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

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Gatineau**

**Québec  
K1A 0S5**

**Bid Fax: (819) 997-9776**

## Request For a Standing Offer Demande d'offre à commandes

### Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## 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

<b>Title - Sujet</b> CSPS - Course Materials	
<b>Solicitation No. - N° de l'invitation</b> 0X001-170655/A	<b>Date</b> 2017-12-21
<b>Client Reference No. - N° de référence du client</b> 0X001-17-0655	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$CW-035-74015
<b>File No. - N° de dossier</b> cw035.0X001-170655	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-01-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Buck(CW Div.), Daniel	<b>Buyer Id - Id de l'acheteur</b> cw035
<b>Telephone No. - N° de téléphone</b> (613)998-8582 ( )	<b>FAX No. - N° de FAX</b> (613)991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	5
2.2 SUBMISSION OF OFFERS .....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	7
2.5 APPLICABLE LAWS.....	7
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS .....</b>	<b>8</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>10</b>
4.1 EVALUATION PROCEDURES.....	10
4.2 BASIS OF SELECTION .....	12
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>13</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	13
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	13
<b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>15</b>
<b>A. STANDING OFFER.....</b>	<b>15</b>
6.1 OFFER.....	15
6.2 SECURITY REQUIREMENTS .....	15
6.3 STANDARD CLAUSES AND CONDITIONS.....	15
6.4 TERM OF STANDING OFFER .....	15
6.5 AUTHORITIES .....	16
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	17
6.7 IDENTIFIED USERS .....	18
6.8 CALL-UP PROCEDURES .....	18
6.9 CALL-UP INSTRUMENT .....	18
6.10 LIMITATION OF CALL-UPS .....	19
6.11 FINANCIAL LIMITATION.....	19
6.12 PRIORITY OF DOCUMENTS .....	19
6.13 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	19
6.14 APPLICABLE LAWS.....	20
6.15 SACC MANUAL CLAUSES .....	20
<b>B. RESULTING CONTRACT CLAUSES.....</b>	<b>21</b>
6.1 STATEMENT OF WORK.....	21
6.2 STANDARD CLAUSES AND CONDITIONS.....	21
6.3 TERM OF CONTRACT .....	21
6.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	21

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

---

6.5	PAYMENT .....	21
6.6	INVOICING INSTRUCTIONS .....	22
6.7	INSURANCE .....	22
6.8	INSPECTION AND ACCEPTANCE .....	23
6.9	SACC MANUAL CLAUSES .....	23
<b>ANNEX "A" .....</b>		<b>24</b>
	STATEMENT OF WORK .....	24
	APPENDIX 1 TO ANNEX "A" STATEMENT OF WORK .....	31
<b>ANNEX "B" .....</b>		<b>32</b>
	BASIS OF PAYMENT .....	32
<b>ANNEX "C" TO PART 3 OF THE REQUEST FOR STANDING OFFER .....</b>		<b>34</b>
	ELECTRONIC PAYMENT INSTRUMENTS .....	34
<b>ANNEX "D" .....</b>		<b>35</b>
	STANDING OFFER REPORTING .....	35
<b>ANNEX "E" .....</b>		<b>36</b>
	REQUEST FOR WORK TEMPLATE .....	36
<b>ANNEX "F" .....</b>		<b>37</b>
	EVALUATION GRID .....	37

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six 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; and   |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>6B, 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, Standing Offer Reporting, the request for work template and the Evaluation Grid.

### **1.2 Summary**

The Canada School of the Public Service (CSPS), Ontario 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 period of the Standing Offer will be in effect for a period of one year (1) from the date of issuance to Standing Offer with the option to extend it by two (2) one (1) year periods.

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 six (6) 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 three (3) to five (5) business days from issuance of the order as specified by the CSPS Project Authority. Print files for rush orders will be delivered to the Offeror by CSPS by 12:00PM noon (Eastern Time).

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

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

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

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The Request for Standing Offers (RFSO) is to establish Regional Individual Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

### 1.3 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.

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## 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) (<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 Public Works and Government Services Canada (PWGSC) Bid Receiving Unit 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 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 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.

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

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## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may 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 Ontario.

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.



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## **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 (one (1) hard copy and one (1) soft copy on CD, DVD or USB)
- Section II: Financial Offer (one (1) hard copy and one (1) soft copy on CD, DVD or USB)
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information (one (1) hard copy)

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

Prices must appear in the financial 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.

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

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### 3.1.1 Electronic Payment of Invoices - Offer

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

### Section IV: Additional Information

#### 3.1.2 Offeror's Proposed Site(s)

The Offeror must provide the full address(es) of the Offeror's and proposed individual(s) site(s) or premises for Work Performance:

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

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## 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 will evaluate the offers.

#### 4.1.1 Technical Evaluation

Offerors **MUST** meet the mandatory criteria of the Request for Standing Offer (RFSO). No further consideration will be given to Offerors not meeting the mandatory criteria.

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

##### 4.1.1.1 Mandatory Technical Criteria

**Definitions for the purposes of the mandatory technical criteria.**

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

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

**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 Offeror must demonstrate that it has been contractually bound to an external client (outside of the Offeror'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 Offeror must provide the reference number or the contract number for each of the two (2) contracts.
- M.1.1.b The Offeror must provide the Client information (example: client organization) for each of the two (2) contracts.
- M.1.1.c The Offeror must provide a description of each of the bound publication(s)/manual(s) provided by the Offeror 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 Offeror 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 Offeror 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 Offeror must provide a description of the binding requirements for each of the manuals/publications produced by the Offeror for the contract identified for M.1.1;

M.1.3.b The Offeror must provide the number of different bound manuals/publications produced by the Offeror for the contract identified for M.1.1;

M.1.3.c: The Offeror must provide the delivery dates (month and year) for each of the bound manuals/publications produced by the Offeror for the contract 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 The Offeror 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 Offeror.

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 The Offeror 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 Offeror for the contract 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 Offeror to receive supplied components for printing electronically via e-mail or the Offeror's FTP/ electronic drop box.

M.1.6.a The Offeror 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.*

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

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
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cw035.0X001-170655

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

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#### **4.1.2 Financial Evaluation**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The Financial Evaluation will be based on the total evaluated price of the financial proposal using the Excel spreadsheet.

To determine the total evaluated price, the all-inclusive prices and rates submitted in the Annex "B": Basis of Payment will be multiplied and when specified divided by the corresponding quantities for evaluation, and then added together to obtain the total evaluated price as specified in the Annex "B": Basis of Payment Excel spreadsheet being distributed through Government Electronic Tendering Service (BuyandSell.gc.ca).

#### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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## 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 Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 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.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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.

#### 5.2.2 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](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

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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.

### **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.2.3.1 Canadian Content Certification**

##### **5.2.1.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition**

This procurement is limited to Canadian services.

The Offeror certifies that:

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

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

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

#### 6.2 Security Requirements

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

#### 6.3 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### 6.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 6.3.2 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 "D". 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.

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 fifteen (15) calendar days after the end of the reporting period.

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is one (1) year from the date of issuance.



#### **6.4.2 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) periods 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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **6.4.3 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, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

#### **6.4.4 Delivery Points**

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

### **6.5 Authorities**

#### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Daniel Buck  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
360 Albert Street  
Ottawa, Ontario K1R 7X7

Telephone: 613-998-8582  
Facsimile: 613-991-5870  
E-mail address: daniel.buck@pwgsc-tpgsc.gc.ca

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.

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

### 6.5.2 Project Authority

The Project Authority is a representative from the client department whose name will be specified on issuance of the Standing Offer.

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 resulting Contract.

### 6.5.3 CSPS Procurement Authority

The CSPA Procurement Authority is a representative from the client department whose name will be specified on issuance of the Standing Offer.

The CSPA Procurement Authority is responsible for processing all requests for changes to the Standing Offer before sending requests for amendments to the Standing Offer Authority. Any request for changes to the Standing Offer must be sent by the Project Authority to the CSPA Procurement Authority who will process requests for amendments to the Standing Offer Authority (PWGSC). The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anybody other than the Standing Offer Authority.

### 6.5.4 Offeror'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.

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## 6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Canada School of Public Service (CSPS).

## 6.8 Call-up Procedures

- 6.8.1 The Project Authority from the CSPS office in the Ontario Region will provide a description of the requirement to the Offeror (as per annex E)
- 6.8.2 The Offeror must provide a quote that includes the shipping costs within two (2) business days of receiving notification from the Project Authority from the CSPS office in the Ontario Region
- 6.8.3 The Project Authority from the CSPS office in the Ontario Region will send a purchase requisition (PR) along with a quote to the CSPS Procurement Authority. The description of the requirement will include:
- The standing offer number;
  - The name of the identified user requesting the goods;
  - The quantity and unit price for each item requested;
  - The shipping destination; and
  - The delivery deadline.
- 6.8.4 The authorized CSPS Procurement Authority from the Contracting and Procurement Unit of the CSPS will issue a Call-up.

## 6.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;

- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$13,000.00** (Applicable Taxes included).

## 6.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*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, or six (6) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 6.12 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 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2030 (2016-04-04), General Conditions – Higher Complexity – Goods;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex D, Standing Offer Reporting;
- h) Annex E, Request for Work Template
- i) the Offeror's offer dated \_\_\_\_\_.

## 6.13 Certifications and Additional Information

### 6.13.1 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.

### 6.13.2 SACC Manual Clauses

SACC Manual Clause M3060C (2008-05-12) Canadian Content Certification.

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

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## 6.14 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.

## 6.15 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

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## **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.

### **6.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

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

Section 17 Interest on Overdue Accounts, of 2030 (2016-04-04) General Conditions – Higher Complexity - Goods will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive.

#### **6.3.2 Delivery Date**

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

### **6.4 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.

### **6.5 Payment**

#### **6.5.1 Basis of Payment – Firm Price for Printing/Production (Shipping Extra)**

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 Annex B for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). 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.

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### 6.5.2 Basis of Payment - Limitation of Expenditure for Shipping Cost

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 \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

### 6.5.3 SACC Manual Clauses

SACC Manual Clause H1000C (2008-05-12) Single Payment  
SACC Manual Clause H1001C (2008-05-12) Multiple Payment

### 6.5.4 Electronic Payment of Invoices – Call-up

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

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

## 6.6 Invoicing Instructions

1. 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.

Each invoice must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded/emailed to the CSPA Project Authority under the section entitled "Authorities" of the Part 6 A Standing Offer for certification and payment.  
OR
    - b. One (1) copy must be forwarded/emailed to the Standing Offer Authority identified under the section entitled "Authorities" of the Part 6 A Standing Offer.

## 6.7 Insurance

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

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

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## 6.8 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.

## 6.9 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



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## 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 Offeror 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 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 60 to 700 impressions and the hand-outs range from one (1) to 200 impressions.

Course material is ordered on an "if and when" required basis in accordance with the delivery schedules identified in A.7. However, occasionally delivery may be required urgently (within three [3] to five [5] days' notice).

The Offeror 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 Offeror. These may include case studies, statistical sheets; org charts; maps etc. The Offeror must staple these as loose inserts if there is more than two (2) sheets.

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

#### **A.4.1 Material supplied**

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

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

Exceptionally, the Offeror 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 Offeror via e-mail/FTP/Offeror's Drop box:

Canada School of Public Service  
1 Front Street West, 5<sup>th</sup> Floor East, Suite 5113  
Toronto, ON  
M5J 2X5

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

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

##### **A.4.1.1 Storage of Paper copy and electronic files**

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

The Offeror 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 Offeror must ensure at all times that only the latest approved version of any of the manuals is produced and delivered.

#### **A.4.2 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.4.3 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.4.3.1 OVERRUN / UNDERRUN

No overrun and no underrun will be accepted.

### A.4.4 SPECIFICATIONS

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

#### As specified in the Call-up

- The participant's manuals must be bound using spiral binding, cerlox 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 Offeror 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.4.1.

The Offeror 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 Offeror 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"><li>- Gather/collate text pages and finish as specified in the Work request.</li><li>- Insert tab dividers in position if required.</li><li>- 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.</li></ul>

<b>Covers</b>	
Size:	8-½" w x 11"h
Pages:	<ul style="list-style-type: none"> <li>- Front cover prints only</li> <li>- Back cover does not print.</li> </ul>
Prints:	as per each request: <ul style="list-style-type: none"> <li>- Front Cover prints in black or colours on one (1) and/or two (2) sides as specified in each work request. No bleeds.</li> <li>- Back Cover: Does not print</li> </ul>
Paper:	<ul style="list-style-type: none"> <li>- Front Cover: White, 80 lbs (160 m) uncoated cover stock</li> <li>- Back Cover: White, uncoated cover, 80 lbs (160 m)</li> </ul>
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"> <li>- Gather/collate handout pages and staple as specified in the Work request.</li> <li>- Stacks of handouts must be separated by coloured sheets of paper, or banded as specified in the work request.</li> <li>- Hand-outs may be laminated with gloss 3 mil (0.003") laminate on one (1) or two (2) sides</li> <li>- Hand-outs may be laminated with dry-erase compatible 3 mil (0.003") laminate on one (1) or two (2) sides</li> </ul>

**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"> <li>- Pages may be gathered/collated</li> <li>- Pages may be folded</li> <li>- Pages may be laminated with gloss 3 mil (0.003") laminate on one (1) or two (2) sides</li> <li>- Pages may be laminated with glossy, dry-erase compatible 3 mil (0.003") laminate on one (1) or two (2) sides</li> <li>- Gathered/collated pages may be stapled.</li> <li>- Stacks of handouts must be separated by coloured sheets of paper, or banded as specified in the work request.</li> </ul>

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

**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 <sup>th</sup> 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, <b>White, 60 lbs (120m) to 65lbs (130m) as specified by the Project Authority</b>
Bindery:	For shipping purposes, un laminated 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 1/2" 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.5 PROOFS**

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

**A.6 PACKAGING SPECIFICATIONS**

**A.6.1 Packaging**

Packaged in cartons. All cartons should be clearly labeled as specified in A.6.2.

**A.6.2 Labeling**

The Offeror 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 Offeror is

responsible for properly addressing items being delivered according to the delivery address supplied, including production and application of any required labels.

## **A.7 DELIVERY / PICK-UP INSTRUCTIONS and DELIVERY SCHEDULE**

Call-ups will be issued on an "if and when" required basis and with the possibility of a rush request as needed.

### **A.7.1 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.7.2 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 Offeror to confirm feasibility and to make arrangements that are convenient for both parties.

### **A.7.3 Delivery addresses**

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

The Delivery address is:

Canada School of Public Service  
1 Front Street West, 5<sup>th</sup> Floor East, Suite 5113  
Toronto, ON  
M5J 2X5

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

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

## **A.8 QUALITY ASSURANCE**

Quality Assurance by Offeror: The Offeror 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 Offeror's expense immediately if deliverables do not conform to specifications of the Work Request and the Statement of

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

---

Work. The Offeror 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.9 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 Offeror is responsible for the delivery of components to the designated location which may differ from the delivery address or destination(s).

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

---

## APPENDIX 1 TO ANNEX "A" STATEMENT OF WORK

### INFORMATION FOR REFERENCE ONLY - HISTORICAL INFORMATION

On average, past ordering has taken place on a quarterly basis primarily consisting of posters. Other course material and inserts are mostly printed using internal resources however on occasion CSPS – Ontario may require these item printed externally.

Based on historical activity up to a maximum of 13,000 impressions per year could be printed.

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.



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## ANNEX "B"

### BASIS OF PAYMENT

**OFFERORS 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 OFFER.**

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

Offerors 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 offer 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 STANDING OFFER. These quantities will be used as a quantity for evaluation purposes only to evaluate the Offers.**

If pricing is not provided for a component, a price of zero will be assigned for the component and the Offeror will be provided an opportunity to agree with the zero amount. If the Offeror agrees, then the Basis of Payment will be considered compliant. However, if the Offeror disagrees then the offer 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 Offeror to satisfy the terms of any resulting Standing Offer / Call-up.

#### **B.1: Basis of Payment – Pricing Schedule**

B.1.A.1 The Offeror 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. No other charges will apply to the printing and production to final format of the course manuals, inserts and posters as described in the Annex "A" Statement of Work.

B.1.A.2 The Offeror 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.

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

---

\*FOB destination indicates that the title to the shipment will pass from the Offeror to the recipient at the destination address. The Offeror 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.

#### **B.1.1 PERIOD OF THE STANDING OFFER**

See the attached MS Excel Spreadsheet for further details.

#### **B.1.2 FIRST EXTENSION PERIOD OF THE STANDING OFFER**

See the attached MS Excel Spreadsheet for further details

#### **B.1.3 SECOND EXTENSION PERIOD OF THE STANDING OFFER**

See the attached MS Excel Spreadsheet for further details

#### **B.1.4 PAPER ADJUSTMENT**

See the attached MS Excel Spreadsheet for further details

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

---

## **ANNEX “C” to PART 3 OF THE REQUEST FOR STANDING OFFER**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror 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  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

---

**ANNEX "D"**

**STANDING OFFER REPORTING**

The data must be submitted on a quarterly basis to the Public Works and Government Services Canada Standing Offer Authority.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The Standing Offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The total spend to date.

Standing Offer No. 0X001-170655/A					
Period of the report:					
Date of Request	Invoice Number	Quantity	Value of Production	Value of Shipping	Total Value of the Call-up (tax extra)

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

## ANNEX "E"

### REQUEST FOR WORK TEMPLATE



#### Annexe F - Work request form / Quote

Name and address of the supplier		Number of Contract/SO									
Name:		CSPS Work request # XXXX									
Address:											
Name of the contact-person:											
3. Work description											
A. Description of the required work											
Requirement for printing											
*Instruction for Participant Handbooks: Participants' manuals must be bound using a black cerlox binding. Front cover and back cover must be printed on cardboard. The front cover of the manual must be printed in color. The contents of the manuals should be printed on white paper, black and white and double-sided impregnation. Instruction for reprints: The print-outs must be printed on white paper, black and white print, double-sided and must be stapled. *											
B. Cost breakdown of the task											
Cost											
Item	Description	# pages inside	8.5x11 Recto / Verso Print Black / Side *	8.5 x 11 color front printing on top carton	Black cardboard cardboard from underneath	Cerlox	Posters	Quantity	Price per publication / manuals	Total	
1									\$ -	\$0.00	
2									\$ -	\$0.00	
3									\$ -	\$0.00	
4									\$ -	\$0.00	
5									\$ -	\$0.00	
6									\$ -	\$0.00	
7									\$ -	\$0.00	
8									\$ -	\$0.00	
9									\$ -	\$0.00	
10									\$ -	\$0.00	
11									\$ -	\$0.00	
12									\$ -	\$0.00	
13									\$ -	\$0.00	
14									\$ -	\$0.00	
15									\$ -	\$0.00	
16									\$ -	\$0.00	
17									\$ -	\$0.00	
18									\$ -	\$0.00	
										Sous-total	\$0.00
										Cost for delivery - Regular Service (# 9,2)	
										Cost for delivery - Urgent Service (# 10,2)	\$ -
										\$	-
										Total	\$0.00
7. Date for delivery											
Delivery no later than:											
9. Address for delivery											
8. CSPS Contact person											
Telephone:											

Solicitation No. - N° de l'invitation  
0X001-170655/A  
Client Ref. No. - N° de réf. du client  
0X001-170655

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw035.0X001-170655

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

## ANNEX "F"

### EVALUATION GRID

#### REQUEST FOR STANDING OFFER: 0X001-170655/A

**TITLE:** Learning Programs Branch manual and handout material

**OFFEROR:** \_\_\_\_\_

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	MET	NOT MET

#### MANDATORY CRITERIA

Offerors **MUST** meet the mandatory criteria of the RFSO. No further consideration will be given to Offerors 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 Offeror's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Offeror.

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

**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.

<b>M.1.1 Evaluation criteria</b>	<b>Met</b>	<b>Not Met</b>
The Offeror must demonstrate that it has been contractually bound to an external client (outside of the Offeror'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.		
<b>M.1.1.a</b> The Offeror must provide the reference number or the contract number for each of the two (2) contracts.	<b>Met</b>	<b>Not Met</b>
Contract 1		
Contract 2		
<b>M.1.1.b</b> The Offeror must provide the Client information (example: client organization) for each of the two (2) contracts.	<b>Met</b>	<b>Not Met</b>
Contract 1		
Contract 2		
<b>M.1.1.c</b> The Offeror must provide a description of each of the bound publication(s)/manual(s) provided by the Offeror 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 Offeror under each of the two (2) contracts.	<b>Met</b>	<b>Not Met</b>
Contract 1		
Contract 2		
<b>M.1.2 Evaluation criteria</b>		
The two (2) separate contracts identified for M.1.1 must have been started or completed after April 01, 2012		
<b>M.1.2.a</b> The Offeror 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;	<b>Met</b>	<b>Not Met</b>
Contract 1		
Contract 2		

Solicitation No. - N° de l'invitation  
 0X001-170655/A  
 Client Ref. No. - N° de réf. du client  
 0X001-170655

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 cw035.0X001-170655

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

<b>M.1.3 Evaluation criteria</b>		
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 Offeror must provide a description of the binding requirements for each of the manuals/publications produced by the Offeror for the contract identified for M.1.1;	<b>Met</b>	<b>Not Met</b>
Contract 1		
M.1.3.b The Offeror must provide the number of different bound manuals/publications produced by the Offeror for the contract identified for M.1.1;	<b>Met</b>	<b>Not Met</b>
Contract 1		
M.1.3.c The Offeror must provide the delivery dates (month and year) for each of the bound manuals/publications produced by the Offeror for the contract identified for M.1.1;	<b>Met</b>	<b>Not Met</b>
Contract 1		
<b>M.1.4 Evaluation criteria</b>		
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 The Offeror 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 Offeror.	<b>Met</b>	<b>Not Met</b>
Contract 1		



Solicitation No. - N° de l'invitation  
 0X001-170655/A  
 Client Ref. No. - N° de réf. du client  
 0X001-170655

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 cw035.0X001-170655

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

<b>M.1.5 Evaluation criteria</b>		
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 The Offeror 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 Offeror for the contract identified for M.1.1;	<b>Met</b>	<b>Not Met</b>
Contract 1		
<b>M.1.6 Evaluation criteria</b>		
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 Offeror to receive supplied components for printing electronically via e-mail or the Offeror's FTP/ electronic drop box.		
M.1.6.a The Offeror 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.	<b>Met</b>	<b>Not Met</b>
Contract 1		
<b>Comments</b>		

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