



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**800 Burrard Street, Room 219**  
**800, rue Burrard, pièce 219**  
**Vancouver, BC V6Z 0B9**  
**Bid Fax: (604) 775-7526**

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Lease - Mail Tracking System	
<b>Solicitation No. - N° de l'invitation</b> 24062-180283/A	<b>Date</b> 2018-04-19
<b>Client Reference No. - N° de référence du client</b> 24062-180283	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-580-8341	
<b>File No. - N° de dossier</b> VAN-8-41006 (580)	<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 2018-05-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Navarro-Ocampo, Maria	<b>Buyer Id - Id de l'acheteur</b> van580
<b>Telephone No. - N° de téléphone</b> (604) 318-3684 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region  
219 - 800 Burrard Street  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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</b> <b>(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>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation.

### **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.

## **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 Works and Government Services Canada.

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 120 days

### **2.2 Submission of Bids**

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

### **2.3 Former Public Servant**

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

## Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;

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

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

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 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.

#### **2.5 Applicable Laws**

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

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

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **3.1 Bid Preparation Instructions**

Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted.

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

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Section III: Certifications (1 hard copy)

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

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

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

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

**Section I: Technical Bid**

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

Information to be filled in by the Bidder are left \_\_\_\_\_, please fill-in spaces accordingly.

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

At every instance of \$\_\_\_\_\_ a price MUST be provided.

**3.1.1 Electronic Payment of Invoices – Bid**

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

If Annex "E" 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.

**3.1.2 Exchange Rate Fluctuation**

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

**Section III: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

***The hardware and integrated solution must be configured as described in the table below:***

Line	Mandatory Technical Criteria	Compliant	Supporting Documentation or Statement of Compliance <i>(please indicate where supporting information can be found in your bid)</i>
M1	The software solution must track and register all incoming shipments, routing and delivery information.	Yes or No	
M2	The system must capture additional information including carrier tracking number, sender and recipient information, delivery data and time.	Yes or No	
M3	The system must produce internal delivery labels with barcodes.	Yes or No	
M4	The system must document and/or record damaged goods.	Yes or No	
M5	Users must be able to search and sort items received based on tracking numbers, receiver, sender and date received.	Yes or No	
M6	The system must include functionality to allow for the addition of addresses into the database (approximately 5,000 addresses).	Yes or No	
M7	The system must produce delivery manifests to include recipient name, department, mail route, building, floor and mail stop data with the capacity to sort data according to specific requirements.	Yes or No	
M8	Users must be able to perform a back-up of data on an external memory device.	Yes or No	
M9	The system must have multiple fields available for reporting purposes including the following (M10 to M13):	Yes or No	
M10	Sender: Name of sender, company, read barcode courier tracking number with wedge scanner or have the option to manually enter it (system is to provide a generic tracking number when not available from sender).	Yes or No	
M11	Details: Number of pieces and types: envelopes, boxes, packages etc. System must also be able to register deliveries that	Yes or No	

	have multiple pieces.		
M12	Receiver: Department (multiple departments), name of receiver, location.	<b>Yes or No</b>	
M13	Service requirements: regular or urgent delivery and if there are any special delivery instructions.	<b>Yes or No</b>	
M14	System must produce multiple reports including the following reports (M15 to M17):	<b>Yes or No</b>	
M15	Proof of delivery for both receipt of external mail and internal delivery– single delivery data with captured name, signature, date & time of delivery, and identification of delivery person (messenger for external mail).	<b>Yes or No</b>	
M16	Daily / monthly reports – by Department, by service requirements.	<b>Yes or No</b>	
M17	Outstanding deliveries – any items that have not been confirmed 'delivered'.	<b>Yes or No</b>	
M18	The barcode printers must use direct thermal printing technology.	<b>Yes or No</b>	
M19	The Hardware must have enough memory space to store data for the duration of the lease. (TBS currently receives 19,000 pieces of mail per year)	<b>Yes or No</b>	
M20	The Hardware must be fully operational in a normal office environment at normal room temperature.	<b>Yes or No</b>	
M21	The Hardware must be provided with a user interface of either both English and French or Bilingual format.	<b>Yes or No</b>	
M22	User Manuals for the Hardware must be provided in either both English and French or Bilingual format.	<b>Yes or No</b>	
M23	The Contractor must have a service office in the National Capital Region.	<b>Yes or No</b>	
M24	The Contractor must have a maintenance staff of not less than two (2) technicians that have been trained in the maintenance and repair of the equipment being provided. At least two (2) technicians must be located in the National Capital Region and have one year experience on maintaining the equipment.	<b>Yes or No</b>	

#### 4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

#### 4.2 Basis of Selection

##### 4.2.1 Basis of Selection – Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **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 Contract Award and Additional Information**

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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**

2035 (2016-04-04), General Conditions – Higher Complexity - Services apply to and form part of the Contract.

#### **6.3.2 Supplemental General Conditions**

4001 (2015-04-01), Hardware, Purchase, Lease and Maintenance;  
4003 (2010-08-16), Licensed Software; and  
4004 (2013-04-25), Maintenance and Support Services for Licensed Software apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to \_\_\_\_\_ inclusive (*fill in end date of the period at Contract award*).

The lease of the complete system is for four years.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 1 additional year 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.

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Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.4.3 Delivery

The full system including the hardware, all related accessories and the software required to meet all of the work detailed in Annex A – Statement of Work must be installed and configured by June 1<sup>st</sup> 2018.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Maria Navarro-Ocampo  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
800 Burrard Street, Room 219, Vancouver, BC V6Z 0B9

Telephone: 604-318-3684  
Facsimile: 604-775-7526  
maria.navarro-ocampo@pwgsc-tpsgc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

*To be inserted at Contract award*

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

### 6.5.3 Contractor's Representative

Name	
Title	
Company	
Address	
Telephone	
Mobile	
Email address	

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

The Contractor will be paid firm monthly rates, as per Annex B – Basis of Payment, for rental and maintenance (covering all parts, labour, preventive and remedial maintenance as per Annex A, Statement of Work) payable each month in arrears. Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Limitation of Price

*SACC Manual* clause [C6000C](#) (2017-08-17), Limitation of Price

### 6.7.3 Monthly Payment

*SACC Manual* clause H1008C (2008-05-12), Monthly Payment

### 6.7.4 SACC Manual Clauses

*SACC Manual* clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
*SACC Manual* clause C0100C (2010-01-11), Discretionary Audit – Commercial Goods and/or Services

### 6.7.5 Electronic Payment of Invoices – Contract

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)

## 6.8 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.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the Project Authority as identified under the section entitled "Authorities" of the Contract; and

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 6.9 Certifications and Additional Information

### 6.9.1 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.

### 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*insert the name of the province or territory as specified by the Bidder in its bid, if applicable*).

### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions: 4001 (2015-04-01) Hardware Purchase Lease and Maintenance; and 4003 (2010-08-16), Licensed Software; and 4004 (2013-04-25), Maintenance and Support Services for Licensed Software;
- (c) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment; and
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: " , as clarified on \_\_\_\_\_ " or " , as amended on \_\_\_\_\_ " and insert date(s) of clarification(s) or amendment(s)*)

### 6.12 SACC Manual Clauses

B1501C (2006-06-16), Electrical Equipment  
B7500C (2006-06-16), Excess Goods  
G1005C (2016-01-28), Insurance  
D0018C (2007-11-30), Delivery and Unloading

### 6.13 Termination

Canada may at its option, with two weeks' notice, terminate the use of any installed Hardware, where such termination would take effect at the end of the month following the two week notice period subject to the following conditions:

#### 6.13.1 Termination Fees

Where the termination takes place prior to the completion of the applicable Commitment Period, then Canada will pay a fixed Termination Fee. The Contractor may choose to, but is not obliged to, waive or reduce this Termination Fee.

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The Termination Fee will be equal to the applicable Adjusted Amount minus the actual amount paid to-date. The Adjusted Amount will be calculated as following:

1. where the original **Commitment Period was 1, 2, 3 or 4 years and the actual period of installation was less than 12 months**, then the Adjusted Amount will be based on the rates associated with a ONE (1) Year Commitment Period multiplied by 12 months; but in no event will the Termination Fee exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated;
2. where the original **Commitment Period was 2, 3 or 4 years and where the actual period of installation was less than 24 months**, then the Adjusted Amount will be based on the rates associated with a ONE (1) Year Commitment Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the amount that would have been due for 24 months using the Firm Monthly Rate for a TWO (2) Year Commitment Period, or exceed the balance of the Firm Monthly Rate that would have been due had the lease not been terminated.
3. where the **original Commitment Period was 3, 4 or 5 years and where the actual period of installation was less than 36 months**, then the Adjusted Amount will be based on the rates associated with a TWO (2) Year Commitment Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the amount that would have been due for 36 months using the Fixed Monthly Rate for a THREE (3) Year Commitment Period, or exceed the balance of the Fixed Monthly Rate that would have been due had the lease not been terminated.
4. where the **original Commitment Period was 4 or 5 years and where the actual period of installation was less than 48 months**, then the Adjusted Amount will be based on the rates associated with a THREE (3) Year Commitment Period multiplied by the actual number of months that the equipment was installed; but in no event will the Termination Fee exceed the amount that would have been due for 48 months using the Fixed Monthly Rate for a FOUR (4) YEAR Commitment Period or exceed the balance of the Fixed Monthly Rate that would have been due had the lease not been terminated.

**Lease Termination of Hardware during Extension Periods:**

Where an installed Hardware is in an optional lease extension period, Canada may terminate the lease by providing 30 days written notice and no Termination Fees will apply. Where an installed Hardware is in an optional lease extension period and Canada can show documented evidence of excessive downtime or reduction of functionality, the lease may be terminated with a minimum of thirty days' notice and no Termination Fees will apply.

Refer to Annex B, Basis of Payment, for rates used to calculate the Termination Fees.

## ANNEX "A"

### STATEMENT OF WORK

#### **Title: Treasury Board of Canada Secretariat Mail Tracking System**

#### **1. OBJECTIVE**

The Treasury Board Secretariat of Canada (TBS) has a requirement for the lease of a turn-key mail tracking system that will register all incoming mail, monitor deliveries, produce barcodes (if required) and capture final delivery data.

#### **2. BACKGROUND**

The requirement is for a four (4) year lease of the full system including the hardware, all related accessories, the software required to meet all of the work detailed below, preventative and remedial maintenance for the hardware, and maintenance and support for the software.

The Contractor will not have access to the Treasury Board Secretariat's network servers and Internet. All hardware and software (i.e. Windows operating system, SQL Server and operational software, Adobe etc.) will be the sole responsibility of the Contractor.

#### **3. SCOPE OF WORK**

This contract is for the supply, delivery, integration, installation and maintenance of the hardware and software as well as any training that would be necessary to allow users to access all of the required features of the system.

Included in the scope of work, the Contractor must convert and import data from the existing Pitney Bowes SendSuite System and employee databases with minimal disruption and errors to ensure a smooth transition to the new system.

Consumables required for the hardware must be available for purchase on an as and when requested basis for the duration of the lease as per the Basis of Payment.

The lease term will also include the secure destruction, deletion or overwrite of memory retaining modules and the removal of the hardware at the end of the lease period.

#### *Hardware requirements include:*

- i. Two computers as networked workstations (to be connected to an existing network line via Ethernet connection);
- ii. Two barcode printers (one for each station);
- iii. Two wedge scanners (one for each station);
- iv. One small laser printer connected to main system server station (for printing reports, delivery signatures and details, produce delivery sheet when handheld devices not available); and
- v. Ten handheld devices for data capture and barcode scanning inclusive of cradles for handheld devices and all replacement batteries.

#### **4. MANDATORY CRITERIA**

***The hardware and integrated solution must be configured as described in the table below:***

4.1	The software solution must track and register all incoming shipments, routing and delivery information.
4.2	The system must capture additional information including carrier tracking number, sender and recipient information, delivery data and time.
4.3	The system must produce internal delivery labels with barcodes.
4.4	The system must document and/or record damaged goods.
4.5	Users must be able to search and sort items received based on tracking numbers, receiver, sender and date received.
4.6	The system must include functionality to allow for the addition of addresses into the database (approximately 5,000 addresses).
4.7	The system must produce delivery manifests to include recipient name, department, mail route, building, floor and mail stop data with the capacity to sort data according to specific requirements.
4.8	Users must be able to perform a back-up of data on an external memory device.
4.9	The system must have multiple fields available for reporting purposes including the following (A1.10 to A1.13):
4.10	Sender: Name of sender, company, read barcode courier tracking number with wedge scanner or have the option to manually enter it (system is to provide a generic tracking number when not available from sender).
4.11	Details: Number of pieces and types: envelopes, boxes, packages etc. System must also be able to register deliveries that have multiple pieces.
4.12	Receiver: Department (multiple departments), name of receiver, location.
4.13	Service requirements: regular or urgent delivery and if there are any special delivery instructions.
4.14	System must produce multiple reports including the following reports (A1.15 to A1.17):
4.15	Proof of delivery for both receipt of external mail and internal delivery– single delivery data with captured name, signature, date & time of delivery, and identification of delivery person (messenger for external mail).
4.16	Daily / monthly reports – by Department, by service requirements.
4.17	Outstanding deliveries – any items that have not been confirmed 'delivered'.
4.18	The barcode printers must use direct thermal printing technology.
4.19	The Hardware must have enough memory space to store data for the duration of the lease. (TBS currently receives 19,000 pieces of mail per year)
4.20	The Hardware must be fully operational in a normal office environment at normal room temperature.
4.21	The Hardware must be provided with a user interface of either both English and French or Bilingual format.
4.22	User Manuals for the Hardware must be provided in either both English and French or Bilingual format.

## 5. TRAINING

The Contractor must provide a minimum of eight (8) hours of user and/or Key Operator training to allow the TBS' employees to efficiently and effectively operate the equipment, at no extra cost.

Any required training facilities or space will be provided by TBS. If required, TBS may engage the Contractor to provide additional or more in-depth training.

## 6. Consumables Container Recycling Program

The Contractor must currently promote recycling through an established and ongoing consumables container recycling program as per the following:

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Where consumables containers cannot be recycled through local 'blue box' recycling programs, the Contractor must provide its own consumables recycling program by either:

- a. Providing prepaid, postage return packaging with the consumable when it is originally delivered; or
- b. Postage available for download from the manufacturer's website; or
- c. Picking up used consumables containers at no charge.

#### **7. LANGUAGE OF WORK**

The work must be conducted in English.

#### **8. LOCATION OF WORK**

The system must be delivered and installed at:

Treasury Board of Canada Secretariat  
Mail and Messenger Services Units  
Levels 01 and 00  
90 Elgin Street  
Ottawa, ON K1A 0R5

## 9. MAINTENANCE SERVICES

The Principal Period of Maintenance (PPM) is defined as the consecutive hour period per day between the hours of 08:00 to 17:00 (local time) Monday through Friday, excluding statutory holidays.

The Supplier must provide the following level of support in the event of equipment malfunction:

- a) 1 hour to respond to a service call back;
- b) 2 hours from time of service call to have a technician at the print site if required; and
- c) 8 hours to resolve problem or provide replacement parts or equipment allowing Treasury Board to continue operations at minimum 80% capacity, except on written agreement by the Identified User.

The system **will not** be connected to the Internet and would require a service technician to be onsite to resolve any technical or hardware issues. Technicians will be escorted by a representative of TBS at all times.

In addition to and notwithstanding 4001 (2015-04-01) Supplemental General Conditions Hardware Purchase, Lease and Maintenance the following articles apply to the Contract:

### 9.1 Description of Services

Maintenance service provided must be such that the supplied equipment is kept in good working condition at all times. Maintenance services will be provided in support of the installed, effective from the date of installation. The responsibility for maintaining the equipment in good working condition rests with the Contractor.

### 9.2 Preventive Maintenance

On-site preventive maintenance (required to inspect, lubricate and adjust the equipment) must be performed during the Principal Period of Maintenance (PPM) as defined in Article 9.7.1. This service must be performed in accordance with the OEM specifications or as otherwise agreed between the Identified User and the Contractor. The cost of this maintenance is included in the Base Firm Monthly Rate (FMR) associated with any printer/copier including any leased additional equipment. The Contractor must keep a log of all preventive maintenance performed for each printer/copier and ensure that it is available to the Contracting Authority and/or the Administrative Authority.

### 9.3 Remedial Maintenance

The Contractor must provide, in addition to the above described on-site preventive maintenance service, on-call remedial maintenance service, the cost of which is included in the Base FMR associated with the equipment provided.

Remedial maintenance or emergency repair service on any printer/copier including replacement of unserviceable parts and labour, on-site during the PPM, must be completed within the limits required by Article 9.7.2 Service Response Time.

### 9.4 Replacement Parts

All parts supplied by the Contractor in performing the maintenance services must be new or of substantially equal quality. The provision of parts for maintaining the proposed equipment is the responsibility of the Contractor, and must be provided within twenty-four (24) hours.

With the exception of any hard drives or other data retaining modules, removed parts of any leased equipment will become the property of the Contractor. Software items must be to the latest version released, unless otherwise specified, and will be provided with the normal Manufacturer's warranty and customer support.

### 9.5 Qualified Personnel

**9.5.1** All service personnel must be trained and certified by the manufacturer to perform work on any equipment for which they provide service.

**9.5.2** Contractor's personnel must be escorted by a commissionaire or a Treasury Board Secretariat employee at all times while on site.

**9.5.3** The Contractor must ensure that all personnel assigned have knowledge of the terms and conditions of any resulting Contract and must certify compliance with the level of service required.

**9.5.4** The Contractor must have a service office in the National Capital Region.

**9.5.5** The Contractor must have a maintenance staff of not less than two (2) technicians that have been trained in the maintenance and repair of the equipment being provided. At least two (2) technicians must be located in the National Capital Region and have one year experience on maintaining the equipment.

**9.5.6** The Contractor must have and provide an escalation plan and the names and contact information of personnel of the appropriate levels in the organization in order to provide additional support to those technicians assigned to the TBS accounts for difficult to diagnose or intermittent failures.

**9.5.7** The Contractor must assign a person at a managerial level to the account to oversee problems.

**9.5.8** The Contractor must provide details describing their technical support structure hierarchy.

#### **9.6 Level of Service**

The Contractor warrants and guarantees that the equipment furnished under any resulting Contract will perform at the contracted average monthly volume with the loss of service of not more than an aggregate equivalent of eight (8) normal working hours per month consisting of twenty (20) eight (8) hour days, due to either breakdown or preventive maintenance. This will ensure 95% availability in a normal user month. In those instances where the client employs the equipment for longer working days, 95% availability must still be met.

Such aggregate downtime is to commence at the time of notifying the Contractor in the case of a problem or at start of shutdown in the case of preventive maintenance and is to end when service is restored. Where the user requests, receives and pays for overtime servicing, such hours will be excluded. Individual cases involving loss of service in excess of the above norm in any one month, leading to serious disruption of work, shall be brought to the attention of the PSPC Contracting Authority and the Contractor shall take necessary steps to rectify the situation. In the event that the Contractor does not respond to the satisfaction of the user within two (2) weeks from the date the excessive downtime commenced, the Contractor shall be deemed in default and the Minister will have the right to the Remedies described in Article 9.9 Remedies Following Unacceptable Levels of Services.

The Contractor will be informed by the client of requirements exceeding normal working hours. The Contractor shall have the capability of providing after hours service either on an on-call or an on-site basis for the duration of the Contract. Arrangements for this service shall be made in writing for each requirement or group of requirements and while the rates shall not exceed those detailed in Annex B, the actual arrangements fall outside of the scope of this agreement.

#### **9.7 Service Response Time During the Principal Period of Maintenance**

**9.7.1** The Principal Period of Maintenance (PPM) is defined as the consecutive hour period per day between the hours of 08:00 to 17:00 (local time) Monday through Friday, excluding statutory holidays.

#### **9.7.2 Service Response Time**

The Supplier must provide the following level of support in the event of equipment malfunction: (a) 1 hour to respond to a service call back; (b) 2 hours from time of service call to have a technician at the print site if required; and (c) 8 hours to resolve problem or provide replacement parts or equipment allowing TBS to continue operations at minimum 80% capacity, except on written agreement by the Identified User.

Service Response Time measurements do not include Saturdays, Sundays or statutory holidays. Response time is calculated from the time the Contractor has been notified by the Identified User to the arrival of the contractor's maintenance personnel on site. When the Total Unscheduled Equipment Outage (as per the definition in Article 9.9.3 exceeds two (2) hours, the client may claim a Remedy as described in Article 9.9.

**9.7.3** Upon commencing any maintenance services, the Contractor must work continuously in performing the maintenance until the Hardware being serviced is operative or until the client notifies the Contractor to suspend work.

**9.7.4** If after arrival by the Contractor's maintenance personnel on-site, it is determined that the Contractor cannot repair the defective equipment within one (1) working day and the equipment is inoperable, the Contractor must provide loaner parts or equipment to permit the client to provide an equal or better level of service while the equipment being repaired, at no charge, within twenty-four (24) hours of such determination by the Contractor's maintenance personnel. The client will keep the loaner equipment until the original defective equipment is repaired and returned in working condition.

## **9.8 Maintenance History Report**

In addition to the information required for the Hardware Maintenance Service report, of supplemental general conditions 4001, article 7 of Part V, the following information is required:

- (a) Contract number
- (b) Total down time

Copies of these reports must be made available to the Project Authority and the Contracting Authority within thirty (30) days of request.

## **9.9 Remedies Following Unacceptable Levels of Service**

### **9.9.1 General**

To ensure a continuing acceptable level of service for the client's workload, the Contractor agrees that Canada may exercise the following remedial actions.

The failure of Canada to exercise any or all of the following remedies does not mean that the service received conforms with the applicable mandatory requirements, nor will that failure lower the level of service acceptable for any portion of the Contract.

The Contractor will not be responsible for any deficiencies arising from any use of the equipment by the client that is inconsistent with practices or procedures published by the OEM or any other procedure previously published by the Contractor and accepted by the client.

It is not the intention of Canada to enforce the following remedies for situations resulting from acts of God, civil insurrection, or in general, factors beyond the reasonable control of the Contractor. Application of any of the remedies detailed below in one or more instances shall not prevent Canada from terminating for default in any instance of nonconformity with the terms of the Contract. The application of any remedy shall not result in any increase in liability to Canada.

### **9.9.2 Process to Claim Remedy**

The client must claim the applicable of any remedy, in writing, within 30 days from the time that the failure resulting in the application of the remedy could reasonably be noted by the Identified User.

Any such claim for a remedy must include reasonable documentation to support such claim.

Where the application of any remedy results in a financial benefit in favour of Canada, then such financial benefit must be applied as a credit to the applicable invoice for the billing period following the billing period in which the claim was received by the Contractor.

Where the application of any remedy results in the requirement of the Contractor to replace parts of modular equipment, then such replacement equipment must be installed within 24 hours of receipt of the claim, by the Contractor. Should it be required that the Contractor replace the print system or print systems, as within the context of the Total Satisfaction Guarantee, the replacement equipment will be installed within two weeks of a request, unless a written extension is given by the client.

Where the application of any remedy results in the requirement of the Contractor to provide additional reports or other documentation, then such reports or other written documentation must be provided within 30 days of receipt of the claim, by the Contractor.

### 9.9.3 Definitions

**"Remedial Equipment Failure"** means any equipment malfunction that requires remedial maintenance to be provided by the Contractor in order to make the equipment operational.

**"Unscheduled Equipment Outage"** means the period of time that equipment is unavailable to the client where such unavailability is caused by a Remedial Equipment Failure such period must commence when the Contractor is informed of the Remedial Equipment Failure in accordance with the Contract.

### 9.9.4 Actual Remedies

#### 9.9.4.1 Excessive Equipment Failure

In the event any of the Hardware supplied has 3 or more Remedial Equipment Failures in a 30 day period, then the Contractor must replace such Hardware with same or like equipment, if requested by the client. The replacement equipment shall be installed within two weeks of a request, unless a written extension is given by the client.

#### 9.9.4.2 Failure to Repair Equipment

In the event that any single Unscheduled Equipment Outage exceeds 48 hours then the Contractor must replace the equipment.

#### 9.9.4.3 Excessive Outage

In the event that the Total Unscheduled Equipment Outage exceeds four (4) hours during the PPM, in any given call, for either print system, the charges associated with that system shall be reduced in accordance with the following formula:

$(TUEO/8) \times .1 \times \text{Total FMR} + \text{Fixed Monthly Service Rate}$ ; where TUEO is the Total Unscheduled Equipment Outage in hours during the PPM within the applicable month. This remedy must not exceed 2 times the Total FMR for any given monthly period.

#### 9.9.4.4 Failure to Respond to Remedial Equipment Failures

In the event that the Contractor fails to provide trained technicians to undertake remedial maintenance, within the response times specified in the Contract, in more than 10% of occurrences measured over a 30 day period of the number of times such services were required in accordance with the individual Contract; then, the Contractor must provide a Remedial Action Plan to the client to identify what steps will be taken by the Contractor to remedy the situation. In the event that the client is unable to negotiate a

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suitable course of action with the Contractor, the Contracting Authority will determine if there is cause for Termination for Default.

#### **9.10 Service Outside of the PPM**

The Contractor must be available to provide service outside of the PPM from time to time as requested by TBS. Service performed outside of the PPM will be paid the hourly rate in accordance with Annex B. No service is to be provided outside of the PPM without the prior approval of the Project Authority.

**ANNEX "B" -Basis of Payment**

**B1. Computer Networked Workstations**

For the lease, delivery, configuration, installation and maintenance of two Computer Networked Workstations as per Annex A – Statement of Work, including all required software to allow for a networked digital workflow environment, and including up to eight hours of training on the complete mail tracking system, the Contractor will be paid the following firm rates:

Two Computer Networked Workstations: \_\_\_\_\_ (insert device/model)

		<b>FIRM MONTHLY RATES (FMR)</b> For BOTH Workstations				
<b>Equipment Offered</b> List all added optional equipment required for the Workstations to meet the specifications as detailed in Annex A.	<b>Part Number</b>	<b>12 Months</b> (for Termination Purposes only)	<b>24 Months</b> (for Termination Purposes only)	<b>36 Months</b> (for Termination Purposes only)	<b>Initial Contract 48 Months</b>	<b>Option 12 Months</b>
<b>Base Unit Model Name:</b> _____		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
<b>TOTAL FMR</b>		\$	\$	\$	\$	\$

**B2. Barcode Printers**

For the lease, delivery, configuration and installation of **two (2) Barcode Printers** (one for each workstation), including all required ancillary equipment, the Contractor will be paid the following firm rates:

**Two Barcode Printers** \_\_\_\_\_ (insert device/model)

		<b>FIRM MONTHLY RATES (FMR)</b> For BOTH Barcode Printers				
<b>Equipment Offered</b> List all added optional equipment and ancillary cables, etc. required for the Barcode Printers to meet the specifications as detailed in Annex A.	<b>Part Number</b>	<b>12 Months</b> (for Termination Purposes only)	<b>24 Months</b> (for Termination Purposes only)	<b>36 Months</b> (for Termination Purposes only)	<b>Initial Contract 48 Months</b>	<b>Option 12 Months</b>
<b>Base Unit Model Name:</b> _____		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
<b>TOTAL FMR</b>		\$	\$	\$	\$	\$

**B3. Wedge Scanners**

For the lease, delivery, configuration and installation of **two (2) Wedge Scanners** (one for each workstation), including all required ancillary equipment, the Contractor will be paid the following firm rates:

**Two Wedge Scanners** \_\_\_\_\_ (insert device/model)

		<b>FIRM MONTHLY RATES (FMR)</b> For BOTH Wedge Scanners				
<b>Equipment Offered</b> List all added optional equipment and ancillary cables, etc required for the Wedge Scanners to meet the specifications as detailed in Annex A.	Part Number	12 Months (for Termination Purposes only)	24 Months (for Termination Purposes only)	36 Months (for Termination Purposes only)	Initial Contract 48 Months	Option 12 Months
<b>Base Unit Model Name:</b> _____		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
<b>TOTAL FMR</b>		\$	\$	\$	\$	\$

**B4. Laser Printer**

For the lease, delivery, configuration and installation of **one (1) Laser Printer** including all required ancillary equipment, cables etc., the Contractor will be paid the following firm rates:

**One Laser Printer** \_\_\_\_\_ (insert device/model)

		<b>FIRM MONTHLY RATES (FMR)</b>				
<b>Equipment Offered</b> List all added optional equipment and ancillary cables, etc required for the Laser Printer to meet the specifications as detailed in Annex A.	Part Number	12 Months (for Termination Purposes only)	24 Months (for Termination Purposes only)	36 Months (for Termination Purposes only)	Initial Contract 48 Months	Option 12 Months
<b>Base Unit Model Name:</b> _____		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
<b>TOTAL FMR</b>		\$	\$	\$	\$	\$

**B5. Handheld Devices**

For the lease, delivery, configuration and installation of **ten (10) Handheld Devices**, including all required ancillary equipment, software etc. the Contractor will be paid the following firm rates:

**Ten Handheld Devices** \_\_\_\_\_ (insert device/model)

		<b>FIRM MONTHLY RATES (FMR)</b> For ALL 10 Handheld Devices				
<b>Equipment Offered</b> List all added optional equipment and ancillary cables, etc required for the Handheld Devices to meet the specifications as detailed in Annex A.	Part Number	12 Months (for Termination Purposes only)	24 Months (for Termination Purposes only)	36 Months (for Termination Purposes only)	Initial Contract 48 Months	Option 12 Months
<b>Base Unit Model Name:</b> _____		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$

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		\$	\$	\$	\$	\$
<b>TOTAL FMR</b>		\$	\$	\$	\$	\$

**B6. OPTIONAL HANDHELD DEVICES**

For the lease, delivery, configuration and installation of any additional **Handheld Devices** required throughout the Contract period, including all required ancillary equipment, software etc., the Contractor will be paid the following firm rates:

**Additional Optional Handheld Devices** \_\_\_\_\_ (insert device/model)

		<b>FIRM MONTHLY RATES (FMR)</b> For each Handheld Device				
<b>Equipment Offered</b> List all added optional equipment and ancillary cables, etc required for the Handheld Devices to meet the specifications as detailed in Annex A.	<b>Part Number</b>	<b>12 Months</b> (for Termination Purposes only)	<b>24 Months</b> (for Termination Purposes only)	<b>36 Months</b> (for Termination Purposes only)	<b>Initial Contract 48 Months</b>	<b>Option 12 Months</b>
<b>Base Unit Model Name:</b> _____		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
<b>TOTAL FMR</b>		\$	\$	\$	\$	\$

**B7. SERVICE OUTSIDE OF THE PPM**

For urgent repairs and service provided outside of the PPM, the contractor will be paid the following firm hourly rates:

1 <sup>st</sup> Hour	\$
2 <sup>nd</sup> and 3 <sup>rd</sup> Hour	\$
4 <sup>th</sup> and 5 <sup>th</sup> Hour	\$
6+ Hours	\$

**B8. CONSUMABLES**

Consumables required for the hardware must be available for purchase on an as and when requested basis for the duration of the lease.

		<b>FIRM PRICE</b>				
<b>Required Consumables</b> List all consumables	<b>Part Number</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Option 12 Months</b>
		\$	\$	\$	\$	\$

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		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$

**Note:** The rates proposed for each lease period must be lower than that of the preceding shorter lease period. For example, the 48 month FMR must be lower than the 36 month FMR.

## ANNEX “C” – Evaluation and Basis of Selection

### C1. TECHNICAL EVALUATION

Bidders should submit a complete the Mandatory Technical Criteria found at under Part 4 –Evaluation Procedures and Basis of Section, article 4.1.1.1.

Bidders must PASS all mandatory technical specification requirements listed in 4.1.1.1 in order to be considered further during the evaluation stage.

The proposed equipment must also pass the Compatibility Testing requirements specified at Annex D.

### C2. FINANCIAL EVALUATION

Bidders must submit a completed Annex B.

Each lease period specified in Annex B is multiplied by the factor (%) noted. While Canada aims to issue a contract with a 48 month lease period, Canada reserves the right to issue the initial contract for a shorter lease period if the rate for the shorter lease period is more financially advantageous than the 48 month lease period.

The “**Total Evaluated Price**” will be the sum of the following:

Two Computer Networked Workstations	Evaluated Price
FMR 12 Months x 12 months x 0.05	
FMR 24 Months x 24 months x 0.10	
FMR 36 Months x 36 months x 0.10	
FMR 48 Months x 48 months x 0.60	
FMR Option x 12 months x 0.15	
Barcode Printers	
FMR 12 Months x 12 months x 0.05	
FMR 24 Months x 24 months x 0.10	
FMR 36 Months x 36 months x 0.10	
FMR 48 Months x 48 months x 0.60	
FMR Option x 12 months x 0.15	
Wedge Scanners	
FMR 12 Months x 12 months x 0.05	
FMR 24 Months x 24 months x 0.10	
FMR 36 Months x 36 months x 0.10	
FMR 48 Months x 48 months x 0.60	
FMR Option x 12 months x 0.15	
Laser Printer	
FMR 12 Months x 12 months x 0.05	
FMR 24 Months x 24 months x 0.10	
FMR 36 Months x 36 months x 0.10	
FMR 48 Months x 48 months x 0.60	
FMR Option x 12 months x 0.15	

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<b>Handheld Devices</b>	
FMR 12 Months x 12 months x 0.05	
FMR 24 Months x 24 months x 0.10	
FMR 36 Months x 36 months x 0.10	
FMR 48 Months x 48 months x 0.60	
FMR Option x 12 months x 0.15	
<b>Optional Handheld Devices</b>	
FMR 12 Months x 12 months x 0.05	
FMR 24 Months x 24 months x 0.10	
FMR 36 Months x 36 months x 0.10	
FMR 48 Months x 48 months x 0.60	
FMR Option x 12 months x 0.15	

**TOTAL EVALUATED PRICE = \$** \_\_\_\_\_

**C3. BASIS OF SELECTION**

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

## **ANNEX "D" - Compliance and Compatibility Testing**

At the request of Canada, the Bidder offering the lowest priced technically compliant products must supply the complete system required for a compatibility sub-test, prior to the award of Contract, to determine whether the ordered Product(s) will meet Treasury Board Secretariat's (TBS) compatibility requirements.

To complete these tests, the bidder must make the hardware available for testing in the National Capital Region of Canada either at the bidder's site or at an existing installation site in a different client's environment within 3 days of notification of such test by PSPC.

### **Compliance Test Results**

Failure of the proposed equipment to meet the technical specifications of the RFP and any subsequent clarifications thereto may result in elimination of the equipment without further consideration.

In the event that the equipment does not function in accordance with the technical requirements of the RFP, it will be eliminated from future consideration and the next lowest value evaluated proposal will be called for testing.

### **Compatibility Test Results**

Notwithstanding compliance to the specification defined herein, the equipment offered may still be rendered non-compliant at the Compatibility testing if the equipment is not able to function in the TBS environment with TBS's systems and applications. TBS will demonstrate any fault that eliminates the equipment from consideration.

If the testing indicates that some upgrades/changes (for example, to the drivers or firmware) are required, Canada will work with the Bidder to resolve these issues, provided they are reasonable within a reasonable period.

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### **ANNEX "E" - ELECTRONIC PAYMENT INSTRUMENTS**

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

The Bidder accepts 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)