Documents of 1–15 sheets: 2.54 cm (1") top, bottom, outside,

inside. Documents of more than 15 sheets: 2.54 cm (1") top, bottom, outside;
3.175 cm (1 1/4") inside.

- Black print on 24-lb. (120M, bound) white smooth opaque paper; no gloss; no screens.

Binding

- Documents of 2–15 sheets: stapled top left corner.
- Documents of more than 15 sheets: spiral binding with front and back cover.
- Specify the title of the document on the CD-ROM.

Labelling

- Large print label.
- Sans serif fonts such as Arial, Univers, Geneva, Helvetica Regular.
- 18 point type for body text

Packaging

- Bubble mailing envelope or cardboard/shrink-wrap packaging marked "Free Matter for the Blind / Information pour personnes aveugles - Port gratuit."

1.4.2 Braille

Many blind, deaf-blind and partially sighted people gain access to the printed word through Braille, a tactile reading system composed of embossed dots on paper. The system has three levels: grade I (basic) and grade II (contracted) are used for publishing Braille documents in accordance with standards set by the Braille Authority of North America (BANA). Grade III (shorthand) is not used for publication. Professional Braille transcribers and proofreaders must ensure accuracy of transcription, and use [Unified English Braille Code](#), and [Québec braille français uniformisé \(CBFU\)](#). To obtain details on format specifications, consult the following websites:

- Braille Authority of North America at <http://braille.brl.org/formats>; and
- Canadian Braille Authority at <http://www.canadianbrailleauthority.ca>
- Quebec braille français uniformisé (BFU) <http://www.inlb.qc.ca/grand-public/le-braille/le-systeme-lalphabet-et-le-code-braille-uniformise/>

Master

- Regular commercial CDR or CD--ROM containing MS-DOS Grade II Braille file.
- Labelled CD-ROM with the document title in Braille.
- Formatted according to BANA standards for 21.59 cm x 27.94 cm ((8 1/2" x 11") acid-free Braille paper.

- 1.9 cm (3/4") inside margins.
- 30 characters maximum per line.
- 25 lines maximum per page - page number only on line 25.
- Double-sided (interpoint) printing.

Binding

- Documents of 2–10 sheets: stapled top left corner.
- Documents of more than 10 sheets: cerlox binding.
- Large print and Braille cover page.

Packaging

- Bubble mailing envelope or cardboard/shrink-wrap packaging marked "Free Matter for the Blind / Information pour personnes aveugles – Port gratuit"

1.4.3 MP3

MP3 audio electronic files are very much in demand, since they are easily downloaded on handheld devices.

Each MP3 file must have one starting folder which holds all of the publication's files to download.

Master: Regular commercial CDR or CD-ROM, IBM-formatted or Zip IBM-formatted.

Labelling: Large print and plastic strip with Grade II Braille on upper side of CD.

Packaging: Bubble mailing envelope or cardboard/shrink wrap packaging marked 'Free Matter for the Blind / Information pour personnes aveugles - Port gratuit'.

1.4.4 e-text

The demand for CDs containing audio and/or text files will increase as upgraded computer technology and hardware are made available to people with disabilities.

Master:

- Regular commercial CDR or CD-ROM, IBM-formatted or Zip IBM-formatted.
- Accessible document format: Microsoft Word, Portable Document Format (PDF), PowerPoint, or Excel Spreadsheets.
- PostScript file as ASCII, formatted for 21.59 cm x 27.94 cm (8 1/2" x 11") paper. Formatting conforms to professional graphic design and typesetting standards.
- Sans-serif fonts such as Arial, Univers, Geneva, Helvetica Regular.
- 18-point type for body text, 20% leading (standard default); headings and subheadings proportionally larger and bold; upper and lower case for all text, including headings and subheadings.
- Body text, headings and subhead type are set flush left, ragged right (left justified);
- Footnotes and sidebar information are incorporated in body text.

- Body text is formatted as a single column.
- Table of contents is included if the document is lengthy or if the text contains references to page numbers.
- References to page numbers in text are replaced by references to table of contents.
- Forms, applications, questionnaires, etc., are adapted for compatibility and ease of use in all formats.

Labelling: Large print and plastic strip with Grade II Braille on upper side of CD.

Packaging: Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind / Information pour personnes aveugles - Port gratuit'.

1.4.5 DAISY—Digital Accessible Information System

DAISY is an internationally recognized standard audio device used by the blind and visually impaired for reading print material. This technology allows the user to navigate through printed materials either page by page, or chapter by chapter, and use a table of contents. All DAISY materials must adhere to the ANSI/NISO Z39.86-2005 international standard.

Master: DAISY disk(s) containing synchronized files for electronic Braille, and audio and text navigation.

Labelling: Large print and plastic strip with Grade II Braille on upper side of disk.

Packaging: Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind / Information pour personnes aveugles - Port gratuit'.

1.4.6 Accessible PDF files

Accessible PDF files contain information about the structure of the document. The information about the structure is transported via "PDF tags". Tagging a PDF usually makes it more accessible to screen readers, handhelds and similar devices.

Master: Regular commercial CDR or CD-ROM containing files.

Labelling: Large print and plastic strip with Grade II Braille on upper side of CD.

Packaging: Bubble mailing envelope or cardboard/shrink-wrap packaging marked Free Matterfor the Blind / Information pour personnes aveugles - Port gratuit'.

2.0 Authorities

A representative of ESDC's Public Affairs and Stakeholder Relations Branch will perform the roles of Departmental Representative and Project Authority.

3.0 Responsibilities

ESDC will:

- provide access to a staff member who will be available to coordinate activities; and
- provide information such as standards, policies, guidelines, best practices, tools and

templates, and facilitate access between ESDC and the Contractor.

Contractor responsibilities

- In the case of a service interruption, the contractor must advise ESDC within 24 hours. The contract must have a contingency plan which describes in detail all available backup equipment, facilities and other resources at the Contractor's disposal which will ensure the protection of Crown-owned materials and will ensure that services can resume within 48 hours.
- The Contractor must be able to manage multiple orders for different products in different formats at the same time.
- The Contractor must be able to deliver by email when ESDC requests it.

4.0 Cost estimate

ESDC may seek cost estimates for each product conversion before authorizing the conversion.

5.0 Delivery of products

Orders for products will be taken by Service Canada through the 1 800 O-Canada call centres and transferred to the Contractor through a designated Public Affairs and Stakeholder Relations Branch contact person.

The Contractor must ensure the ordered products are sent to the requesters within a reasonable time, as per the call up-against a standing offer. Electronic copies may be requested by ESDC.

ANNEX "B"

BASIS OF PAYMENT

Initial Contract Period

One-source master

Production of original one-source master _____/per language

Copy of one-source master on CD _____/per language

Large print

Level 1

Level 2

Level 3

Master _____/page _____/page _____/page

Copies _____/page

Binding fee

2–10 pages _____/document _____/document _____/document

Over 10 pages _____/document _____/document _____/document

Handling, administrative, and mailing charge \$ _____per_____.

Braille

Level 1

Level 2

Level 3

Master _____/page _____/page _____/page

Copies _____/page

Binding fee

2–10 pages _____/document _____/document _____/document

Over 10 pages _____/document _____/document _____/document

Large-print and braille cover page _____/page

Handling, administrative and mailing charge \$ _____ per _____.

MP3

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print labels	_____/label		
Braille labels	_____/label		

Handling, administrative and mailing charge \$ _____ per _____.

e-text

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print labels	_____/label		
Braille labels	_____/label		

Handling, administrative and mailing charge \$ _____ per _____.

DAISY Disk

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print labels	_____/label		
Braille labels	_____/label		
Handling, administrative, and mailing charge \$ _____ per _____.			

Accessible pdfs

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print labels	_____/label		
Braille labels	_____/label		
Handling, administrative, and mailing charge \$ _____ per _____.			

Option Period #1

One-source master

Production of original one-source master _____/per language

Copy of one-source master on CD _____/per language

Large print

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/page		
Binding fee			
2–10 pages	_____/document	_____/document	_____/document
Over 10 pages	_____/document	_____/document	_____/document

Handling, administrative, and mailing charge \$ _____ per _____.

Braille

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/page		
Binding fee			
2–10 pages	_____/document	_____/document	_____/document
Over 10 pages	_____/document	_____/document	_____/document

Large-print and braille cover page _____/page

Handling, administrative and mailing charge \$ _____ per _____.

MP3

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print labels	_____/label		
Braille labels	_____/label		

Handling, administrative and mailing charge \$ _____ per _____.

e-text

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print Labels	_____/label		
Braille labels	_____/label		

Handling, administrative and mailing charge \$ _____ per _____.

DAISY Disk

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print labels	_____/label		
Braille labels	_____/label		
Handling, administrative, and mailing charge \$ _____ per _____.			

Accessible pdfs

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print labels	_____/label		
Braille labels	_____/label		
Handling, administrative, and mailing charge \$ _____ per _____.			

Option Period #2

One-source master

Production of original one-source master _____/per language

Copy of one-source master on CD _____/per language

Large Print

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/page		
Binding fee			
2–10 pages	_____/document	_____/document	_____/document
Over 10 pages	_____/document	_____/document	_____/document
Handling, administrative, and mailing charge	\$ _____ per _____.		

Braille

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/page		
Binding fee			
2–10 pages	_____/document	_____/document	_____/document
Over 10 pages	_____/document	_____/document	_____/document

Large-print and braille cover page _____/page

Handling, administrative and mailing charge \$ _____ per _____.

MP3

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print labels	_____/label		
Braille labels	_____/label		

Handling, administrative and mailing charge \$ _____ per _____.

e-text

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print labels	_____/label		
Braille labels	_____/label		

Handling, administrative and mailing charge \$ _____ per _____.

DAISY Disk

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page
Copies	_____/CD		
Large-print labels	_____/label		
Braille labels	_____/label		
Handling, administrative, and mailing charge \$ _____ per _____.			

Accessible pdfs

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Master	_____/page	_____/page	_____/page

Copies _____/CD

Large-print labels _____/label

Braille labels _____/label

Handling, administrative, and mailing charge \$ _____ per _____.

Total evaluated price (applicable taxes excluded) = sum of initial contract period + option period #1 + option period #2 \$ _____

ANNEX "C"

STANDING OFFERS REPORTING

Note to Contractors: Will be provided at contract.

ANNEX "A" to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT

The Offeror accepts to be paid by any of the following Electronic Payment Instrument:

VISA Acquisition Card

ANNEX "A" to PART 4 OF THE REQUEST FOR STANDING OFFERS**MANDATORY AND RATED TECHNICAL CRITERIA****MANDATORY TECHNICAL CRITERIA**

The mandatory requirements listed will be evaluated on a pass/fail (i.e. compliant / non-compliant) basis. **Proposals that fail to meet the mandatory requirements will be disqualified at this stage without further consideration.**

Requirement Number	Description(s)	Compliant/ Not compliant
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M.1	<p>SAMPLES OF ALTERNATIVE FORMATS</p> <p>The Contractor MUST submit the publication listed below in English and French versions of each of the following formats, generated from the same master:</p> <ol style="list-style-type: none">1. Large print2. Braille3. MP34. e- text5. DAISY6. Accessible pdfs <p>Towards a Poverty Reduction Strategy - In Brief http://www12.edsc.gc.ca/sgpe-pmps/p.5bd.2t.1.3ls@-eng.jsp?pid=55684</p> <p>Vers une stratégie de réduction de la pauvreté - En Bref http://www12.edsc.gc.ca/sgpe-pmps/p.5bd.2t.1.3ls@-fra.jsp?pid=55684</p> <p>The format that MUST be used in the above link is in PDF format</p> <p>The Contractor MUST submit a one-source master in English and French for the above formats.</p> <p>Samples will be evaluated under Rated Criteria R1.</p>	
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<p>M.2</p>	<p>For the projects proposed for Rated Criteria R2: Projects MUST have been completed after July 2012 and each projects MUST provide the following information;</p> <ul style="list-style-type: none"> • name of client; • complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. 	
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POINT-RATED TECHNICAL CRITERIA

When a maximum of 2 projects is indicated, only 2 projects will be scored. If the Contractor provides more than 2 projects, only the first 2 will be scored .

ITEM NO.	POINT- RATED REQUIREMENTS	POINTS	

R.1	<p>CAPABILITY OF PROVIDING ACCURATE AND HIGH-QUALITY CONVERSION INTO ALL ALTERNATIVE FORMATS DESCRIBED IN THE STATEMENT OF WORK</p> <p>The Contractor should clearly demonstrate that it is capable of providing documents to the public in all the identified alternative formats: large print, MP3, Braille, e-text, DAISY and accessible pdfs.</p> <p>The purpose of these rated criteria is to evaluate the information submitted in M1.</p> <p>The samples submitted in M1 will be evaluated on the accuracy and quality of the content converted, and the presentation, labelling and packaging of the samples provided.</p>	Max 130 points	
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R.1.1 Creation of one-source master

Criteria	Value	Points
Separate files: one one-source master for French and one for English;	1 per language	
Electronic masters are compatible with World Wide Web accessibility criteria. Consult www.w3.org/WAI	2 per language	
DAISY electronic masters are compatible with ANSI/NISO Z39.86-2005 international criteria. Consult http://www.daisy.org/z3998/2012/z3998-2012.html	2 per language	
Visual elements are described in narrative form;	1 per language	
Footnotes and sidebar information are incorporated in body text;	1 per language	
Body text is formatted as a single column;	1 per language	
Table of contents is included if the document is lengthy or if the text contains references to page numbers;	1 per language	
References to page numbers in text are replaced by references to table of contents;	1 per language	
Forms, applications, questionnaires, etc., are adapted for compatibility and for ease of use in all formats;	2 per language	
TOTAL	24	

R.1.2 Large print

Criteria	Value	Points
Regular commercial CDR or CD-ROM, IBM-formatted or Zip IBM-formatted;	1 per language	
PostScript file as ASCII, formatted for 21.59 cm x 27.94 cm (8 1/2" x 11") paper. Formatting conforms to professional graphic design and typesetting standards;	1 per language	
Sans-serif fonts such as Arial, Univers, Geneva, Helvetica Regular;	1 per language	
18-point type for body text, 20% leading (standard default); headings and subheadings proportionally larger and bold; upper and lower case for all text, including headings and subheadings;	2 per language	
Body text is single column only, headings and subhead type set flush left, ragged right (left justified);	1 per language	
One hard space only between sentences: no hyphenation of single words at ends of lines: no italics (underline to represent italics);	1 per language	
Page margins: Documents of 1–15 sheets: 2.54 cm (1") top, bottom, outside, inside. Documents of more than 15 sheets: 2.54 cm (1") top, bottom, outside; 3.175 cm (1 1/4") inside;	1 per language	
Black print on 24-lb. (120M, bound) white smooth opaque paper; no gloss; no screens;	1 per language	
TOTAL	18	

Binding

Criteria	Value	Points
Documents of 2–15 sheets: stapled top left corner;	1 per language	
Documents of more than 15 sheets: spiral binding with front and back cover;	1 per language	
Specify the title of the document on the CD-ROM;	1 per language	
TOTAL	6	

Labelling

Criteria	Value	Points
Sans-serif fonts such as Arial, Univers, Geneva, Helvetica Regular; 18-point type for body text;	1 per language	
TOTAL	2	

Packaging

Criteria	Value	Points
Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind / Information pour personnes aveugles - Port gratuit';	1 per language	
TOTAL	2	

R.1.3 Braille

Criteria	Value	Points
Regular commercial CDR or CD-ROM containing MS-DOS Grade II Braille file; Labelled CDR or CD-ROM with the document title in Braille;	1 per language	
Formatted according to BANA standards for 21.59 cm x 27.94 cm (8 1/2" x 11") acid-free Braille paper;	1 per language	
1.9 cm (3/4") inside margins;	1 per language	
30 characters maximum per line;	2 per language	
25 lines maximum per page, with page number only on line 25;	2 per language	
Double-sided (interpoint) printing;	2 per language	
TOTAL	18	

Binding

Criteria	Value	Points
Documents of 2–10 sheets stapled top-left corner;	1 per language	
Documents of more than 10 sheets: cerlox binding;	1 per language	
Large-print and Braille cover page;	1 per language	
TOTAL	6	

Packaging

Criteria	Value	Points
Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind / Information pour personnes aveugles - Port gratuit';	1 per language	
TOTAL	2	

R.1.4 MP3

Criteria	Value	Points
Regular commercial CDR or CD-ROM, IBM-formatted or Zip IBM-formatted;	1 per language	
TOTAL	2	

Labelling

Criteria	Value	Points
Large print and plastic strip with Grade II Braille on upper side of disk;	1 per	

	language	
TOTAL	2	

Packaging

Criteria	Value	Points
Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind / Information pour personnes aveugles - Port gratuit';	1 per language	
TOTAL	2	

R.1.5 e-text

Criteria	Value	Points
Regular commercial CDR or CD-ROM, IBM-formatted or Zip IBM-formatted;	1 per language	
Accessible document format: Microsoft Word, Portable Document Format (PDF), PowerPoint, or Excel Spreadsheets;	2 per language	
PostScript file as ASCII, formatted for 21.59 cm x 27.94 cm (8 1/2" x 11") paper; Formatting conforms to professional graphic design and typesetting standards;	1 per language	
Sans serif fonts such as Arial, Univers, Geneva, Helvetica Regular;	1 per language	
18-point type for body text, 20% leading (standard default); headings and subheadings proportionally larger and bold; upper and lower case for all text, including headings and subheadings.	2 per language	
Headings and subhead type set flush left, ragged right (left justified).	2 per language	
Footnotes and sidebar information are incorporated in body text;	1 per language	
Body text is formatted as a single column;	1 per language	
Table of contents is included if the document is lengthy or if the text contains references to page numbers;	1 per language	
References to page numbers in text are replaced by references to table of contents;	1 per language	
Forms, applications, questionnaires, etc., are adapted for compatibility in all formats and for ease of use;	2 per language	
TOTAL	30	

Labelling

Criteria	Value	Points
Large print and plastic strip with Grade II Braille on upper side of disk;	1 per language	
TOTAL	2	

Packaging

Criteria	Value	Points
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Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind / Information pour personnes aveugles - Port gratuit'.	1 per language	
TOTAL	2	

R.1.6 DAISY—Digital Accessible Information System

Criteria	Value	Points
DAISY CDR or CD-ROM IBM-formatted or Zip IBM-Formatted disk(s) containing synchronized files for electronic Braille, and audio and text navigation;	1 per language	
All DAISY materials must adhere to the ANSI/NISO Z39.86-2005 international standard;	2 per language	
TOTAL	6	

Labelling

Criteria	Value	Points
Large print and plastic strip with Grade II Braille on upper side of disk;	1 per language	
TOTAL	2	

Packaging

Criteria	Value	Points
Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind / Information pour personnes aveugles - Port gratuit'.	1 per language	
TOTAL	2	

R.1.7 Accessible PDF files

Criteria	Value	Points
Regular commercial CDR or CD-ROM IBM-formatted or Zip IBM- formatted;	1 per language	
TOTAL	2	

Labelling

Criteria	Value	Points
Large print and plastic strip with Grade II Braille on upper side of disk;	1 per language	
TOTAL	2	

Packaging

Criteria	Value	Points
Bubble mailing envelope or cardboard/shrink-wrap packaging marked 'Free Matter for the Blind / Information pour personnes aveugles - Port gratuit'.	1 per language	

TOTAL	2	
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R.2	<p>EXPERIENCE AND EXPERTISE OF THE CONTRACTOR</p> <p>Each project description should be no more than 250 words.</p> <p>Points will be allocated as follows: The Contractor should demonstrate that it has produced and distributed documents in alternative formats, such as:</p> <ul style="list-style-type: none"> • Large print; • Braille; • MP3; • e-text; • Daisy; • Accessible PDF files. <p>10 points for 1 project 20 points for 2 projects 30 points for 3 projects or more</p> <p>Additional points: 10 points per project will be awarded if 2 alternative formats identified above are demonstrated. 20 points per project will be awarded if 3 alternative formats identified above are demonstrated. 30 points per project will be awarded if 4 alternative formats identified above are demonstrated. 40 points per project will be awarded if 5 alternative formats identified above are demonstrated. 50 points per project will be awarded if 6 alternative formats identified above are demonstrated.</p>	Max 180 points	
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MAXIMUM POINTS AVAILABLE: 312 POINTS

MINIMUM OVERALL POINTS REQUIRED (70%): 218 POINTS