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## PART 1 - GENERAL INFORMATION

### 1. Security Requirements

At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 4 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 4 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 4 - Resulting Contract Clauses;
  - (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 4.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures.
2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### 1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses

### 1.3 Debriefings

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

### 1.4 Trade Agreements

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."



## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

#### 2.1.1 General Conditions

General Conditions – Professional Service – Short Form Contract shall apply to and form part of this Contract.

### 2.2 Submission of Bids

Bids must be submitted only to Public Prosecution Service of Canada (PPSC) by the date, time and place indicated on page 1 of the bid solicitation.

Bidders must use the Basis of Payment grid at Annex B to submit their proposals.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.4 Applicable Laws

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

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

## PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 3.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation.

### 3.2 Basis of Selection

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



## PART 4 - RESULTING CONTRACT CLAUSES

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

### 4.1 Security Requirements

4.1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PSPC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Officer must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex \_\_\_\_\_;
  - b. *Industrial Security Manual* (Latest Edition).

### 4.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures

The Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises for the following addresses: [\(to be insert at contract awarded\)](#)

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

### 4.2 Statement of Work

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

### 4.3 Standard Clauses and Conditions

#### 4.3.1 Standard Instructions, Clauses and Conditions

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

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



#### 4.3.2 General Conditions

**General Conditions – Professional Service – Short Form Contract** shall apply to and form part of this Contract.

#### 4.4 Term of Contract

##### 4.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2019 inclusive.

##### 4.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### 4.5 Authorities

##### 4.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nathalie Simon  
Title: Acquisition officer  
Address: 160 Elgin Street, 12<sup>th</sup> floor  
Ottawa On. K1A 0H8  
Telephone: 613-716-2394  
E-mail address: Nathalie.simon@ppsc-sppc.gc.ca

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

##### 4.5.2 Project Authority

The Project Authority for the Contract is: [\(to be insert at contract awarded\)](#)

Name:  
Title:  
Address:  
Telephone:  
E-mail address:

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

##### 4.5.3 Contractor's Representative [\(to be insert at contract awarded\)](#)



## 4.6 Payment

### 4.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B, Basis of Payment. Applicable taxes are extra.

### 4.6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (to be insert at contract awarded). Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 4.6.3 Monthly Payment

SACC Manual clauses [H1008C \(2008-05-12\)](#) Monthly payment.

## 4.7 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) Details of the services provided

Invoices must be distributed as follows;

- a) One (1) copy must be forwarded to the Project Authority.



#### 4.8 Certifications

##### 4.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### 4.9 Applicable Laws

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

#### 4.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) **General Conditions – Professional Service – Short Form Contract** shall apply to and form part of this Contract;
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated (to be insert at contract awarded)



## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. TITLE**

Printing, copying and binding services or the Ontario Regional Office.

#### **2. OBJECTIVES**

The Public Prosecution Service of Canada (PPSC) Ontario Regional Office requires the reproduction services related to publication and other print matter on electronic media from supplied master or hard copy originals and electronic format, binding documents and scanning paper documents to electronic format.

#### **3. TASKS**

The Supplier will provide quality printing services and binding services and if required reproduction of printed documents in CD, DVD, USB, hard copy, hard drive and/or in PDF format (with or without links to chapters and/or key words) on an as and when required basis.

#### **4. QUALITY**

The print and binding quality levels is informational, in accordance with the Public Services and Procurement Canada (PSPC) Publications entitled "Quality Levels for Printing" and/or "Quality levels for Colour" and "Quality level for Binding" issues.

#### **5. OVERRUNS/UNDERRUNS**

No overruns and no underruns will be accepted.

#### **6. PACKING AND SHIPPING**

Packaging and shipping is to be in accordance with the industry standard for the applicable items in order to ensure their safe arrival at destination. The Contractor will be responsible for all printing jobs until delivered and accepted by the PPSC. All costs associated with the damage of the documents in transit to the destination will be borne by the Contractor.

#### **7. SERVICES STANDARDS**

##### **7.1 Regular service – Copying services**

Delivery of the required material **24 hours** from the time orders are received from the ordering office.

- If required, proofs will be delivered within 6 hours of receipt of the order and the required material delivered within 12 hours of the receipt of the approved proofs by the supplier.
- Hard media will be picked up within 4 hours of order placement.
- Orders placed after 2 p.m. or within 3 hours of close business during Contractor's normal hours of operation will be considered next day delivery.
- Scheduled pick-up and delivery service may be negotiated between the Contractor and PPSC Ordering Authorities.



## 7.2 Urgent service – Copying services

Urgent service means delivery of the required material within **4 hours** from the time orders are received in the Contractor's facility. Should hard copy be supplied, the delivery requirement will be based on the time of pickup of the material for reproduction.

## 8. LIMITATION AND CONSTRAINTS

Services are to be provided within a 4 hour to 24 hour time frame, 7 days a week, including pickup and delivery, as defined at time of request. Pickup and delivery of printing jobs are at the following location:

Public Prosecution Service of Canada, offices;

- Toronto, 130 King Street West, Toronto ON., M5X 1K6
- Old City Hall 60 Queen Street West, Toronto ON., M5M 2M4
- Brampton Regional Office 7685 Hurontario Street(4<sup>th</sup> and 5<sup>th</sup> floor) Brampton On., L6W 0B4
- London 465 Richmond Street, 2<sup>nd</sup> floor, London ON., N6A 5P4
- Kitchener 202-15 Duke Street, Kitchener, ON., N2H 1A2

## 9. OFFICIAL LANGUAGES

All the communication and the submitted invoices shall be provided in English.

## 10. TRAVEL

PPSC will not pay for any travel.



**ANNEX "B"**  
**BASIS OF PAYMENT**

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination and applicable taxes are extra.

Canada's total liability to the Contractor under the Contract shall not exceed \$ (to be insert at contract awarded), including all options, travel expenses and all applicable taxes.

The Contractor acknowledges and accepts that this Contract will be an "as and when requested" contract, and that the PPSC's obligations to the Contractor will be limited to the actual services requested to be performed. There will be no obligation by the PPSC to request a certain amount of services or spend any of the funds whatsoever.

The prices or rates specified below, when quoted by the Bidder are all inclusive rates which contain any expenses that may need to be incurred to satisfy the terms of this contract.

**Firm Per unit rates**

The Contractor will be paid the following all-inclusive firm per unit rates for services pursuant to this Contract. The rates must be all inclusive of any expenditures required to fulfill the contract including, but not limited to, all set-ups, all operations, materials and return courier services if applicable. All applicable taxes are extra.

ITEM	DESCRIPTION	UOF	UNIT PRICE	COMMENTS
<b>8.5 X 11</b>				
1	COPY - 1S-FLAT FORM 20LB BOND INCLUDED	EA	\$	OFF THE GLASS
2	COPY - 1S-PAPER-GATHER INCLUDED, 20LB BOND	EA	\$	DOCUMENT FEEDER
3	COPY - 2S-FLAT FORM 20LB BOND INCLUDED	EA	\$	COST FOR ONE 2S SHEET
4	COPY - 2S-PAPER-GATHER INCLUDED 20LB BOND	EA	\$	COST FOR ONE 2S SHEET
5	ADDITIONAL COST FOR COLOUR PAPER, 20LB	EA	\$	ADD ON COST TO WHITE BOND
6	ADD'L COST - COVER STOCK, 8PT-INDEX, WHITE	EA	\$	ADD ON COST TO WHITE BOND
7	ADD'L COST - COVER STOCK, 8PT-INDEX, COLOUR	EA	\$	ADD ON COST TO WHITE BOND
8	COPIES FROM A CASE BOUND BOOK	EA	\$	LEGAL VOLUMES OR TO MAKE AN ORIGINAL OFF THE GLASS
<b>8.5 X 14</b>				
9	COPY - 1S-FLAT FORM 20LB BOND INCLUDED	EA	\$	OFF THE GLASS
10	COPY - 1S-PAPER-GATHER INCLUDED, 20LB BOND	EA	\$	DOCUMENT FEEDER
11	COPY - 2S-FLAT FORM 20LB BOND INCLUDED	EA	\$	COST FOR ONE 2S SHEET
12	COPY - 2S-PAPER-GATHER INCLUDED 20LB BOND	EA	\$	COST FOR ONE 2S SHEET
13	ADDITIONAL COST FOR COLOUR PAPER, 20LB	EA	\$	ADD ON COST TO WHITE BOND
14	ADD'L COST - COVER STOCK, 8PT-INDEX, WHITE	EA	\$	ADD ON COST TO WHITE BOND
15	ADD'L COST - COVER STOCK, 8PT-INDEX, COLOUR	EA	\$	ADD ON COST TO WHITE BOND
16	COPIES FROM A CASE BOUND BOOK	EA	\$	LEGAL VOLUMES OR TO MAKE AN ORIGINAL OFF THE GLASS
<b>DYE &amp; DURHAM OR EQUIV. INDEX TABS, NUMBERED, BUFF</b>				
17	QUANTITY 1 TAB (IF NOT SELLING BY SETS)	EA	\$	TIMES ACTUAL USE



18	1 TO 10	SET	\$	<i>NOTE: THE COST OF THE TABS DO NOT INCLUDE THE MANUAL INSERTING WHICH IS LISTED UNDER "BINDERY"</i>
19	1 TO 15	SET	\$	
20	1 TO 25	SET	\$	
21	1 TO 50	SET	\$	
22	1 TO 75	SET	\$	
23	1 TO 100	SET	\$	
24	101 TO 125	SET	\$	
25	SETS OF 25 FROM 126 UP	SET	\$	
26	SETS OF 100 TABS, EX: 1 TO 100	SET	\$	
27	ALPHA - A TO Z	SET	\$	
28	ADVERTIZED PRICE LIST +/- A%	%	\$	FOR ADD'L CATALOGUED TABS
<b>BINDERY SERVICES</b>				
CERLOX PUNCH/LOAD INCL. STRIP, 19 RING SHEETS INCLUDE F&B COVERS, BL OR WHITE STRIP				
29	45 SHEETS - 5/16" CAPACITY	BK	\$	
30	60 SHEETS - 3/8" CAPACITY	BK	\$	
31	70 SHEETS - 7/16" CAPACITY	BK	\$	
32	85 SHEETS - 1/2" CAPACITY	BK	\$	
33	98 SHEETS - 9/16" CAPACITY	BK	\$	
34	112 SHEETS - 5/8" CAPACITY	BK	\$	
35	130 SHEETS - 3/4" CAPACITY	BK	\$	
36	155 SHEETS - 7/8" CAPACITY	BK	\$	
37	175 SHEETS - 1" CAPACITY	BK	\$	
38	220 SHEETS - 1 1/8" CAPACITY	BK	\$	
39	255 SHEETS - 1 1/4" CAPACITY	BK	\$	
40	300 SHEETS - 1 1/2" CAPACITY	BK	\$	
41	375 SHEETS - 1 3/4" CAPACITY	BK	\$	
42	425 SHEETS - 2" CAPACITY	BK	\$	
CERLOX PUNCH/LOAD INCL. STRIP, 24 RING FOR 14" REQUIREMENTS				
43	45 SHEETS - 5/16" CAPACITY	BK	\$	
44	60 SHEETS - 3/8" CAPACITY	BK	\$	
45	70 SHEETS - 7/16" CAPACITY	BK	\$	
46	85 SHEETS - 1/2" CAPACITY	BK	\$	
47	98 SHEETS - 9/16" CAPACITY	BK	\$	
48	112 SHEETS - 5/8" CAPACITY	BK	\$	
49	130 SHEETS - 3/4" CAPACITY	BK	\$	
50	155 SHEETS - 7/8" CAPACITY	BK	\$	
51	175 SHEETS - 1" CAPACITY	BK	\$	
52	220 SHEETS - 1 1/8" CAPACITY	BK	\$	
53	255 SHEETS - 1 1/4" CAPACITY	BK	\$	
54	300 SHEETS - 1 1/2" CAPACITY	BK	\$	
55	375 SHEETS - 1 3/4" CAPACITY	BK	\$	



56	425 SHEETS - 2" CAPACITY	BK	\$	
3 RING BINDERS / BL OR WHITE, CLEAR VIEW POCKETS, INCLUDES LOADING TEXT/COVER & SPINE				
57	1/2" CAPACITY - 11"	EA	\$	
58	1" CAPACITY - 11"	EA	\$	
59	1 1/2" CAPACITY - 11"	EA	\$	
60	2" CAPACITY - 11"	EA	\$	
61	2 1/2" CAPACITY - 11"	EA	\$	
62	3" CAPACITY - 11"	EA	\$	
63	1/2" CAPACITY - 14"	EA	\$	
64	1" CAPACITY - 14"	EA	\$	
65	1 1/2" CAPACITY - 14"	EA	\$	
66	2" CAPACITY - 14"	EA	\$	
67	2 1/2" CAPACITY - 14"	EA	\$	
68	3" CAPACITY - 14"	EA	\$	
69	INSERTING TABS MANUALLY	C	\$	PRO-RATED TO ACTUAL USE
70	STAPLE - ON LINE (x2 FOR SIEDE AND SADDLE)	EA	\$	
71	GATHERING / COLLATING / ASSEMBLING (OFF LINE)	M	\$	
72	STAPLE - OFF LINE (x2 FOR SIDE AND SADDLE)	EA	\$	
73	BANDING, PAPER OR ELASTIC	EA	\$	
74	DRILLING 3 HOLE 5/16: DIAMETER - 11" STOCK	M	\$	
75	DRILLING 4 HOLE 5/16: DIAMETER - 14" STOCK	M	\$	
76	FOLD-LETTER/2 PARALLEL - 11x17 MAX.	C	\$	
77	CUTTING - FINISHED PIECES	M	\$	PRO-RATED TO ACTUAL PIECES
78	PADDING, INCLUDING PULP BOARD AND CUTTING APART	EA	\$	
79	SHRINK-WRAP	EA	\$	
80	PARCEL - KRAFT WRAP	EA	\$	
81	BOX AND LABEL	EA	\$	
<b>COLOUR COPY SERVICE</b>				
82	FILE RIP CHARGE (COLOUR)	EA	\$	
0.15				
83	COPY 1S-20LB BOND	EA	\$	
84	COPY 1S-50LB OFFSET	EA	\$	
85	COPY 1S-8PT COVER	EA	\$	
86	COPY 1S-10PT COVER	EA	\$	
87	COPY 2S-20LB BOND	EA	\$	
88	COPY 2S-50LB OFFSET	EA	\$	
89	COPY 2S-8PT COVER	EA	\$	
90	ACETATE FRONT COVER (INCLUDES HAND ASSEMBLY)	EA	\$	
91	TRANSPARENCIES, REMOVABLE STRIP	EA	\$	
8.5" x 14"				
92	COPY 1S-20LB BOND	EA	\$	



93	COPY 1S-50LB OFFSET	EA	\$	
94	COPY 1S-8PT COVER	EA	\$	
95	COPY 1S-10PT COVER	EA	\$	
96	COPY 2S-20LB BOND	EA	\$	
97	COPY 2S-50LB OFFSET	EA	\$	
98	COPY 2S-8PT COVER	EA	\$	
99	ACETATE FRONT COVER (INCLUDES HAND ASSEMBLY)	EA	\$	
11" x 17"				
100	COPY 1S-20LB BOND	EA	\$	
101	COPY 1S-50LB OFFSET	EA	\$	
102	COPY 1S-8PT COVER	EA	\$	
103	COPY 1S-10PT COVER	EA	\$	
104	COPY 2S-20LB BOND	EA	\$	
105	COPY 2S-50LB OFFSET	EA	\$	
106	COPY 2S-8PT COVER	EA	\$	
107	ACETATE FRONT COVER (INCLUDES HAND ASSEMBLY)	EA	\$	
<b>MISCELLANEOUS</b>				
108	GENERAL LABOUR HOURLY RATE	HR	\$	
109	MANUAL PAGE NUMBERING OF THE ORIGINAL DOCUMENT	EA	\$	
110	DIGITAL PAGE NUMBERING OF WORKING COPY	EA	\$	



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

Form with multiple sections: PART A - CONTRACT INFORMATION, 1. Originating Government Department or Organization, 2. Branch or Directorate, 3. a) Subcontract Number, 3. b) Name and Address of Subcontractor, 4. Brief Description of Work, 5. a) Will the supplier require access to Controlled Goods?, 5. b) Will the supplier require access to unclassified military technical data..., 6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information..., 6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas..., 6. c) Is this a commercial courier or delivery requirement with no overnight storage?, 7. a) Indicate the type of information that the supplier will be required to access..., 7. b) Release restrictions / Restrictions relatives à la diffusion, 7. c) Level of information / Niveau d'information

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	YG <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	YG <input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
Non  Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No  Yes  
Non  Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
Non  Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens		✓														
Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).