



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

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St./11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St./ 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet 2021 Census	
Solicitation No. - N° de l'invitation 45045-170115/A	Date 2018-06-15
Client Reference No. - N° de référence du client 45045-17-0115	GETS Ref. No. - N° de réf. de SEAG PW-\$\$CW-035-74989
File No. - N° de dossier cw035.45045-170115	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-10	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Buck(CW Div.), Daniel	Buyer Id - Id de l'acheteur cw035
Telephone No. - N° de téléphone (613) 998-8582 ()	FAX No. - N° de FAX (613) 991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: STATISTICS CANADA Shipping and Receiving 170 Tunney's Pasture Driveway Jean-Talon Bldg (B1W21) Parkdale Ave. Loading Dock OTTAWA Ontario K1A0T6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

REQUEST FOR INFORMATION

CENSUS - PRINTING/IMAGING/ASSEMBLY

1. NATURE OF REQUEST FOR INFORMATION

This is a Request for Information (RFI) and not a bid solicitation. No contract will be awarded as a result of this RFI nor will this RFI result in the creation of any source list; however, this RFI includes a Request for Industry Comments, a draft version of the Annex "A" Statement of Work at Addendum A, a draft version of the Evaluation Grid at Addendum B and the Security Requirements Check List for the previous 2016 Census and related Security guides at Addendum C*.

*- Current Security Requirement Check List is in development and anticipated security requirements are anticipated to be similar to the previous security requirement.

The written comments received by Canada will not be specifically shared or referred to in the final solicitation document and any comments provided as a result of this RFI should not contain any restrictions of use. Canada acknowledges that any information collected will be utilized by Canada in an anonymous fashion.

The procurement of any of the goods and services described in this RFI will not necessarily follow this RFI.

This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

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

2. KEY TERMS

Behaviour Test Field Procedures: internal process put in place to test the behaviour of Statistics Canada's procedures relating to field operations, format of response (internet or paper) respondents and Wave methodology prior to the 2021 Census.

Self-mailer: self-contained piece of mail that has space for an address and postage and can be mailed without a wrapper or envelope.

3. PURPOSE OF THIS RFI

This RFI is issued for the purpose of:

- Alerting industry to a future procurement action for the supply of print material (i.e., questionnaires, envelopes and letters) production and preparation for distribution requirements for the 2021 Census of Canada (May 11, 2021) and its' associated 2019 Behavioral Tests;
- Obtaining feedback from industry concerning the requirement and the planned procurement process;

And

- To sponsor all suppliers interested in obtaining or upgrading their security level, in order to bid on the requirement when the Request for Proposal will be published on the Government Electronic Tendering Service (GETS).

4. QUESTIONS TO THE INDUSTRY

Canada is seeking answers to the following questions:

A. Statement of Work and Appendices

1. Are there standardized practices in the print industry to minimize costs for products such as mailed questionnaires as described in the Addendum A - Annex "A" Statement of Work and Appendices? (Form factor, processes, etc.) Please explain.

For example:

- a. Is it more cost-effective to print an 8 page booklet format, 8 ½ X 11"; vs. a 4-panel fold-out; 11" x 34 ¼"?
 - b. Which questionnaire format is optimal for mail distribution?
2. Are there any suggested alternatives which can improve the Census print processes?
 3. Are there quality control processes that the print industry identifies as standard?
 4. Does the SOW provide a sufficient description of the 2019 Behaviour Tests and the 2021 Census?
 5. Are the requirements for the 2019 Behaviour Tests and the 2021 Census as stated in the Addendum A - Annex "A" Statement of Work clear?
 6. Is there additional information that you would need in order to be able to prepare a response to any resulting RFP?
 7. Are there any innovations or new technologies that the Statistics Canada has not considered? Would any of these be limited by the Statistics Canada requirements as described?
 8. Is there additional information that should be included in order to fulfill the requirements?

B. Cost efficiencies and environmental savings

9. What are the environmental impacts that are normally considered for the provision of the services as described for this requirement?
10. In your opinion, are there environmentally preferable paper stock alternatives to use for the printing of questionnaires as described in the Addendum A - Annex "A" Statement of Work and Appendices? Please explain.

11. Is it possible to print a double-sided questionnaire on this paper stock intended for scanning without substantial show-through?
12. What is the percentage of recycled materials in that stock?
13. Are there environmentally preferable paper stock alternatives to use for the printing of envelopes as described in the Addendum A - Annex "A" Statement of Work and Appendices?
14. What are the standard environmental practices for the disposal of left over paper materials?

C. Evaluation Criteria

15. Are the technical evaluation criteria described in Annex "E" clear and understandable?

5. BACKGROUND

Various questionnaires, envelopes, and inserts are required to conduct the Census. The Contractor will be required to provide all printing, variable imaging (all questionnaires distributed to dwellings are to be imaged with two unique bar codes, a secure access code, geographic information and, in most cases, an address and in certain cases, a name (CEAG), preparation for mailing/distribution and short term storage activities, that are to meet the specific operational and technical requirements.

All of the Contractor's processes must be in place and ready to be exercised for the 2019 BTs as well as the 2021 Census.

Statistics Canada's approach to mail-out and data collection for the 2021 Census will follow an approach that will involve three (3) stages (waves) of mail-out.

Wave 1: Approximately 15 million self-mailer letters with variable printing will be required for Wave 1. This self-mailer letter will include a secure access code meant to encourage the householder to complete his/her census questionnaire on the Internet.

The invitation self-mailer letter will also include a Statistics Canada telephone number for the householder to call to request a paper questionnaire. The volume of questionnaire packages that will be required to be printed in advance is approximately 2 million. These questionnaires will be imaged in two (2) formats (linear and 4-state) with a barcode that must be readable through the mail-out envelope. This barcode will then be linked to the true address requested via Statistics Canada's Questionnaire Request System (QRS) as part of a separate addressing activity that will be undertaken by Statistics Canada.

Statistics Canada will provide electronic files to the contractor containing all the information necessary for the imaging.

Wave 2: The Contractor must produce approximately 8.6 million reminder self-mailer letters for all non-responding dwellings starting two (2) days after Census Day. The list of non-responding dwellings will be updated on a daily basis, as responses are received, and Statistics Canada will

identify to the contractor those dwellings where printing of a Wave 2 reminder self-mailer letter is no longer required (suppression activity).

The Wave 2 printing must be completed as quickly as possible to a maximum of three (3) days in order to allow sufficient time for the dwelling to respond prior to the start of Wave 3. This self-mailer letter will include imaging of a dwelling address and a secure access code.

Wave 3: during 2019 Behavioral Test, different format of printed material (self-mailer letters, letters & envelope and questionnaire packages) will be tested to analyse best response behavior. Printed material will be sent to all dwellings that received an invitation self-mailer letter in Wave 1 and a reminder self-mailer letter in Wave 2 and have not yet responded. As with the QRS, questionnaire packages will be prepared in advance and will require imaging of barcodes only (linear and 4-state). In addition to the questionnaires, the packages will also include the insertion of a non-imaged covering letter. It is estimated that approximately 1.5 million questionnaire packages will be required for in 2021. These barcodes will be linked to an address in a separate addressing activity that will be undertaken by Statistics Canada.

In addition to quantities noted above, approximately 4 million loose questionnaires, the majority of which will not require imaging, will be required for enumeration, testing, and information purposes.

6. REQUIREMENTS

6.1 Printing

Questionnaires - 56 different paper material (questionnaires, self-mailer letters, insert letters, mail out envelopes, mail back envelopes, etc.) are to be printed for the 2021 Census. Up to 14 different questionnaires are to be printed for the 2019 BTs. These questionnaires range in size from 1 to 40 pages.

Envelopes - 48 different envelopes are to be printed. Both mail-out and mail-back envelopes are required. Envelopes will vary in size depending on the questionnaire.

Self- mailer letters - The Wave 1 invitation letter, the Wave 2 Reminder self-mailer letter and the Wave 3 Final Notice self-mailer letter will be a one (1) page bilingual self-mailer format. For 2021, the volumes of these letters are expected to be 15 million for Wave 1 and 8.6 million for Wave 2 and 2 million for Wave 3.

Reference Guide Inserts - One (1) 6-page bilingual insert (guide) is required to accompany the Census questionnaire long form.

Letter inserts - there will be requirements for a one (1) page bilingual letter inserts which will accompany any questionnaire packages.

6.2 Imaging with variable data

Imaging with variable data refers to the application of all, or a combination of an address, name (Form 6 only), geographic identifier, two unique bar codes (linear and four-state) and a secure access code, to a printed questionnaire and/or any other paper product.

Data files - Statistics Canada will provide electronic data files to the Contractor which will contain all the information to be imaged onto questionnaires.

6.3 Preparation for mailing, or distribution

This includes assembly, packaging, insertion and mail matching and refers to the gathering of various pieces of printed material, including uniquely imaged questionnaires based on the type, delivery methodology and language requirements. In most cases, mail matching will be required (i.e., French and English versions of imaged questionnaires gathered together).

6.4 Warehousing

The Contractor will store completed products for the time required between production and ongoing pick up.

All questionnaire packages will require to be stored as addressing activity is to take place at the contractor's location. They (questionnaire packages) will be picked up at the printing plant, on an as-ready basis.

6.5 Quality Control

A Statistics Canada quality control program will be implemented for both the 2019 BTs and the 2021 Census. This quality control program will be in addition to all quality control to be completed by the Contractor. The Contractor must provide space on its premises for this operation.

In addition, Statistics Canada may provide the Contractor with a software tool to aid in the measurement and collection of quality metrics.

6.6 Period of Contract

The Contract will be for a period of approximately three (3) years.

6.7 Security Requirements of the RFP

Reliability Status for personnel and Protected B for Document Safeguarding, facilities and Electronic Data Processing is required.

In addition to PSPC procedures, the Contractor's facilities will also be verified by Statistics Canada's security officers for compliance.

Canada will not delay the award of any contract to allow bidders to obtain the required clearance.

Suppliers interested in upgrading their security level or obtaining the security level must send a written request by e-mail to: daniel.buck@pwgsc-tpsgc.gc.ca and/or TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

6.8 Additional terms and conditions to 2030 - General Conditions - Higher Complexity Goods

The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in an alternate jurisdiction.

The Contractor must ensure that all domestic network traffic (meaning traffic initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route.

The Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

7. NATURE AND FORMAT OF RESPONSES REQUESTED

Responses from potential suppliers to this RFI will assist Public Services and Procurement Canada (PSPC) and Statistics Canada in formulating a procurement strategy that meets Statistics Canada's business and operational requirements.

Respondents are requested to review Addendum A and Addendum B and to submit written responses to the information requested in the Request for Information.

Respondents should explain any assumptions they make in their responses.

In addition to providing responses to the information requested in the Request for Information, respondents may submit comments, concerns, and suggestions where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied or improved upon.

Respondents may also submit comments regarding the content, format and/or organization of Addendum A (Annex "A" Statement of Work).

Respondents should note that the Addendum A (Annex "A" Statement of Work) and Addendum B (Annex "E" Evaluation criteria) are draft documents and remain a work in progress.

Respondents should not assume that components or requirements could not be added to, deleted or revised in any bid solicitation that could ultimately be issued by Canada.

Comments regarding any aspect of the draft document are welcome.

8. FORMAT OF RESPONSES

- (a) **Cover Page:** If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the respondent.
- (b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
 - (i) the title of the respondent's response and the volume number;
 - (ii) the name and address of the respondent;
 - (iii) the name, address and telephone number of the respondent's contact;
 - (iv) the date; and
 - (v) the RFI number.
- (c) **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
- (d) **Number of Copies:** Canada requests that respondents submit one (1) paper version and one (1) electronic copies, in PDF format, of their response (on a USB key).

9. RESPONSE COSTS

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

10. TREATMENT OF RESPONSES

- (a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.
- (b) **Review Team:** A review team composed of representatives of Statistics Canada and PSPC will review the responses. Canada reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.
- (c) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the Access to Information Act.
- (d) **Follow-up Activity:** Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response. Canada reserves the right to invite any or all respondents to present their submissions to this RFI and/or perform a product demonstration.

Solicitation No. - N° de l'invitation
45045-170115/A
Client Ref. No. - N° de réf. du client
45045-170115

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.45045-170115

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

11. ENQUIRIES

This is not a bid solicitation. Accordingly, Canada will not respond to enquiries in writing or by circulating answers to all potential suppliers. However, Respondents who have questions should submit them to:

Daniel Buck
Public Services and Procurement Canada
Communication Procurement Directorate
360 Albert Street
Ottawa, Ontario K1A 0S5

Telephone: 613-990-9189

Facsimile: 613-991-5870

E-mail: daniel.buck@pwgsc-tpsgc.gc.ca and/or TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

12. SUBMISSION OF RESPONSES

Potential suppliers are not required to submit information under this RFI to qualify for any future bid solicitations for this requirement. Documents may be submitted in either official language of Canada. All written responses to this RFI should be submitted to:

Public Services and Procurement Canada
Bid Receiving Unit
Place du Portage, Phase III
Core 0B2 - 11 Laurier Street
Gatineau, Quebec
K1A 0S5

Responsibility for timely delivery: Each Respondent is solely responsible for ensuring its response is delivered on time to the correct location.

Solicitation No. - N° de l'invitation
45045-170115/A
Client Ref. No. - N° de réf. du client
45045-170115

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.45045-170115

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

ADDENDUM A

DRAFT ANNEX "A" STATEMENT OF WORK

ADDENDUM B

DRAFT ANNEX "E" EVALUATION GRID

ADDENDUM C

**PREVIOUS SECURITY REQUIREMENTS CHECK LIST
AND
SECURITY GUIDES**

ADDENDUM D

**ELECTRONIC ATTACHMENT
DRAFT BASIS OF PAYMENT
FOR REFERENCE ONLY**



Statistics
Canada

Statistique
Canada

Canada

ADDENDUM A

Annex A - Statement of Work

**2021 Census of Population &
2021 Census of Agriculture
(Including 2019 Census Behaviour
Tests)**

Table of Contents

1	Scope	9
2	Project Summary	10
2.1	Introductory Information – Project Requirements	10
3	Project Management for the Entire Scope	11
3.1	Project Manager	11
3.2	Production Reports	11
3.3	Production Timeframe	12
3.4	Overview of General Operational Concepts	13
3.4.1	General	13
3.4.2	Printing	13
3.4.3	Imaging	14
3.4.4	Binding	14
3.4.5	Lettershopping	14
3.4.6	Spoiled Production Materials	15
3.4.7	Warehousing & Logistics	15
3.5	Process and Procedural Testing	15
4	Product Requirements	16
4.1	Wave Methodology	17
4.2	Printed Product Requirements	17
4.2.1	Questionnaires	18
4.2.2	Self-Mailer & Door Dropper Letters	19
4.2.3	Envelopes	20
4.2.4	Letter Inserts	21
4.2.5	Traditional #9 Envelope and Letter (Under review by StatCan)	22
4.2.6	Questionnaire Guide Insert	23
4.2.7	Questionnaire Packages	23
4.3	Required Quantities	24
5	Process & Procedural Requirements	25
5.1	Administrative Requirements	25
5.1.1	The Administration of the StatCan Oath of Secrecy	25
5.1.2	The Provision of Physically Separated Work Spaces	25
5.1.3	Data Files & Electronic Communications	26
5.1.3.1	Delivery of Imaging Data Files from StatCan to the Contractor	27
5.1.3.2	Delivery of .pdf Questionnaire Design Files to the Contractor	28
5.1.3.3	Delivery of .pdf Self-Mailer Design Files to the Contractor	28

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

5.1.3.4	<i>Delivery of .pdf Envelope Design Files to the Contractor</i>	28
5.1.3.5	<i>Delivery of .pdf Cover Letter Insert Design Files to the Contractor</i>	29
5.1.3.6	<i>Delivery of .pdf Insert Guide Design Files to the Contractor</i>	29
5.1.4	<i>Documentation</i>	29
5.2	<i>Production</i>	30
5.2.1	<i>Print Requirements</i>	30
5.2.2	<i>Imaging with Variable Data</i>	30
5.2.3	<i>Bindery</i>	31
5.2.4	<i>Lettershopping</i>	31
5.2.5	<i>Mail-Matching</i>	32
5.2.6	<i>Quality Control</i>	32
5.2.6.1	<i>General</i>	32
5.2.6.2	<i>Contractor - Internal Quality Control Procedures</i>	33
5.2.6.3	<i>Quality Control Procedural Requirements</i>	33
5.2.6.4	<i>StatCan Onsite Quality Control</i>	34
5.2.6.5	<i>Sample Plan</i>	35
5.2.6.6	<i>Scanners</i>	35
5.2.7	<i>Warehousing and Storage</i>	35
5.2.7.1	<i>Box & Carton Requirements</i>	35
5.2.7.2	<i>Warehousing & Storage</i>	36
5.2.7.3	<i>Shipping and Logistics</i>	36
5.2.7.4	<i>Pre-Sortation Mailable</i>	36
5.2.7.5	<i>Pre-Sortation Non-Mailable</i>	37
5.2.7.6	<i>Pallet Make-Up</i>	38
5.3	<i>CPOP & CEAG Questionnaire Response System (QRS)</i>	39
5.3.1	<i>Product Types and Required Quantities</i>	40
5.3.2	<i>Administrative Requirements</i>	41
5.3.2.1	<i>Data Files & Electronic Communications</i>	41
5.3.2.1.1	<i>Frequency of Data Files</i>	41
5.3.2.1.2	<i>Transmission of Data Files</i>	41
5.3.3	<i>QRS Procedures & Processes</i>	42
5.3.3.1	<i>QRS Print Requirements</i>	42
5.3.3.2	<i>QRS Materials Imaging with Variable Data</i>	42
5.3.3.2.1	<i>Pre-QRS Imaging</i>	42
5.3.3.2.2	<i>On-Demand Imaging of QRS Address Files</i>	43
5.3.3.3	<i>Lettershopping</i>	44
5.3.3.4	<i>Mailing Matching</i>	44

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

5.3.3.5	Quality Control	44
5.3.3.6	Warehousing & Storage.....	44
5.3.3.7	Shipping & Logistics.....	45
5.4	Late Additions	45
5.4.1	Administrative Requirements	46
5.4.1.1	Data Files & Electronic Communications	46
5.4.1.1.1	Frequency of Data Files.....	46
5.4.1.1.2	Transmission of Data Files	46
5.4.2	Late Adds Procedures & Processes	47
5.4.2.1	Late Adds Print Requirements	47
5.4.2.2	Late Adds Materials Imaging with Variable Data.....	47
5.4.2.2.1	Late Adds Imaging.....	47
5.4.2.2.2	On-Demand Imaging of Late Adds Address Files.....	48
5.4.2.3	Lettershopping	48
5.4.2.4	Mailing Matching.....	49
5.4.3	Quality Control	49
6	Corrugated Carton, Box and Pallet Liner Requirements	50
6.1	General Carton Requirements.....	50
6.2	Carton Descriptions and Specifications	50
6.2.1	Box Type 1.....	50
6.2.2	Box Type 2.....	51
6.2.3	Box Type 3.....	51
6.2.4	Pallet Sheet.....	52
6.3	Tolerance.....	52
6.4	Printing Requirements – Boxes.....	52
7	Detailed Requirements – 2019 BT- 3 Field Operations Test.....	54
7.1	BT-3 Summary.....	54
7.2	BT-3 Wave Methodology	55
7.2.1	BT-3 Wave 1.....	55
7.2.1.1	2019 BT-3 CPOP Wave 1 Mail-Out Invitation Self-Mailer Letter.....	55
7.2.1.2	2019 BT-3 CPOP Wave 1 Non Mail-Out List Leave Invitation Door Dropper.....	56
7.2.1.3	2019 BT-3 CPOP Wave 1 List Leave Mail-Out with Drop-Off Invitation Door Dropper	57
7.2.1.4	2019 BT-3 CPOP Wave 1 Non Mail-Out Questionnaire Packages.....	57
7.2.2	BT-3 CPOP Wave QRS (Questionnaire Request System)	58
7.2.2.1	2019 BT-3 CPOP Wave QRS Mail-Out Packages.....	58
7.3	BT-3 Process & Procedural Requirements	59
7.3.1	Administrative Requirements	59

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

7.3.2	<i>Data Files & Electronic Communications - 2019 BT-3 Delivery of .pdf & Data Files to the Contractor</i>	59
7.4	<i>Production</i>	59
7.4.1	<i>Warehousing and Storage</i>	60
7.4.2	<i>Shipping and Logistics</i>	60
7.4.2.1	<i>Pallet Make-Up</i>	60
7.5	<i>BT-3 CPOP Questionnaire Response System (QRS) Operation</i>	61
7.5.1	<i>Product Types and Required Quantities</i>	61
7.6	<i>Late Additions</i>	61
8	Detailed Requirements – BT-4 Behavioural Test 2019	62
8.1	<i>BT-4 Summary</i>	62
8.2	<i>BT-4 Wave Methodology</i>	63
8.2.1	<i>BT-4 Wave 1</i>	63
8.2.1.1	<i>2019 BT-4 CPOP Wave 1 Mail-Out Invitation Self-Mailer Letter (Control, Version 1)</i>	63
8.2.1.2	<i>2019 BT-4 CPOP Wave 1 2A Mail-Out Questionnaire Packages (Control, Version 1, Version 2)</i>	64
8.2.1.3	<i>2019 BT-4 CPOP Wave 1 2A-L Mail-Out Questionnaire Packages (Control, Version 1, Version 2)</i>	65
8.2.1.4	<i>2019 BT-4 CEAG Wave 1 Mail-Out Self-Mailers</i>	66
8.2.2	<i>BT-4 Wave 2</i>	67
8.2.2.1	<i>2019 BT-4 CPOP Wave 2 Reminder Mail-Out Self-Mailer (Control, Version 1, Version 2)</i>	67
8.2.3	<i>BT-4 Wave 3</i>	68
8.2.3.1	<i>2019 BT-4 CPOP Wave 3 Final Notice Mail-Out Self-Mailer</i>	68
8.2.3.2	<i>2019 BT-4 CPOP Wave 3 Mail-Out #9 Envelope & Cover Letter Insert Combination/Package (Eng. Leading & Fre. Leading)</i>	69
8.2.3.3	<i>2019 BT-4 CPOP Wave 3 2A Mail-Out Questionnaire Packages (Control, Version 1, Version 2)</i>	71
8.2.3.4	<i>2019 BT-4 CPOP Wave 3 2A-L Mail-Out Questionnaire Packages (Control, Version 1, Version 2)</i>	73
8.2.4	<i>BT-4 Wave QRS (Questionnaire Request System)</i>	74
8.2.4.1	<i>2019 BT-4 CPOP Wave QRS Mail-Out Questionnaire Packages (Control, Version 1, Version 2)</i>	74
8.3	<i>BT-4 Process & Procedural Requirements</i>	76
8.3.1	<i>Administrative Requirements</i>	76
8.3.2	<i>2019 BT-4 Delivery of .pdf & Data Files to the Contractor</i>	76
8.4	<i>Production</i>	76
8.4.1	<i>Warehousing and Storage</i>	76
8.4.2	<i>Shipping and Logistics</i>	76
8.4.2.1	<i>Pallet Make-Up</i>	77
8.5	<i>BT-4 CPOP & CEAG Questionnaire Response System (QRS) Operation</i>	77
8.5.1	<i>Product Types and Required Quantities</i>	77
8.6	<i>Late Additions</i>	78
9	Detailed Requirements – BT-5 Behavioural Test 2019	78

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

9.1	<i>BT-5 Summary</i>	78
9.2	<i>BT-5 Wave Methodology</i>	79
9.2.1	<i>BT-5 Wave 1</i>	79
9.2.1.1	<i>2019 BT-5 CPOP Wave 1 Mail-Out Invitation Self-Mailer Letter (Control, Version 1)</i>	79
9.2.1.2	<i>2019 BT-5 CPOP Wave 1 2A Mail-Out Questionnaire Package (Control, Version 1)</i>	80
9.2.1.3	<i>2019 BT-5 CPOP Wave 1 2A-L Mail-Out Questionnaire Package (Control, Version 1)</i>	81
9.2.2	<i>BT-5 Wave 2</i>	82
9.2.2.1	<i>2019 BT-5 CPOP Wave 2 Reminder Mail-Out Self-Mailer (Control, Version 1)</i>	82
9.2.3	<i>BT-5 Wave QRS (Questionnaire Request System)</i>	83
9.2.3.1	<i>2019 BT-5 CPOP Wave QRS Mail-Out Questionnaire Packages</i>	83
9.3	<i>BT-5 Process & Procedural Requirements</i>	84
9.3.1	<i>Administrative Requirements</i>	84
9.3.2	<i>Data Files & Electronic Communications - 2019 BT-5 Delivery of .pdf & Data Files to the Contractor</i> 84	
9.4	<i>Production</i>	84
9.4.1	<i>Warehousing and Storage</i>	84
9.4.2	<i>Shipping and Logistics</i>	85
9.4.2.1	<i>Pallet Make-Up</i>	85
9.5	<i>BT-5 CPOP & CEAG Questionnaire Response System (QRS) Operation</i>	85
9.6	<i>Late Additions</i>	86
10	<i>Detailed Requirements – 2021 Census</i>	86
10.1	<i>Census Summary</i>	86
10.2	<i>Census Wave Methodology</i>	87
10.2.1	<i>Census Wave 1</i>	87
10.2.1.1	<i>2021 Census CPOP Wave 1 Mail-Out Invitation Self-Mailer Letter</i>	88
10.2.1.2	<i>2021 Census CPOP Wave 1 Non Mail-Out List Leave Invitation Door Dropper</i>	88
10.2.1.3	<i>2021 Census CPOP Wave 1 List Leave Mail-Out with Drop-Off Invitation Door Dropper</i>	89
10.2.1.4	<i>2021 Census CPOP Wave 1 Non Mail-Out Questionnaire Packages</i>	90
10.2.1.5	<i>2021 Census CEAG Wave 1 Invitation Mail-Out Self-Mailer</i>	91
10.2.2	<i>Census Wave 2</i>	91
10.2.2.1	<i>2021 Census CPOP Wave 2 Reminder Mail-Out Self-Mailer</i>	91
10.2.2.2	<i>2021 Census CPOP Wave 2 Unaddressed Admail Card</i>	93
10.2.3	<i>Census Wave 3</i>	93
10.2.3.1	<i>2021 Census CPOP Wave 3 Final Notice Mail-Out Self-Mailer</i>	93
10.2.3.2	<i>2019 BT-4 CPOP Wave 3 Mail-Out #9 Envelope & Cover Letter Insert Combination/Package</i>	95
10.2.3.3	<i>2021 Census CPOP Wave 3 Mail-Out Questionnaire Packages</i>	96
10.2.3.4	<i>2021 Census CEAG Wave 3 Reminder Mail-Out Self-Mailer</i>	97

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

10.2.4	Census CEAG Wave D	98
10.2.4.1	2021 Census CEAG Wave D Invitation Mail-Out Self-Mailer	98
10.2.5	Census CEAG Wave Z	99
10.2.5.1	2021 Census CEAG Wave Z Final Notice Mail-Out Self-Mailer	99
10.2.6	Census Wave QRS (Questionnaire Request System)	100
10.2.6.1	2021 Census CPOP Wave QRS Mail-Out	100
10.2.6.2	2021 Census CEAG Wave QRS Mail-Out	101
10.1	2021 Census Process & Procedural Requirements	102
10.2.7	Administrative Requirements	102
10.2.8	2021 Census Delivery of .pdf & Data Files to the Contractor	102
10.2	Production	102
10.2.9	Warehousing and Storage	102
10.2.10	Shipping and Logistics	102
10.2.10.1	Pallet Make-Up	103
10.3	2021 Census CPOP & CEAG Questionnaire Response System (QRS) Operation	103
10.3.1	Product Types and Required Quantities	103
10.4	Late Additions	104
10.4.1	Product Types and Required Quantities	104
11	Optional Requirements	104
	Appendix A –	106
	Product Definitions and Print Materials Technical Specifications	106
1	Questionnaires	106
1.1	CPOP Form 2A Questionnaire (English & French)	106
1.2	CPOP Form 2A-L Questionnaire (English & French)	111
1.3	CPOP Form 2A-R Questionnaire (English & French)	116
1.4	CPOP Form 2C Questionnaire (English & French)	117
1.5	CPOP Form 3A Questionnaire (English & French Bilingual Tumble)	118
1.6	CEAG Form 6 Questionnaire (English & French)	120
2	Self-Mailers, Door Droppers and Unaddressed Admail Cards	121
2.1	CPOP Wave 1 Mail-Out Invitation Self-Mailer Letter (English Leading & French Leading)	121
2.2	CPOP Wave 1 Non Mail-Out List Leave Invitation Door Dropper (English Leading & French Leading) 123	
2.3	CPOP Wave 1 List Leave Mail-Out with Drop-Off Invitation Door Dropper (English Leading & French Leading) 124	
2.4	CPOP Wave 2 MO Reminder Self-Mailer (English Leading & French Leading)	126
2.5	CPOP Wave 2 NMO Unaddressed Reminder Admail Card (English & French Bilingual Tumble) ...	127
2.6	CPOP Wave 3 MO Final Notice Self-Mailer (English Leading & French Leading)	128
2.7	CEAG Wave 1 MO Invitation Self-Mailer (English Leading & French Leading)	129

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2.8	CEAG Wave D MO Invitation Self-Mailer (English Leading & French Leading).....	130
2.9	CEAG Wave Z MO Final Notice Self-Mailer (English Leading & French Leading).....	131
3	Envelopes.....	132
3.1	CPOP 2A Wave 1 Non Mail-Out Envelope (English Leading & French Leading)	132
3.2	CPOP 2A Wave 1 Mail-Out Envelope (English Leading & French Leading).....	133
3.3	CPOP 2A Wave 3 Mail-Out Envelope (English Leading & French Leading).....	134
3.4	CPOP 2A Wave QRS Mail-Out Envelope (English Leading & French Leading).....	135
3.5	CPOP 2A Mail-Back Envelope (English Leading & French Leading).....	136
3.6	CPOP 2A-L Wave 1 Non Mail-Out Envelope (English Leading & French Leading)	137
3.7	CPOP 2A-L Wave 1 Mail-Out Envelope (English Leading & French Leading).....	138
3.8	CPOP 2A-L Wave 3 Mail-Out Envelope (English Leading & French Leading).....	139
3.9	CPOP 2A-L Wave QRS Mail-Out Envelope (English Leading & French Leading).....	140
3.10	CPOP 2A-L Mail-Back Envelope (English Leading & French Leading).....	142
3.11	CPOP 2C Non Mail-Out Envelope (English Leading & French Leading)	143
3.12	CPOP 3A Non Mail-Out Privacy Envelope (English Leading & French Leading).....	144
3.13	CPOP 3A Wave QRS Mail-Out Envelope (English Leading & French Leading).....	145
3.14	CPOP 3A Mail-Back Envelope (English Leading & French Leading).....	146
3.15	CEAG Form 6 Wave QRS Mail-Out Envelope (English Leading & French Leading)	147
3.16	CEAG Form 6 Mail-Back Envelope (English Leading & French Leading).....	148
4	Cover Letter Inserts	149
4.1	CPOP Wave 1 2A Cover Letter Insert (English & French Bilingual Tumble).....	149
4.2	CPOP Wave 3 2A Cover Letter Insert (English & French Bilingual Tumble).....	149
4.3	CPOP Wave QRS 2A Cover Letter Insert (English & French Bilingual Tumble).....	150
4.4	CPOP Wave 1 2A-L Cover Letter Insert (English & French Bilingual Tumble)	151
4.5	CPOP Wave 3 2A-L Cover Letter Insert (English & French Bilingual Tumble)	152
4.6	CPOP Wave QRS 2A-L Cover Letter Insert (English & French Bilingual Tumble).....	152
5	CPOP Wave 3 Envelope and Letter Combination	153
5.1	CPOP Wave 3 Mail-Out Envelope (English Leading & French Leading)	153
5.2	CPOP Wave 3 Final Notice Cover Letter (English & French Bilingual Tumble)	154
6	Guide Inserts.....	155
6.1	CPOP 2A-L Guide Insert (English & French Bilingual Tumble).....	155
Appendix B –	157
BT-3 Schedule of Quantities by Form Type		157
Appendix C –	166
BT-4 Schedule of Quantities by Form Type		166
Appendix D –	196
BT-5 Schedule of Quantities by Form Type		196

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Appendix E –	201
2021 Census Schedule of Quantities by Form Type	201
Appendix F –	212
BT-3 Data File Delivery Schedule & Imaging Requirements	212
Appendix G –	218
BT-4 Data File Delivery Schedule and Imaging Requirements	218
Appendix H –	228
BT-5 Data File Delivery Schedule and Imaging Requirements	228
Appendix I –	232
Census 2021 Data File Delivery Schedule and Imaging Requirements	232
Appendix J –	240
Detailed QRS Procedures	240

1 Scope

The scope of this document includes Statistics Canada's requirements for Printed Census products, and related warehousing and logistical activities, for the 2019 Census Behaviour Tests and the 2021 Census.

DRAFT

2 Project Summary

Under the Statistics Act, Statistics Canada (StatCan) is required to collect, compile, analyse, abstract and publish statistical information relating to the commercial, industrial, financial, social, economic and general activities and condition of the people of Canada. The most comprehensive manner by which StatCan accomplishes this mandate, is through the administration of the Census of Canada. Every five (5) years, StatCan conducts the Census of Population (CPOP) and the Census of Agriculture (CEAG) (commonly referred to as the Census), producing a statistical portrait of Canada.

In order to effectively conduct the Census, StatCan has a requirement for a Print Contractor to fulfill the production and preparation of several types of printed materials (e.g. questionnaires, envelopes, letters, etc.), with multiple distribution requirements (inclusive of both the CPOP and the CEAG). The 2021 Census is scheduled to take place from May to August, 2021. There are also two (2) associated Behaviour Tests; 2019 Census Behaviour Test 3 (BT-3) Field Operations Test, and 2019 Census Behaviour Test 4 (BT-4) Content Test. These two (2) tests are scheduled to take place concurrently from May to August, 2019. Finally, there also exists the possibility that a secondary Content Test may be required, should the results of the BT-4 Content Test be inconclusive. This would be identified as 2019 Census Behaviour Test 5 (BT-5) Contingency Content Test, and would take place from in November, 2019.

2.1 Introductory Information – Project Requirements

A variety of Census printed materials (outlined in [Appendix A](#)) will be required to successfully conduct the 2019 Census Behaviour Tests and the 2021 Census. To accomplish this, the Contractor must successfully complete several aspects of production. These will include the printing, trimming, variable imaging, assembly, and letter-shopping as specified for each of the required print products. The Contractor must also pre-sort, and prepare materials for several mailing/distribution phases.

In addition to these requirements, the Contractor must provide medium and short term storage solutions (i.e. from several days to several months), as well as some accompanying related logistical activities for Census materials that will be printed in advance of their intended use. The Contractor must also provide cartons and boxes for the packaging of all Census printed products.

These requirements are necessary to meet the specific operational and technical requirements of the 2019 Census Behaviour Tests (2019 BTs) and the 2021 Census. Although the associated 2019 BTs will not demand the same volumes as those required for the 2021 Census, the Contractor must ensure that the same approach, practices, and attention to detail are employed and implemented for the 2019 BTs, as they would be for the 2021 Census. StatCan's approach to collection methodology for the 2019 BTs and the 2021 Census, will follow a similar approach

to what was used during the 2016 Census cycle, involving specific mail-out waves and/or stages.

3 Project Management for the Entire Scope

The Contractor must fulfill certain project management provisions, as determined by StatCan, in order to facilitate and ensure the successful completion of the 2019 Census Behaviour Tests (2019 BTs) and 2021 Census production requirements.

3.1 Project Manager

The Contractor must appoint a Project Manager who will act as the Contractor's main contact for this contract. The Project Manager must be responsible for the coordination of all activities relating to the production of all 2019 BTs and 2021 Census materials. The Project Manager must ensure that all material is produced in accordance with StatCan's technical specifications and is produced according to the agreed upon schedules.

The Project Manager must act as the main contact between the Contractor and StatCan. The Project Manager, or a confirmed designate, must be available at all times in order to respond to queries and/or to assist in problem solving.

The Project Manager must manage the logistics of all applicable storage requirements, as well as the preparation for pick-up of product in order to adhere to pre-defined shipping and completion dates.

The Project Manager must coordinate the approval of proofs, press sign-offs, and all quality control inspection visits. He/she must also ensure that all Quality Assurance samples are provided to StatCan, as specified in this contract.

3.2 Production Reports

There will be a number of production reports that we will be required from the Contractor during the 2019 BTs and 2021 Census.

Daily production reports are intended to track the production rate and completion percentage of all individual components (i.e. questionnaires, letters, etc.).

A daily production report for each individual product is required and must indicate the actual and planned quantity produced for that day, as well as the actual and planned cumulative totals of

the product produced to date. A variance between the actual and planned daily and cumulative totals will also be required. The Contractor must provide the required reports electronically to StatCan as an Excel file. StatCan will provide the Contractor with the details related to the required format and style of these reports based on input it receives from the Contractor, STC stakeholders, and/or other interested stakeholder groups (e.g. CPC). The information be included in the required reports must include, is not limited to the aforementioned details.

The Contractor must also provide to StatCan a daily production report intended exclusively for letter-shopped questionnaire packages. The daily production report must be more detailed. The daily production report must stipulate the planned daily production, as well as the planned cumulative total. It must also state the actual daily production and the actual cumulative total. The actual amount prepared for pick up by Canada Post Corporation in a given day must be documented, as well as the cumulative total that has been prepared to date. Each load picked up by Canada Post Corporation (CPC) must be individually documented – the quantity picked up, the date of the pickup and the bill of lading number must be included with the daily totals. For the cumulative amounts produced and prepared for pick up, a variance must be included against the planned totals. The format of the report is subject to approval by StatCan. (E.g. Microsoft Excel, electronic, etc.)

3.3 Production Timeframe

All CPOP and CEAG related production, distribution, and completion of 2019 Census Behaviour Test and the 2021 Census materials must be completed within, and in accordance with the following timeframes:

Description	Print Production Start Date	Wave 1 Delivery Initial Drop Date	Print Production End Date	StatCan Operational End Date
2019 BT-3 Field Operations Test	Jan. 7, 2019 or otherwise determined by StatCan & Contractor	May 6, 2019	TBD by StatCan & Contractor	August 30, 2019
2019 BT-4 Content Test	Jan. 7, 2019 or otherwise determined by StatCan & Contractor	May 6, 2019	TBD by StatCan & Contractor	August 30, 2019
2019 BT-5 Content Test	October 2019 or otherwise determined by	November 12, 2019	TBD by StatCan & Contractor	December 20, 2019

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

	StatCan & Contractor			
2021 Census	Aug. 20, 2020 or otherwise determined by StatCan & Contractor	May 3, 2021	TBD by StatCan & Contractor	August 31, 2021

The production methodology used for the 2019 Behaviour Tests must include, incorporate, and employ the same practices as those that will be implemented in 2021. Although the 2019 Behaviour Tests will not demand the same volumes and quantities as required for 2021, all printer processes must be in place and ready to be applied during the 2019 Behaviour Tests as envisioned in 2021.

Production scheduling for the individual products required will be in accordance with Appendices 2,3,4 & 5 (Schedule(s) of Quantities by Form Type).

3.4 Overview of General Operational Concepts

Outlined below are the operational requirements. The Contractor must supply all materials and services to produce the required products to final format, to complete all lettershop activities and preparation for mailing, and to warehouse the required items as specified for each.

3.4.1 General

- The Contractor must work with StatCan to develop a detailed set of schedules and reports, against which progress can be measured in all phases of production.
- StatCan will perform a press sign-off of materials at the start of each process and at each plate change.
- The Contractor must ensure that the required product has been produced for every data record on the supplied files.
- StatCan will not accept under-runs.

3.4.2 Printing

- Print quality: Informational, to be in accordance with the Public Works and Government Services Canada publication entitled "Quality Levels for Printing" and /or "Quality Levels for Binding", latest issues.

- b. The Contractor must provide to StatCan two (2) sets of low resolution digital proofs, back-up, trimmed, scored and folded to size for each language and version. (After receipt of electronic files, proofs have to be accounted for within the schedule).
- c. The Contractor must print materials in accordance with the quantities and language specified in this document.
- d. The Contractor must ensure that the text and layout of each form/envelope/insert printed is an accurate copy of the final approved proof.

3.4.3 Imaging

- a. The Contractor must image forms in accordance with the specifications outlined in [Appendix A](#), and in accordance with the approved proof.
- b. The Contractor must ensure that the imaging of each form is of sufficient quality to meet field operations, processing (i.e., scanning) and Canada Post Corporation requirements (as per proofs approved by StatCan);
- c. The Contractor must accurately position the imaged text as per the proof (cannot be outside boundaries);
- d. The Contractor must assure that uniquely imaged questionnaires have been prepared for each record provided;
- e. The Contractor must provide all software and programming required for their own barcoding related activities described in this document.

3.4.4 Binding

- a. The Contractor must ensure all questionnaires and letters are trimmed, bound and folded as specified in [Appendix A](#).

3.4.5 Lettershopping

- a. The Contractor must prepare questionnaire packages in accordance with the specifications found in the applicable Appendices in this document.
- b. The Contractor must ensure that:
 - i. Each package contains the specified contents in the specified language in the specified order, and
 - ii. Mail-matching has been completed accurately, where specified.
- c. The Contractor must ensure all packages have been correctly sorted according to Canada Post's specifications ([Preparing Machineable Mail](#) and [Preparing Delivery Facility Presort](#)) and/or to StatCan specifications for Non Mail-Out packages (Section 5.2.7.5).
- d. The Contractor must institute quality assurance procedures to achieve a letter-shopped package accuracy level (correctly printed and imaged material as specified in the right language and right order) of no less than 99.8%.
- e. The Contractor must institute quality assurance procedures to ensure a coverage rate of no less than 99.8%.

3.4.6 Spoiled Production Materials

- a. The Contractor must ensure that all materials spoiled during production (i.e. not including waste generated during 'Make-Ready' operations), are re-printed, replaced, and assembled for pick-up by Canada Post Corporation within the specified pick-up dates of each wave, stage, or phase of all applicable operations.
- b. Spoiled materials must be disposed of as per the StatCan Disposal Guidelines (Annex C).

3.4.7 Warehousing & Logistics

- a. The Contractor and StatCan must develop a joint schedule for the pick-up of completed materials by Canada Post or their transportation network.
- b. The Contractor must meet the contractual delivery dates as specified in this document.
- c. The Contractor must store all printed questionnaires in a secured warehouse until release to Canada Post Corporation according to a pre-specified schedule.

3.5 Process and Procedural Testing

StatCan will also require the testing of several processes affiliated with 2019 Census Behaviour Tests and the 2021 Census. StatCan and the Contractor will work together to determine a schedule that will address all of the required testing aspects required by both parties. These tests will include, but may not necessarily be limited to; procedural, electronic transfer, data transmission, data encryption, on-demand print functionality, systems acceptance, and systems integration processes.

4 Product Requirements

StatCan requires that the Contractor successfully perform several different operational tasks in order to respect the conditions of this Statement of Work. These tasks must be implemented for both the 2019 Census Behaviour Tests, and the 2021 Census. Although the operational requirements will be the same for both 2019 Census Behaviour Tests and 2021 Census print operations, the quantities required for the 2019 Census Behaviour Tests will be less than those required for the 2021 Census.

These operational task requirements include:

- The production the required quantities of all Census products in accordance with the quality levels as specified in this Statement of Work, the required specifications outlined in [Appendix A](#), and within the StatCan approved schedule and timeframe determined by both StatCan and the Contractor to meet the final delivery dates.
- The precise printing, variable imaging, bindery, mail-matching, letter-shopping, assembly, and production as applicable to all Census products.
- The precise pre-sortation of all Mail-Out or 'mailable' Census products, as per Canada Post specifications for distribution as defined in Section 5.2.7.4.
- The precise pre-sortation of all Non Mail-Out or 'non-mailable' Census products, as per StatCan specifications for distribution to the StatCan warehouse as defined in Section 5.2.7.5.
- The correct preparation for shipping of all Census products as specified for each.
- The provision of proofs as applicable to all of the Census products for verification during each production stage
- The sending and receiving of encrypted and secure email, and electronic communications and data files in accordance with the security clauses, SRCL, and IT Security Guide.
- The provision of separated work spaces that meet the security requirements in the security clauses, SRCL, and IT Security Guide.
- The provision of all required cartons and/or boxes to package all applicable Census products as specified for each.
- The warehousing, and medium and/or short-term storage of all applicable Census products as specified by StatCan and in accordance with the security levels specified in the security clauses, Security Requirements Check List, and StatCan security guide.
- The accurate documentation of specific phases and stages of the printing operation, where applicable.

For reference purposes:

- [Appendix A](#) - Technical Specifications, Product Definitions, and Product Descriptions of all printed materials.
- Appendix B - Quantities for Behavioral Test #3 (BT-3).
- Appendix C - Quantities for Behavioral Test #4 (BT-4).

- Appendix D - Quantities for Behavioral Test #5 (BT-5).
- Appendix E - Quantities for the 2021 Census are outlined in.
- Appendix F – Data File Delivery Schedule & Imaging Requirements for Behavioral Test #3 (BT-3).
- Appendix G – Data File Delivery Schedule and Imaging Requirements for Behavioral Test #4 (BT-4).
- Appendix H – Data File Delivery Schedule and Imaging Requirements for Behavioral Test #5 (BT-5).
- Appendix I – Data File Delivery Schedule and Imaging Requirements for the 2021 Census
- Appendix J – Detailed QRS Procedures

4.1 Wave Methodology

StatCan will conduct the 2019 Census Behaviour Tests and the 2021 Census using a Wave Methodology approach. Census materials will be sent out over the course of several weeks (Waves), with each wave employing a unique and specific set of materials to achieve a response. This Wave Methodology, as well as the Census products involved, are more comprehensively detailed in Section 7 Detailed Requirements – 2019 BT- 3 Field Operations Test; Section 8 Detailed Requirements – 2019 BT- 4 Content Test, Section 9 Detailed Requirements – 2019 BT- 5 Follow-Up Content Test (as required), and Section 10 Detailed Requirements – 2021 Census.

4.2 Printed Product Requirements

A variety of printed 2019 Behaviour Tests and 2021 Census materials will be required from the Contractor. BT-3, BT-4, BT-5, and the 2021 Census may employ a unique set of individual product requirements (i.e. some products may only be required for one testing phase, while other products may be required for all testing and Census operations). In addition to this, there is a requirement to produce different versions of the same form (e.g. 2A Control, 2A Version 1, etc.).

The following materials outlined in this section require both 'on-demand' printing (printing that needs to be done over the period of weeks or days and intended for immediate use), and 'pre-printing' (materials that need to be printed, imaged, lettershopped, and completed well in advance of their intended use period).

Where applicable, the Contractor must warehouse 'pre-printed' materials, in both medium and short term capacities, in a secure storage facility.

A general overview form types is described below.

4.2.1 Questionnaires

A total of six (6) different questionnaire form types, to be produced in multiple formats and versions, are required by StatCan, to be produced in both English and French, or in a Bilingual tumble format.

These questionnaires are intended for respondent use, training, process testing, and/or internal StatCan requirements.

Questionnaires range in page counts, are unilingual (unless otherwise stated), are saddle-stitched, and are to be produced to the specifications outlined in [Appendix A](#).

Questionnaires will also need to be produced according to various imaging, data, and watermark requirements. For instance, StatCan requires that some questionnaires of several form types have a page one watermark. This watermark will be either 'FOR INFORMATION ONLY' (FIO) on the English version and 'POUR INFORMATION SEULEMENT' on the French version, or 'ARTIFICIAL TEST DATA' (ATD) on the English version and 'DONNÉES D'ESSAI ARTIFICIELLES' on the French version. Both of these questionnaire types are for internal use at StatCan and are not to be sent to respondents. StatCan will supply the print Contractor with individual .pdfs denoting this watermark for the applicable materials.

From a production standpoint, individual questionnaires, and questionnaires produced for use in packages will need to be printed, imaged, lettershopped, assembled, and mail-matched (where applicable) prior to their anticipated usage period or specified wave methodology phase.

****Production Note:*** For the 2019 BT-4 Test, StatCan requires the production of multiple versions of questionnaires (i.e. 2019 2A Control, 2019 2A Version 1, 2019 Version 2, etc.). Although the descriptions of the questionnaires will remain consistent from version to version, the content and the page count may vary. The results of this test will determine the product used during the 2021 Census.

Questionnaire types are as follows:

CPOP - 2A - 8 Page Booklet (8 1/2" x 11")

or;

CPOP - 2A – 12 Page Booklet (8 1/2" x 11")

CPOP - 2A-L - 36 Page Booklet, 8 Outer pages: (8 1/2" x 11"); 28 Inner cut pages to specification (8 1/2" x 9 3/8")

or;

CPOP - 2A-L – 40 Page Booklet, 8 Outer pages: (8 1/2" x 11"); 32 Inner cut pages to specification (8 1/2" x 9 3/8")

or;

CPOP - 2A-L – 44 Page Booklet, 8 Outer pages: (8 1/2" x 11"); 40 Inner cut pages to specification (8 1/2" x 9 3/8")

CPOP - 2A-R - 36 Page Booklet, 8 Outer pages: (8 ½" x 11"); 28 Inner cut pages to specification (8 ½" x 9 3/8") (*excluded from 2019 Behaviour Tests*)

or;

CPOP - 2A-R – 40 Page Booklet, 8 Outer pages: (8 ½" x 11"); 32 Inner cut pages to specification (8 ½" x 9 3/8") (*excluded from 2019 Behaviour Tests*)

or;

CPOP - 2A-R – 44 Page Booklet, 8 Outer pages: (8 ½" x 11"); 40 Inner cut pages to specification (8 ½" x 9 3/8") (*excluded from 2019 Behaviour Tests*)

CPOP - 2C - 8 Page Booklet (8 ½" x 11") (*excluded from 2019 Behaviour Tests*)

or;

CPOP – 2C – 12 Page Booklet (8 1/2" x 11") (*excluded from 2019 Behaviour Tests*)

CPOP - 3A – 12 Page Booklet, Bi-Lingual Tumble (8 ¼" x 10 ¾")

or;

CPOP - 3A – 16 Page Booklet, Bi-Lingual Tumble (8 ¼" x 10 ¾")

CEAG - Form 6 – 20 Page Booklet (8 ½" x 11") (*excluded from 2019 Behaviour Tests*)

or;

CEAG - Form 6 – 24 Page Booklet (8 ½" x 11") (*excluded from 2019 Behaviour Tests*)

4.2.2 Self-Mailer & Door Dropper Letters

A total of ten (10) different Self-Mailer and/or Door Dropper letter types, to be produced in multiple formats and versions, are required by StatCan for both the 2019 Census Behaviour Tests and the 2021 Census.

Self-Mailers and Door Droppers must be produced in a one (1) page, side-by-side bilingual format, in both English and French leading language formats (leading language indicates which language appears first, in the case of a Self-Mailer and/or Door Dropper, the leading language is displayed on the left side of any text block), and to the specifications outlined in [Appendix A](#).

The Self-Mailer is a self-contained letter, with an imaged address and postal indicia. Door Droppers are self-contained letters, with either an imaged address or imaged geographic identifying information (SSID). Neither version of the Door Dropper has a postal indicia.

Self-Mailer and Door Dropper letter types will be determined based on the delivery methodology (Mail-Out (MO), Mail-Out with Drop-Off (MODO), or Non Mail-Out (NMO)); and on the wave methodology phase.

English and French leading Mail-Out Self-Mailer letters will be produced for Wave 1, Wave 2, and Wave 3, depending on the wave methodology. For these products; the production,

printing, and imaging of Self-Mailer letters will be required in an on-demand capacity, to be completed in three (3) separate production blocks, both prior to, and during the actual 2019 Census Behaviour Tests and 2021 Census production cycles.

English and French leading Non Mail-Out Door Droppers, will be produced for the Wave 1 Non Mail-Out operation. Production of these materials must occur well in advance of the actual applicable Behaviour Test or Census period, to ensure timely distribution to the StatCan warehouse.

****Production Note:*** *The viability and efficacy of the 2019 BT-3 CPOP Wave 1 Invitation MODO DD, the 2019 BT-3 CPOP Wave 1 Invitation NMO DD, and the 2019 BT-4 CPOP Wave 3 Final Notice Self-Mailer are being evaluated during the BT-3 and BT-4 Tests. Results of these tests will determine their use during the 2021 Census.*

Self-Mailer (Self-Mailer) and Door Dropper (DD) types are as follows...

- CPOP – Wave 1 Invitation Self-Mailer MO (5 11/16" x 9 5/8")
- CPOP – Wave 1 Invitation NMO DD (5 11/16" x 9 5/8") (2021 Census use dependent on BT-3 Test)
- CPOP – Wave 1 Invitation MODO DD (5 11/16" x 9 5/8") (2021 Census use dependent on BT-3 Test)
- CEAG – Wave 1 Invitation Self-Mailer MO (5 11/16" x 9 5/8")

- CPOP – Wave 2 Reminder Self-Mailer MO (5 11/16" x 9 5/8")
- CPOP – Wave 2 Admail Card DD NMO (3 3/4" x 8 1/2") (excluded from 2019 Behaviour Tests)

- CPOP – Wave 3 Final Notice Self-Mailer MO (5 11/16" x 9 5/8") (2021 Census use dependent on BT-4 Test)
- CEAG – Wave 3 Reminder Self-Mailer MO (5 11/16" x 9 5/8") (excluded from 2019 Behaviour Tests)

- CEAG – Wave D Invitation Self-Mailer MO (5 11/16" x 9 5/8") (excluded from 2019 Behaviour Tests)

- CEAG – Wave Z Final Notice Self-Mailer MO (5 11/16" x 9 5/8") (excluded from 2019 Behaviour Tests)

4.2.3 Envelopes

A total of sixteen (16) different envelope types are required by StatCan for the 2019 Behaviour Tests and the 2021 Census.

Envelopes must be produced in both English leading and French leading bilingual language formats (leading language indicates which language appears first, and in the case of an envelope, the leading language is displayed on the left side of any text block).

These envelope types will be determined based on the questionnaire intended for use with specific envelopes; the delivery and collection methodology (Mail-Out (MO), Non-Mail Out (NMO), Privacy, and Mail-Back (MB)); and the wave methodology phase that the envelope is intended for use with (i.e. there will be multiple versions of the same envelope depending on wave methodology).

In some cases, there will be also be on-demand, imaging requirements during the Questionnaire Request System (QRS) phase. For QRS products, the Contractor must image a respondents name and/or dwelling address on the Mail-Out envelope component of several types of assembled questionnaire packages.

Envelopes range in size and are to be produced to the specifications outlined in [Appendix A](#).

Envelope types are as follows...

CPOP - 2A Wave 1 NMO (6 1/8" x 9 5/8") (2021 Census use dependent on BT-3 Test)
CPOP - 2A Wave 1 MO (6 1/8" x 9 5/8") (2021 Census use dependent on BT-4 Test)
CPOP - 2A Wave 3 MO (6 1/8" x 9 5/8") (2021 Census use dependent on BT-4 Test)
CPOP - 2A QRS MO (6 1/8" x 9 5/8")
CPOP - 2A MB (5 3/4" x 9")

CPOP - 2A-L Wave 1 NMO (6 1/8" x 9 5/8") (2021 Census use dependent on BT-3 Test)
CPOP - 2A-L Wave 1 MO (6 1/8" x 9 5/8") (2021 Census use dependent on BT-4 Test)
CPOP - 2A-L Wave 3 MO (6 1/8" x 9 5/8") (2021 Census use dependent on BT-4 Test)
CPOP - 2A-L QRS MO (6 1/8" x 9 5/8")
CPOP - 2A-L MB (5 3/4" x 9")

CPOP - 2C NMO (6 1/8" x 9 5/8") (excluded from 2019 Behaviour Tests)

CPOP - 3A NMO Privacy (5 3/4" x 8 3/4")
CPOP - 3A QRS MO (6 1/4" x 9 1/4")
CPOP - 3A MB (5 3/4" x 8 3/4")

CEAG - Form 6 QRS MO (6 1/8" x 9 5/8") (excluded from 2019 Behaviour Tests)
CEAG - Form 6 MB (5 3/4" x 9") (excluded from 2019 Behaviour Tests)

4.2.4 Letter Inserts

A total of seven (7) different Letter Insert types are required by StatCan for both the 2019 Census Behaviour Tests and the 2021 Census.

Letter Insert types must be produced in a one page, bilingual tumble format. Several questionnaire packages will require the insertion of a Letter Insert, depending on the questionnaire type, and the Wave Methodology. Where applicable, Letter Inserts must be included as a part of the letter-shopping process, and the front page of the letter must match the leading language type of the questionnaire package.

Letter Insert types are as follows...

CPOP – 2A Wave 1 (8 1/2" x 11") *(Under review by StatCan)*

CPOP – 2A Wave 3 (8 1/2" x 11") *(Under review by StatCan)*

CPOP – 2A Wave QRS (8 1/2" x 11") *(Under review by StatCan)*

CPOP – 2A-L Wave 1 (8 1/2" x 11")

CPOP – 2A-L Wave 3 (8 1/2" x 11")

CPOP – 2A-L Wave QRS (8 1/2" x 11") *(Under review by StatCan)*

CEAG – Form 6 Wave QRS (8 1/2" x 11") *(Under review by StatCan)*

4.2.5 Traditional n° 9 Envelope and Letter *(Under review by StatCan)*

****Production Note:*** *The viability and efficacy of this product is being evaluated in the BT-4 Test. Results of this test will determine its use during the 2021 Census.*

While the letter inserts described in Section 4.2.4 are intended for use specifically in Questionnaire Packages, StatCan has a single product methodology requirement for a traditional #9 envelope and letter combination for use during the 2019 Census Behaviour Test, and potentially for use during the 2021 Census.

Envelopes and letter inserts for this specific combination will need to be printed well in advance of their projected use. There will also be an imaging requirement (Secure Access Code [SAC] and Booklet ID barcode), and folding requirement (W/M/Accordion fold) for the letter insert, that will need to be accomplished prior to the lettershopping portion of this operation.

Envelope and Letter Combinations are as follows:

CPOP – Wave 3 #9 Envelope (3 7/8" x 8 7/8")

CPOP – Wave 3 Letter Insert (8 1/2" x 14")

4.2.6 Questionnaire Guide Insert

StatCan has a requirement for a multi-page guide insert for use in 2A-L questionnaire packages, for the 2019 Behaviour Tests, as well as for the 2021 Census. The guide must be bilingual and produced in tumble format. As specified by StatCan, a Guide must be included as a part of the letter-shopping process, and the front page of the letter must match the leading language type of the questionnaire package.

Where applicable, a Guide must be included as a part of the letter-shopping process, and the front page of the letter must match the leading language type of the questionnaire package.

Guide types are as follows...

CPOP – 2A-L – 6 Page Booklet, Bilingual Tumble (8 1/2" x 11")

or;

CPOP – 2A-L – 8 Page Booklet, Bilingual Tumble (8 1/2" x 11")

or;

CPOP – 2A-L – 10 Page Booklet, Bilingual Tumble (8 1/2" x 11")

4.2.7 Questionnaire Packages

A total of 14 package types, to be produced in multiple formats and versions, are required by StatCan for the 2019 Behaviour Tests, as well as for the 2021 Census. These packages must be produced in both English leading and French leading language formats (leading language indicates which language appears first; all materials must adhere to the same leading language requirements).

These package types and formats will be determined based on the questionnaire, the delivery and collection methodology, and the wave methodology phase that the package is intended for use during (i.e. there will be multiple versions of the same package type depending on wave methodology).

For QRS packages, there will be also be an on-demand imaging requirement during the QRS operation. The Contractor must image a dwelling address, and in some cases a respondent's and business operation's name on the Mail-Out envelope component of several types of pre-printed, pre-assembled questionnaire packages.

Packages range in size and are to be produced with the materials and to the specifications outlined in [Appendix B](#), [Appendix C](#), Appendix D, and Appendix E. Packages must also be produced according to various imaging, data, and watermark requirements.

The various package types to be prepared, assembled, and letter-shopped by the Contractor include several versions of the following as follows:

2A - Wave 1 Mail-Out (*excluded from 2021 Census*)

2A - Wave 1 Non Mail-Out Out (*2021 Census use dependent on BT-3 Test*)

2A - Wave 3 Mail-Out (*2021 Census use dependent on BT-4 Test*)

2A - Wave QRS Mail-Out – Unilingual

2A - Wave QRS Mail-Out (*excluded from 2019 Behaviour Tests*)

2A-L - Wave 1 Mail-Out (*excluded from 2021 Census*)

2A-L - Wave 1 Non Mail-Out (*2021 Census use dependent on BT-3 Test*)

2A-L - Wave 3 Mail-Out (*2021 Census use dependent on BT-4 Test*)

2A-L - Wave QRS Mail-Out – Unilingual

2A-L - Wave QRS Mail-Out (*excluded from 2019 Behaviour Tests*)

2C – Static (*excluded from 2019 Behaviour Tests*)

3A - Wave QRS Mail-Out

3A – Non Mail-Out Static

Form 6 – Wave QRS Mail-Out (*excluded from 2019 Behaviour Tests*)

4.3 Required Quantities

The quantities provided in Appendices B, C, D, and E are based on current known requirements as of the writing of this document. StatCan reserves the right to increase or decrease existing or future quantities, as determined by operational requirements. Pricing for any additional quantities ordered prior to the end of any print run are included in Annex “B” (Basis of Payment / Pricing Schedule).

The Contractor may be required to provide additional prices for specific items outlined in Annex “B” (Basis of Payment / Pricing Schedule), should the final quantities required for the 2021 Census be less than the initial base quantity indicated.

Should a revised price be required for any items associated with the 2021 Census, the prices provided by the Contractor must be accompanied by all price support requested by the PWGSC Contracting Authority and a certification that the price is not in excess of the lowest price charged to anyone else, including the Contractor's most favoured customer, for like products and quantities. This certification is subject to verification by government audit, at the discretion of PWGSC, before or after payment is made to the Contractor.

5 Process & Procedural Requirements

The Contract must complete the requirements outlined in this Statement of Work.

5.1 Administrative Requirements

The Contractor must fulfill the following administrative requirements:

5.1.1 The Administration of the StatCan Oath of Secrecy

In addition to the mandatory security pre-requisite requirements outlined in Annex C, StatCan will also require the administration of the StatCan Oath of Secrecy. Due to the confidential and serious nature of the materials in question, any employee of the Contractor that will be engaged in working with, or come into contact with, Census Products must agree to complete and abide by the StatCan Oath of Secrecy. Working in conjunction with StatCan employees, the Contractor must provide an opportunity, and on-site location(s), for all applicable Contractor employees to take and sign the Oath prior to beginning any Census related activities. A StatCan employee will administer the Oath, provide the Contractor and Contractor employees with printed copies of said Oath, and will collect signed copies of the Oath upon completion.

5.1.2 The Provision of Physically Separated Work Spaces

Due to the confidential and serious nature of the Census materials in question, the Contractor must ensure that all work/production spaces where the Contractor's employees are engaged in any production and print process associated with Census materials are physically identified, separated, and quarantined from all other work areas. Census materials must not be removed or exported from these separated work areas in question.

In addition to this, no outside materials associated with any other task or project being concurrently completed by the Contractor are to be brought into or imported into the affected area of the facility(ies) where the Census production is being performed.

Upon the completion of all Census related activities, these separated work area(s) must be inspected, checked, and swept by a designated StatCan representative, or a delegate from the Contractor, to ensure that all Census related materials have been removed and/or disposed of, according to StatCan disposal requirements outline in Annex C.

5.1.3 Data Files & Electronic Communications

Throughout the 2019 Behaviour Tests and the 2021 Census, there will be a requirement that StatCan transfer 'live' respondent information to the Contractor. StatCan will provide electronic data files containing all of the information to be imaged onto questionnaires. During both the 2019 Behaviour Tests, and the 2021 Census, this information will be sent during multiple stages of the Wave Methodology, and will take place over the course of several months.

Data file transmissions could be required at any hour during the day, and on any day during the week. Although a transmission schedule will be created, implemented and adhered to, the Contractor should prepare for the likelihood of overnight or weekend data file transmissions.

The Contractor must have a secure email system in place in order to successfully send and receive, encrypted and secure email. This secure email system will need to be verified, validated, and certified by StatCan's Internal Security Group in accordance with the requirements outlined in Annex C. There will also be several testing requirements between StatCan and the Contractor in order to ensure the capabilities of the required encrypted email system. The Contractor must ensure the integrity and security of the data files transmitted during operations. The Contractor must also meet all of StatCan's security requirements as stated in *Annex C – Security Requirements* that pertain to the storage, transfer, and disposal/destruction of these data files.

To ensure the successful reading and understanding of each data file, StatCan will provide the Contractor with a data file record layout, and an illustration or map indicating where each of the fields is to be physically imaged on the questionnaire by form type. The Contractor must provide to StatCan the expected volume of data files to be verified/validated in a consistent format, naming convention, and record layout.

In order to meet the requirements for reception and processing of each individual data file:

- a. The Contractor must have the capability to process a data file to a maximum size of 4GB.
- b. The Contractor must encrypt and decrypt the data files using a licensed copy of Entrust software that will be provided by StatCan. The Contractor must delete this software from all servers, at the end of production.
- c. The Contractor must host a secure web-accessible server or PC to which StatCan will transfer encrypted electronic data.
- d. The Contractor must transfer encrypted electronic data from the secure web-accessible server to an isolated network for processing, in accordance with the documentation provided in Annex C.

All of the .pdf files for all of the applicable Census materials will be delivered to the Contractor according to the schedules in Appendices F, G, H, and I. StatCan and the Contractor will work together to complete these appendices and establish a schedule for all of the data file transfers.

5.1.3.1 Delivery of Imaging Data Files from StatCan to the Contractor

For all applicable Mail-Out and Non Mail-Out products where imaging is required, StatCan will send electronic data files to the Contractor containing information to be imaged onto the materials. A record layout and a 'map' indicating where each of the fields is to be imaged on the form will also be provided to the Contractor at a later date.

All files must be sent to, and accepted by, the Contractor in accordance with the security requirements specified in this contract.

Within two (2) hours of receiving the files from StatCan, the Contractor must confirm via email, to the StatCan Technical Authority or designated delegate at StatCan, that the files have been received. Within six (6) hours following receipt of the data file, the Contractor must confirm via email that all of the necessary fields required for the imaging process are included on the supplied data file.

In the case of Imaging Address Data Files that are intended for use with Self-Mailers or QRS packages; following receipt and sortation of the data files and prior to the imaging process, the Contractor must inform the StatCan Technical Authority or his/her designated delegate of any addresses that are incompatible with Canada Post mail-out requirements. In the case of incompatible addresses, StatCan will attempt to correct and re-send a separate data file to the Contractor. The Contractor must then complete the imaging of these products.

As StatCan's data file will contain data for barcodes, the Contractor must convert each set of barcode characters into a Booklet ID, and in some cases a 4-State barcode;

- a. The Contractor must image one set of eye-readable characters beneath the 20 digit Booklet ID barcode within a specified area on each questionnaire.

The Contractor must also complete the imaging process as follows:

- b. In the case of Self-Mailers; the Secure Access Code and the dwelling/mailing address must be imaged within the pre-specified areas of the Self-Mailer.
- c. In the case of Questionnaires; where applicable, the SSID, Secure Access Code, Booklet ID Barcode, and/or 4-State barcode must be imaged, within the specified pre-printed boxes on the front page of all relevant questionnaires.
- d. In the case of Questionnaires; where applicable for mail-matching and letter-shopping procedures, the equivalent information must be imaged on both the English and French versions of the questionnaires in the quantities specified in the applicable appendices.
- e. Within two (2) hours of completion of the imaging of each data file, the Contractor must confirm via email to the StatCan Technical Authority that uniquely imaged

questionnaires have been prepared for each record provided on the data file. This confirmation must be completed for each data file.

5.1.3.2 Delivery of .pdf Questionnaire Design Files to the Contractor

StatCan will provide the final .pdf files to the Contractor in a secure, encrypted, electronic format.

Upon receipt of the above .pdf files, the Contractor must:

- a. Confirm receipt of the PDF files via telephone or email to the StatCan Technical Authority or the designated delegate within two (2) hours of its receipt.
- b. Provide the StatCan QPT designate with three (3) proofs of each PDF for signoff.
- c. Print all questionnaires required for Mail-Out and Non Mail-Out operations, according to the schedule in Appendices F, G, H, and I.
- d. Meet the technical print specifications as detailed in [Appendix A](#).

5.1.3.3 Delivery of .pdf Self-Mailer Design Files to the Contractor

StatCan will provide the final .pdf files to the Contractor in a secure, encrypted, electronic format.

Upon receipt of the above .pdf files, the Contractor must...

- a. Confirm receipt of the PDF files via telephone or email to the StatCan Technical Authority or the designated delegate within two (2) hours of its receipt.
- b. Provide the StatCan QPT designate with three (3) proofs of each PDF for signoff.
- c. Print all self-mailers required for Mail-Out and Non Mail-Out operations, according to the schedule in Appendices F, G, H, and I.
- d. Meet the technical print specifications as detailed in [Appendix A](#).

5.1.3.4 Delivery of .pdf Envelope Design Files to the Contractor

StatCan will provide the final .pdf files to the Contractor in a secure, encrypted, electronic format.

Upon receipt of the above .pdf files, the Contractor must...

- a. Confirm receipt of the PDF files via telephone or email to the StatCan Technical Authority or the designated delegate within two (2) hours of its receipt.
- b. Provide the StatCan QPT designate with three (3) proofs of each PDF for signoff.
- c. Print all envelopes required for Mail-Out and Non Mail-Out operations, according to the schedule in Appendices F, G, H, and I.

- d. Meet the technical print specifications as detailed in [Appendix A](#).

5.1.3.5 *Delivery of .pdf Cover Letter Insert Design Files to the Contractor*

StatCan will provide the final .pdf files to the Contractor in a secure, encrypted, electronic format.

Upon receipt of the above .pdf files, the Contractor must...

- a. Confirm receipt of the PDF files via telephone or email to the StatCan Technical Authority or the designated delegate within two (2) hours of its receipt.
- b. Provide the StatCan QPT designate with three (3) proofs of each PDF for signoff.
- c. Print all cover letter inserts required for Mail-Out and Non Mail-Out operations, according to the schedule in Appendices F, G, H, and I.
- d. Meet the technical print specifications as detailed in [Appendix A](#).

5.1.3.6 *Delivery of .pdf Insert Guide Design Files to the Contractor*

StatCan will provide the final .pdf files to the Contractor in a secure, encrypted, electronic format.

Upon receipt of the above .pdf files, the Contractor must...

- e. Confirm receipt of the PDF files via telephone or email to the StatCan Technical Authority or the designated delegate within two (2) hours of its receipt.
- f. Provide the StatCan QPT designate with three (3) proofs of each PDF for signoff.
- g. Print all insert guides required for Mail-Out and Non Mail-Out operations, according to the schedule in Appendices F, G, H, and I.
- h. Meet the technical print specifications as detailed in [Appendix A](#).

5.1.4 Documentation

The Contractor, working in conjunction with StatCan, must create, provide, and/or employ detailed reports that track all aspects and stages of production. These reports must be accurately maintained and must include, but are not necessarily limited to; production schedules, production reports, planned vs. actual comparisons, quality control plans, quality control sample plans, verification logs, storage and warehousing documentation, shipping and receiving logs, logistical plans, and packing slips.

Individual components of the required documentation should be specific to, but not necessarily limited to, the phase (i.e. 2019 BT-3, 2019 BT-4, 2019 BT-5, 2021 Census), the wave methodology in question (where applicable), and the product(s) in question.

5.2 Production

The Contractor must accurately produce the required quantities of all applicable Census products in accordance with the detailed information outlined in [Appendix A](#) as per the required specifications outlined in Appendices B, C, D, and E., and within the schedule and timeframe determined by both StatCan and the Contractor to meet the final delivery dates of the required products and quantities.

The Contractor must fulfill the following production requirements:

5.2.1 Print Requirements

The Contractor must produce printed materials as per the outline in Section 3.4, to the quality levels indicated in this Statement of Work, and to the specifications detailed in [Appendix A](#).

5.2.2 Imaging with Variable Data

The Contractor must produce imaged materials as per the outline in Section 3.4, to the quality levels specified in this Statement of Work, and to the specifications detailed in [Appendix A](#).

Imaging requirements vary between products and are dependent on the wave methodology, form type, and delivery methodology. Questionnaires, Self-Mailers, and envelopes may be imaged with two (2) unique bar codes, a Secure Access Code (SAC), geographic information (SSID), an address, and in some cases, a respondent's or farm operation's name. The Contractor must complete all of the imaging with variable data requirements as per StatCan specifications.

Prior to production, the Contractor must provide the StatCan QPT designate with the following for approval:

- a. A sample of an I 2 of 5 barcode of 20 digits (measuring 76 mm in length and 10 mm in width)
- b. A sample of a 4-state barcode
- c. A sample of a variable imaged address.

Dummy Records

As a part of the onsite Quality Control process, the Contractor must insert dummy records, for provision to StatCan's onsite quality control team, into each production phase leading up to the creation of a final product. These records must be inserted by the Contractor only where

variable imaging is required (with the exception of products agreed upon by both parties). The Contractor must pull each and every dummy record at pre-determined, agreed-upon intervals. Dummy records must be hand-delivered to the StatCan quality control onsite lead for verification. These Dummy records sent to StatCan's quality control onsite lead/delegate must be identified in a manner that allows for the exact determination its specific location in the production line (e.g. through the use of time- stamping). The Contractor must also ensure that no dummy records remain in any material that will be distributed to the public.

Live Records

The Contractor must pull live records at pre-determined and agreed-upon intervals from each production process leading up to, and including, the creation of an imaged questionnaire, and provide them to StatCan's quality control lead or delegate. Live records sent to StatCan's quality control lead or delegate must be identified in a manner that allows for the exact determination it's specific location in the production line (e.g. through the use of time- stamping). The Contractor must also ensure that all live records are counted in their spoilage counts for that day's production. Finally, they must replace all live records pulled for their quality control process, as well as those pulled for StatCan's quality control.

All imaged samples, dummy records, and/or live records must be provided by the Contractor to StatCan's Quality Control lead or delegate on a "real-time" basis in order that any defective materials may be discovered as early as possible.

5.2.3 Bindery

The Contractor must trim, bind, and fold Census materials as per the outline in Section 3.4, and to the specifications detailed in [Appendix A](#).

5.2.4 Lettershopping

The Contractor must lettershop all applicable packages for Mail-Out and Non Mail-Out use, ensuring that they contain the required components and in the quantities stated in Appendices B, C, D, and E. All required items must be inserted in the correct manner and into the correct envelope, according to the leading language requirements of the questionnaire package (as specified in Appendices B, C, D, and E, with either the English or French questionnaire colour and/or SSID text showing in the envelope's window).

The Contractor must produce materials as per the outline in Section 3.4, and to the specifications detailed in [Appendix A](#).

5.2.5 Mail-Matching

During the lettershopping process, The Contractor must mail-match all applicable packages for Mail-Out and Non Mail-Out use, ensuring that they contain the required components and in the quantities stated in Appendices B, C, D, and E.

Mail-matching is the process where separate English and French questionnaires, imaged with the same information, are gathered together and matched before insertion into the same package. The contents of each package are dependent on the type of questionnaire, delivery methodology, and language requirements. Where applicable, the Contractor must mail-match English and French questionnaires, for use in bilingual packages, according to the SSID (Geographic Identifier Information) and the Secure Access Code.

All required items must be inserted in the correct manner and into the correct envelope, according to the leading language requirements of the questionnaire package (as specified in Appendices B, C, D, and E), with either the English or French questionnaire colour and/or SSID text showing in the envelope's window.

The Contractor must produce materials as per the outline in Section 3.4, and to the specifications detailed in [Appendix A](#).

5.2.6 Quality Control

The Contractor must fulfill the following quality control requirements...

5.2.6.1 General

As specified in section 5.2.6.4, in addition to the internal quality control procedures instituted by the Contractor, StatCan will also implement its own quality control program for the 2019 Behaviour Tests and the 2021 Census, to be simultaneously executed with that of the Contractor. The Contractor must ensure that StatCan employees, and/or their StatCan designated temporary agency staffing representatives, have access to all work zones and areas (at any and all production facilities owned by the Contractor, or sub-contracted out by the Contractor), where Census related materials are being manufactured, produced, and/or processed. The Contractor must also produce product samples reflective of each phase of production, in order for StatCan designates to complete their respective quality control processes.

The Contractor and StatCan must also work together to create, and follow an agreed-upon validation or rejection process. It will be the responsibility of StatCan to implement these plans, with the assistance of the Contractor.

5.2.6.2 Contractor - Internal Quality Control Procedures

The Contractor must provide and demonstrate an internal quality control process that satisfies the requirements of StatCan for the Census production requirements. This internal quality control program will be agreed to and signed off by both the Contractor and StatCan.

5.2.6.3 Quality Control Procedural Requirements

The Contractor must provide to StatCan (during the planning stage), complete details on each of its production phases in order that StatCan can develop its Quality Control program.

These details must include, but are not limited to the production rates for each phase and the production schedules for each phase.

The Contractor must implement this program to successfully fulfill the quality control program as it pertains to each step of production, including, but not limited to...

- a. .pdf Transmission
 - o Proof production and verification/sign-off by StatCan, the Contractor must provide StatCan with two (2) sets of three (3) proofs of each .pdf, for all applicable products during each production stage.
- b. Data file transmission
 - o Acknowledgement of receipt and validation of data (Counts and dumps returned to StatCan).
- c. Printing of Questionnaires/Letters/Envelopes/Guides
 - o Image & text quality (no skewed images or text), verified sharpness and accuracy of colour, no spots, no bleeding through.
- d. Printing of Self-Mailers
 - o Verified and accurate glue application, perforations, size, colour.
- e. Imaging
 - o Positioning of imaging, font (StatCan to validate data imaged).
- f. Bindery
 - o Stitching, trimming (questionnaire size and accuracy of trimming), folding.
- g. Lettershoppping
 - o Mail matching, leading languages, order of materials in packages.
- h. Preparation for Shipping/Pallet Assembly
 - o Box QTY and series (especially for NMO packages), pallet make-up.
- i. Shipment Release
 - o Skid enumeration.

Specific details, such as tolerances for window size and placement for envelopes, trimming of the questionnaires must be in accordance with the PWGSC guide.

Should any defective materials be discovered, the Contractor must conduct an expanded search in the production run, forward and backward to a specified number based on the quality control sample, to discover the extent of the problem if a defective product is detected during the agreed-upon StatCan quality control process.

On a daily basis, the Contractor must provide StatCan with a list identifying all spoilage resulting from that day's production processes. Any defective materials must be removed immediately upon detection by Contractor employees or by the StatCan's quality control staff.

The Contractor must replace all defective products at the Contractor's expense and in time to meet the predefined delivery dates. The Contractor must also produce the additional quantity of extra materials required to cover all spoilage that will occur during all Census related activities (e.g. printing, imaging, letter-shopping, warehousing, etc...).

5.2.6.4 StatCan Onsite Quality Control

Throughout the 2019 Behaviour Tests and the 2021 Census, the Contractor must accommodate both StatCan employees, and StatCan designated temporary agency staffing representatives, working on StatCan's behalf. The Contractor must provide on-site space for StatCan to undertake a StatCan quality control program throughout production.

To satisfy this requirement, the Contractor must provide secure work/office space(s) on its premises at all production facilities owned by the Contractor, or sub-contracted out by the Contractor, engaged in the production of Census products. This space must be a locked room available as required for the duration of the applicable production period(s), and be of sufficient size to accommodate a work area for two (2) to six (6) employees. The Contractor must also provide StatCan and/or StatCan designated temporary agency staffing representatives with online access (where applicable); as well as access to a photocopy machine, a fax machine, and a 'land line' telephone. The room must be also equipped with electrical outlets to permit the use of a stand-alone computer.

This work space must also be designated as a work space for StatCan employees only, unless otherwise stated by StatCan. The Contractor must provide to StatCan any security cards required in order to access the space provided for the StatCan verification and quality control program.

The Contractor must provide StatCan with access to pre-determined production, logistical, and Census activity relegated areas.

The Contractor must provide a QC representative whose main responsibility is to act as the liaison between the StatCan quality control team and the Contractor's front line supervisors.

During the course of the entire production operation, the Contractor must provide product samples reflective of each phase of production, in order for StatCan to complete its respective QC as specified. The Contractor must also follow the agreed-upon validation or rejection process.

5.2.6.5 Sample Plan

The Contractor must provide StatCan with a production schedule clearly identifying the individual QC sample plan specifically based on a per product basis, with the requested quantities included. This QC sample plan must be based on specific product and quantity requirements, and must account for each stage of production (e.g. printing, bindery, imaging, letter shopping, etc...). This QC sample plan must be reviewed and validated by methodologists at StatCan.

5.2.6.6 Scanners

Upon request, StatCan will provide 4-state barcode scanners/readers to the Contractor to ensure consistency in the quality of their output, as well as to perform its own quality control on applicable imaged products. StatCan will then retrieve these scanners, along with any other materials, once print production has concluded.

5.2.7 Warehousing and Storage

The Contractor must fulfill the following warehousing and storage requirements...

5.2.7.1 Box & Carton Requirements

The Contractor must supply all required cartons and/or boxes to satisfactorily contain all applicable Census products for use in warehousing, storage, and shipping. A detailed breakdown of box and carton requirements is available in [Section 6](#).

5.2.7.2 Warehousing & Storage

Medium and short term storage will be required for the majority of pre-printed materials, throughout the production cycle. The Contractor must provide the warehousing, and/or medium-term or short-term storage, in a secure storage facility, for all applicable Census related materials used in both the 2019 Behaviour Tests and the 2021 Census. This secure storage facility may be on or off-site, and will must be verified, validated, and certified by StatCan's Internal Security Group.

In the case of the Contractor sourcing an off-site warehousing or storage space, the Contractor must provide logistical solutions to ensure secure transportation of applicable Census material between said warehouse and the print facility in accordance with the documentation in Annex C.

StatCan and the Contractor will work together to create a pre-determined schedule for the specific target dates for individual product completion, as well as a schedule for the pick-up and distribution of 2019 BT and 2021 Census related materials. All questionnaire packages and printed materials will be picked up by Canada Post at the printing facility, either based on said pre-determined schedule (to be determined later), or on an immediate/as-ready basis.

5.2.7.3 Shipping and Logistics

The Contractor must fulfill the following shipping and logistics requirements...

5.2.7.4 Pre-Sortation Mailable

The Contractor must provide all materials and all operations required to prepare all applicable 2019 Behaviour Tests and 2021 Census material for mailable distribution.

This includes (but is not limited to):

- a. The lettershopping, assembly, packaging, insertion, and mail matching of various pieces of printed material into questionnaire packages (as specified for each).
- b. The inclusion (as specified for each) of uniquely imaged questionnaires based on the form type, delivery methodology, and language requirements.
- c. The precise pre-sortation of all Mail-Out or 'mailable' Census products, as per Canada Post Corporation specifications for distribution to dwellings, as detailed below.

The Contractor must sort all CPOP and CEAG Wave 1 MO Self-Mailers according to Canada Post's specifications as described in Canada Post's [Preparing Machineable Mail](#) and [Preparing](#)

[Delivery Facility Presort](#) documentation. Exact product specifications and the required materials to complete this process will be provided by Canada Post.

Following receipt and sortation of the mail-out data files and prior to imaging, the Contractor must inform the StatCan Technical Authority or designated delegate of any addresses that are incompatible with Canada Post mail-out requirements.

The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendices F, G, H, and I. The Contractor must sort the Wave 1 Mail-Out Self-Mailer data files according to Canada Post specifications, (the Contractor must pre-sort geographically, starting with the furthest geographic points from the induction facility and then working inwards (e.g. BC, AB, NL, SK, NS, PEI, etc.), finishing with Toronto).

[5.2.7.5 Pre-Sortation Non-Mailable](#)

The Contractor must provide all materials and all operations required to prepare all applicable 2019 Behaviour Tests and 2021 Census material for non-mailable distribution.

This includes (but is not limited to):

- a. The lettershopping, assembly, packaging, insertion, and mail matching of various pieces of printed material into questionnaire packages (where applicable).
- b. The inclusion (where applicable) of uniquely imaged questionnaires based on the form type, delivery methodology, and language requirements.
- c. The precise pre-sortation of all Non Mail-Out or 'non-mailable' Census products, as per StatCan specifications for distribution to CLDs, as detailed below.

For all Non Mail-Out and MODO Self-Mailers, the Contractor must ensure that only one form type is included on a skid of the pre-sorted materials.

StatCan will provide a file to the Contractor indicating the start and end box numbers (skid breaks) for each skid. The Contractor must assemble skids according to Canada Post specifications, and to the requirements outlined below.

The Contractor must provide boxes in the quantities required for the containment of all applicable Non Mail-Out. The Contractor must provide the required number of pallets.

With regards to preparation, the Contractor must prepare all applicable Non Mail-Out packages and self-mailers (and in the case of early enumeration, imaged loose 2A-R questionnaires) as follows...

- d. The Contractor must ensure that Non Mail-Out questionnaires/packages are sorted according to Form Type, Crew Leader District, and Collection Unit and place them in the applicable boxes.

- e. The Contractor must package each box with only one (1) form type and one (1) crew leader district while not exceeding four collection units per box.
- f. The Contractor may place more than one CU in a box (maximum 4); however the CUs should only be split if the box capacity is exceeded.
- g. The Contractor must insert a separator between CUs if more than one (1) CU is in a box.
- h. The Contractor must clearly label each box. The label must include Form type, Crew Leader district, Collection Units, box number, and assigned barcode.
- i. The Contractor must prepare skids to include only one (1) form type. The Contractor must label each skid. The label must include the type and language of questionnaire (i.e. 2A English Leading), the start and end box and skid numbers, and assigned barcode.
- j. The Contractor must prepare skids sequentially by Crew Leader to the extent possible.

5.2.7.6 Pallet Make-Up

Pallets used during logistical activities related to the 2019 Behaviour Tests and 2021 Census must be:

- a. Securely fastened
- b. Structurally sound
- c. Free of critical defects (e.g. exposed nails, significant splits, missing slats or stringers, etc...)
- d. Able to withstand severe weather conditions and fluctuations in temperature

The Contractor must prepare pallets for shipment according to the following table...

Box/Carton Type	Box Size (L x W x H)	Form & Package Type(s)	Max. # of Boxes per Row	Max # of Rows per Pallet	Max # of Boxes per Pallet	Brick Piled	Liners Required
QPT Box Type 1	20 x 9 ¾ x 6 ½	MO/NMO Packages – 2A, 2C, 3A, Form 6 Forms (Folded) – Form 6, 2A, 3A Door Droppers - (CPOP MODO, CPOP NMO)	8	7	56	Yes	Yes
QPT Box Type 2	20 x 9 ¾ x 13	NMO Packages – 2A-L	8	4	32	Yes	Yes
QPT Box Type 3	12 x 9 x 10	Forms (Flat) – 2A, 2A-L, 2A-R, 2C, 3A, Form 6, Guides	15	5	75	Yes	Yes
QPT Pallet Liner Type 1	41 ¼ x 41 ¼	N/A	N/A	N/A	N/A	N/A	N/A

CPC Letterflatainer (LFT)	15 5/8 x 9 3/4 x 6 1/2	Forms – Self-Mailers (CPOP MO, CEAG MO)	8	6	48	No	No
CPC Tub	15 5/8 x 9 1/2 x 11 1/2	MO Packages – 2A-L	8	4	32	No	No

During pallet preparation:

- e. Cartons and boxes must be “Brick-Piled” in accordance with [Canada Post Guidelines on Preparing Machineable Mail](#) (unless otherwise specified).
- f. The Contractor must place pallet liners between cartons/boxes (unless otherwise specified).
- g. All pallets must be securely shrink-wrapped.
- h. Liners must exceed the outer edge of cartons/boxes in order to avoid corners being crushed during shrink-wrap process
- i. A liner or plastic pallet cap must be placed over the pallet (when possible) prior to being shrink wrapped
- j. The Contractor must ensure that all cartons are clearly labelled in a manner so that each carton can be easily read and identified when stacked on a pallet
- k. The Contractor must ensure that all pallets are clearly labelled in a manner that they can be read and identified on all sides

When using CPC metal cages in the place of pallets...

- l. LFTs do not need to be ‘Brick-Piled’.
- m. LFTs must be stacked one on top of another.
- n. An LFT lid must be placed on the top LFT of each column.
- o. A liner or plastic pallet cap must be placed over the pallet (when possible).
- p. The Contractor must ensure that, when required, all LFTs are clearly labelled in a manner so that each LFT can be easily read and identified when stacked on a pallet
- q. The Contractor must ensure that all CPC metal cages are clearly labelled in a manner that they can be read and identified on all sides

5.3 CPOP & CEAG Questionnaire Response System (QRS)

For both the 2019 Behaviour Tests and the 2021 Census, StatCan will offer a service to Census Self-Mailer recipients whereby they will have the option of calling an automated line and requesting a paper questionnaire package.

On a daily basis, StatCan will process these requests, arrange and classify them according to meta-data (e.g. type, language, etc...), and then convert them into a data-file that will be transmitted to the Contractor. The Contractor will then be required to process the data-file and image the required information (e.g. dwelling address) onto the applicable QRS packages.

These materials must be pre-printed, pre-imaged (where applicable), mail-matched (where applicable), letter-shopped (with all applicable components), and warehoused. These pre-assembled packages will then require several additional processes to complete the QRS operation, including; the on-demand imaging of dwelling address files (sent via daily data file transmissions) onto the mail-out envelope of the package, the linkage of these pre-prepared QRS packages with the imaged dwelling address, the electronic transfer of the linkage back to StatCan, and the quality control validation of the QRS package. Once these processes have been completed, the imaged QRS packages are to be picked up directly from the printing facility for immediate induction by Canada Post.

The Contractor must complete the process for pick-up by Canada Post within a maximum of three (3) calendar days (regardless of weekday/weekend). This means that each individual dwelling address file must be received, imaged, validated, processed, and inducted by Canada Post within a maximum of 72 hours from the receipt of the file(s).

For each individual aspect of the 2019 Behaviour Tests, as well as the 2021 CPOP and CEAG Census, the QRS operation will start immediately following the mail-out of the CPOP and CEAG Wave 1 Self-Mailer letters, and will continue throughout the collection period.

5.3.1 Product Types and Required Quantities

All individual QRS materials must be produced to the specifications detailed in [Appendix A](#).

QRS Packages include...

- 2A QRS Unilingual (English and French)
- 2A QRS Bilingual (English Leading and French Leading) (*excluded from 2019 Behaviour Tests*)
- 2A-L QRS Unilingual (English and French)
- 2A-L QRS Bilingual (English Leading and French Leading) (*excluded from 2019 Behaviour Tests*)
- 3A QRS Bilingual (English Leading and French Leading)
- Form 6 QRS Unilingual (English and French) (*excluded from 2019 Behaviour Tests*)
- Form 6 QRS Bilingual (English Leading and French Leading) (*excluded from 2019 Behaviour Tests*)

Estimated quantities are as follows...

- The estimated total of CPOP QRS packages for 2019 BT-3 is 19,380.
- The estimated total of CEAG QRS packages for 2019 BT-3 is 0.

- The estimated total of CPOP QRS packages for 2019 BT-4 is 5,100.
- The estimated total of CEAG QRS packages for 2019 BT-4 is 0.
- The estimated total of CPOP QRS packages for 2019 BT-5 is 4,000.
- The estimated total of CEAG QRS packages for 2019 BT-5 is 0.
- The estimated total of CPOP QRS packages for the 2021 Census is 1,300,000.
- The estimated total of CEAG QRS packages for the 2021 Census is 80,000.

**Estimated quantities are not final and are subject to change.*

5.3.2 Administrative Requirements

All QRS related administrative requirements are detailed in Section 5.1.

5.3.2.1 Data Files & Electronic Communications

All QRS related data file and electronic communications requirements are detailed in Section 5.1.3.

5.3.2.1.1 Frequency of Data Files

During the QRS operation, QRS data files will be sent to the Contractor on a daily basis. These data files will contain dwelling addresses to be imaged onto the applicable QRS packages.

5.3.2.1.2 Delivery of Data Files

StatCan will:

- a. Sort the QRS data file by Questionnaire package/product type
- b. Sort the QRS data file by language (unilingual), or leading language (bilingual)
- c. Sort the QRS data file by FSA
- d. Send the QRS data file to the Contractor server before 6:00 am, on a daily basis regardless of weekday/weekend.

The Contractor must:

- e. Retrieve the encrypted QRS data file from the server, before 6:00 am daily
- f. Perform a detailed file verification
- g. Confirm to StatCan the accurate receipt of the QRS data file, prior to proceeding with QRS imaging operation
- h. Provide StatCan with a linkage file to be produced at the end of each daily imaging operation

See Appendix J for a more detailed list of procedures associated with the QRS data file transmission.

5.3.3 QRS Procedures & Processes

For all QRS products, and during the entirety of the QRS operation, the Contractor must follow all applicable procedures outlined in Section 3.4 and Section 4.4.1.

5.3.3.1 QRS Print Requirements

All QRS related Census materials must be printed, partially imaged, and lettershopped by the Contractor prior to the beginning of Wave 1 operations.

QRS print requirements are the same as the general print requirements for the 2019 Behaviour Tests and the 2021 Census, and are outlined in Section 5.2.1.

5.3.3.2 QRS Materials Imaging with Variable Data

5.3.3.2.1 Pre-QRS Imaging

All QRS related Census materials must be imaged according to the applicable imaging requirements by the Contractor prior to the beginning of Wave 1 operations.

StatCan and the Contractor will work together to create a pre-determined schedule of dates for the daily data file transmission of all 2019 BT and 2021 Census QRS packages. StatCan will send the electronic data files containing all of the information to be imaged on the QRS questionnaires to the Contractor in accordance with said schedule. A record layout and a map indicating where each of the fields is to be imaged on the questionnaire, by form type, will be included with the files.

All files will be sent to, and accepted by, the Contractor in accordance with the security requirements of the contract.

Within two (2) hours of receiving the files the Contractor must confirm via email, to the Stat Can Technical Authority or designated delegate at StatCan, that the files have been received. Within six (6) hours following receipt of the data file, the Contractor must confirm via email that all of the necessary fields required for the imaging process are indeed included on the data file.

As StatCan's data file will contain data for barcodes, the Contractor must convert each set of barcode characters into a Booklet ID, and in some cases a 4-State barcode;

- The Contractor must image one (1) set of eye-readable characters beneath the 20 digit Booklet ID barcode within a specified area on each questionnaire.

The Contractor must also complete the imaging process as follows:

- Where applicable; the SSID, Secure Access Code, Booklet ID Barcode, and/or 4-State barcode must be imaged, within the specified pre-printed boxes on the front page of all relevant questionnaires.
- Where applicable; for mail-matching and letter-shopping procedures, the equivalent information must be imaged on both the English and French versions of the questionnaires in the quantities specified in Appendices B, C, D, and E.
- Within two (2) hours of completion, the Contractor must confirm via email to the StatCan Technical Authority that uniquely imaged questionnaires have been prepared for each record provided on the data file. This confirmation must be completed by the Contractor at the end of imaging of each data file.

5.3.3.2.2 On-Demand Imaging of QRS Address Files

StatCan will send the QRS dwelling address electronic data files containing all of the information to be imaged on the QRS questionnaires to the Contractor in accordance with the schedule in Appendices B, C, D, and E. A record layout and a map indicating where each of the fields is to be imaged on the questionnaire, by form type, will be included with the files.

All files will be sent to, and accepted by, the Contractor in accordance with the security requirements of the Contract.

Within two (2) hours of receiving the files the Contractor must confirm via email, to the Stat Can Technical Authority or designated delegate at StatCan, that the files have been received. Within six (6) hours following receipt of the data file, the Contractor must confirm via email that all of the necessary fields required for the imaging process are indeed included on the data file.

In the case of Imaging Address Data Files that are intended for use with QRS packages; following receipt and sortation of the data files and prior to the imaging process, the Contractor must inform the StatCan Technical Authority or the designated delegate of any addresses that are incompatible with Canada Post mail-out requirements. In the case of incompatible addresses, StatCan will attempt to correct and re-send a separate data file to the Contractor. The Contractor must then complete the imaging of these products.

The Contractor must match the appropriate physical QRS Mail-Out package with the applicable data file, ensuring congruent form types and language specifications, and will verify the compatibility of both prior to beginning the QRS imaging operation.

A linkage operation connecting the existing QRS package information with the on-demand dwelling address file must be performed by the Contractor. This means that, during the dwelling addressing stage, the Contractor must image the on-demand dwelling address, capture the associated booklet ID barcode, and then link the two (2) together in an updated data file. This data file must then be transferred back to StatCan by the Contractor via encrypted email in order that StatCan can complete the linkage operation.

5.3.3.3 Lettershopping

All QRS related Census materials must be lettershopped by the Contractor prior to the beginning of Wave 1 operations as per Section 5.2.4.

5.3.3.4 Mailing Matching

Where applicable, all QRS related Census materials must be mail-matched by the Contractor prior to the beginning of Wave 1 operations.

The Contractor must assemble questionnaire packages as specified in the quantities and language breakdown specified in Appendices B, C, D, and E.

5.3.3.5 Quality Control

StatCan and the Contractor will work concurrently during the QRS quality control process and will follow the same procedures outlined in Section 5.2.6.

5.3.3.6 Warehousing & Storage

All QRS related Census materials must be warehoused by the Contractor prior to the beginning of, and during Wave 1 operations as per Section 5.2.7.2.

5.3.3.7 *Shipping & Logistics*

All QRS related Census materials must follow the shipping and logistics procedures outlined in Section 5.2.8.

5.4 Late Additions

For the 2021 Census, StatCan will require the production of Late Additions (Late Adds) Packages for dwelling addresses that are generated after the creation of the Wave 1 MO data file, but before the Wave 1 MO Canada Post delivery date. These Late Adds packages will be made up of Bilingual QRS packages, and will be sent directly to new dwellings by Canada Post.

These materials must be pre-printed, partially pre-imaged, mail-matched, letter-shopped (with all applicable components), and warehoused. These pre-assembled packages will then require several additional processes to complete the Late Adds operation, including; the on-demand imaging of dwelling address files (sent via data file transmission) onto the mail-out envelope of the package, the linkage of said pre-prepared Late Adds packages with the imaged dwelling address, the electronic transfer of the linkage back to StatCan, and the quality control validation of the Late Adds package. Once these processes have been completed, the imaged Late Adds packages are to be picked up directly from the printing facility for immediate induction by Canada Post.

For the 2021 CPOP and CEAG Census, the Late Adds operation will start immediately following the mail-out of the CPOP and CEAG Wave 1 Self-Mailer letters.

All individual Late Adds materials must be produced to the specifications detailed in [Appendix A](#).

Late Adds Packages include...

- a. 2A QRS Bilingual (English Leading and French Leading)
- b. 2A-L QRS Bilingual (English Leading and French Leading)
- c. 3A Late Adds Bilingual (English Leading and French Leading)

Estimated quantities are as follows...

- d. The estimated total of CPOP Late Adds packages for the 2021 Census is 50,000.
- e. The estimated total of CEAG Late Adds packages for the 2021 Census is 0.

StatCan and the Contractor will establish a schedule for both the Late Adds dwelling address imaging process, as well as the pick-up and distribution of all Late Adds packages by Canada Post.

5.4.1 Administrative Requirements

All Late Adds related administrative requirements are detailed in Section 5.1.

5.4.1.1 *Data Files & Electronic Communications*

All Late Adds related data file and electronic communications requirements are detailed in Section 5.1.3.

In addition to this, the following processes will also apply...

5.4.1.1.1 *Frequency of Data Files*

During the Late Adds operation, Late Adds data files will be sent to the Contractor. These data files will contain dwelling addresses to be imaged onto the applicable Late Adds packages.

5.4.1.1.2 *Delivery of Data Files*

StatCan will:

- a. Sort the Late Adds data file by Questionnaire package/product type
- b. Sort the Late Adds data file by language (unilingual), or leading language (bilingual)
- c. Sort the Late Adds data file by FSA
- d. Send the Late Adds data file to the Contractor server via Secure Electronic file transfer

The Contractor must:

- e. Retrieve the encrypted Late Adds data file from the server
- f. Confirm to StatCan the accurate receipt of the Late Adds data file, prior to proceeding with Late Adds imaging operation
- g. Provide StatCan with a linkage file to be produced at the end of the imaging operation

5.4.2 Late Adds Procedures & Processes

For all Late Adds related products, the Contractor must follow all applicable procedures outlined in Section 3.4 and Section 4.4.1. The Contractor must adhere to the established schedule.

5.4.2.1 Late Adds Print Requirements

All Late Adds related Census materials must be printed, partially imaged, and lettershopped by the Contractor prior to the beginning of 2021 Census Wave 1 operations.

Late Adds print requirements are the same as the general print requirements for the 2021 Census, and are outlined in Section 5.2.1.

5.4.2.2 Late Adds Materials Imaging with Variable Data

5.4.2.2.1 Late Adds Imaging

All Late Adds related Census materials will need to be pre-imaged (with the exception of the dwelling address) by the Contractor prior to the beginning of Wave 1 operations.

StatCan will send the electronic data files containing all of the information to be imaged on the Late Adds questionnaires to the Contractor in accordance with the schedule referred to in Section 5.4. A record layout and a map indicating where each of the fields is to be imaged on the questionnaire, by form type, will be included with the files.

All files will be sent to, and must be accepted by, the Contractor in accordance with the security requirements of the Contract.

Within two (2) hours of receiving the files the Contractor must confirm via email, to the Stat Can Technical Authority or designated delegate at StatCan, that the files have been received. Within six (6) hours following receipt of the data file, the Contractor must confirm via email that all of the necessary fields required for the imaging process are included on the data file.

As StatCan's data file will contain data for barcodes, the Contractor must convert each set of barcode characters into a Booklet ID, and in some cases a 4-State barcode:

- a. The Contractor must image one (1) set of eye-readable characters beneath the 20 digit Booklet ID barcode within a specified area on each questionnaire.

The Contractor must also complete the imaging process as follows:

- b. Where applicable; the SSID, Secure Access Code, Booklet ID Barcode, and/or 4-State barcode must be imaged, within the specified pre-printed boxes on the front page of all relevant questionnaires.

- c. Where applicable; for mail-matching and letter-shopping procedures, the equivalent information must be imaged on both the English and French versions of the questionnaires in the quantities specified in [Appendix C](#).
- d. Within two (2) hours of completion, the Contractor must confirm via email to the Stat Can Technical Authority that uniquely imaged questionnaires have been prepared for each record provided on the data file. This confirmation must be done at the end of imaging of each data file.

5.4.2.2.2 On-Demand Imaging of Late Adds Address Files

StatCan will send the Late Adds dwelling address electronic data files containing all of the information to be imaged on the Late Adds questionnaires to the Contractor in accordance with the schedule in Section 5.4. A record layout and a map indicating where each of the fields is to be imaged on the questionnaire, by form type, will be included with the files.

All files will be sent to, and accepted by, the Contractor in accordance with the security requirements of the Contract.

Within two (2) hours of receiving the files the Contractor must confirm via email, to the Stat Can Technical Authority or designated delegate at StatCan, that the files have been received. Within six (6) hours following receipt of the data file, the Contractor must confirm via email that all of the necessary fields required for the imaging process are included on the data file.

In the case of Imaging Address Data Files that are intended for use with Late Adds packages; following receipt and sortation of the data files and prior to the imaging process, the Contractor must inform the StatCan Technical Authority or designated delegate of any addresses that are incompatible with Canada Post mail-out requirements. In the case of incompatible addresses, StatCan will attempt to correct and re-send a separate data file to the Contractor. The Contractor must then complete the imaging of these products.

The Contractor must match the appropriate physical Late Adds Mail-Out package with the applicable data file, ensuring congruent form types and language specifications, and will verify the compatibility of both prior to beginning the Late Adds imaging operation.

The Contractor must complete image the dwelling address in the appropriate field on the mail-out envelope.

5.4.2.3 Lettershopping

All Late Adds related Census materials will need to be lettershopped by the Contractor prior to the beginning of Wave 1 operations as per Section 5.2.4.

5.4.2.4 Mailing Matching

All Late Adds related Census materials will need to be mail-matched prior to the beginning of Wave 1 operations.

The Contractor must assemble questionnaire packages as specified in the quantities and languages specified in Appendices B, C, D, and E.

5.4.3 Quality Control

StatCan and the Contractor will work concurrently during the QRS quality control process and will follow the same procedures outlined in Section 5.2.6.

DRAFT

6 Corrugated Carton, Box and Pallet Liner Requirements

6.1 General Carton Requirements

The Contractor must provide a sufficient amount of cartons/boxes to satisfactorily and reasonably contain all applicable Census of Population (CPOP) and Census of Agriculture (CEAG) products for use in warehousing, storage, and shipping activities.

For the 2019 Behaviour Tests and the 2021 Census, StatCan requires three (3) different different box types and one (1) type of pallet sheet. The Contractor must ensure that a sufficient amount of relevant box types must be on-site at the applicable production locations prior to the commencement of production operations.

All items must be comprised of a minimum of 70 percent of recycled material.

At the end of production operations; all unused boxes, cartons, and/or pallet liners must be returned to StatCan Head Office.

6.2 Carton Descriptions and Specifications

6.2.1 Box Type 1

Purpose – **Box Type 1** is used to contain small CPOP and CEAG Census packages, Self-Mailers, and Door Droppers.

Description – Box, shipping and storage, corrugated fibreboard, standard brown, regular slotted (RSC), single wall, glued joint assembly, knocked-down assembly. In addition, joint of the box to be glued at mid panel of the width side of the box instead of a standard glued joint corner (length meeting width). Minimum ECT. To be manufactured in accordance with CAN/CSBG-43.22-2001, Class 1B (Domestic Service, Packaging), Style 1, Grade C-6, Minimum ECT 44 lb./in (275), C Flute.

Stock – ECT 44, C Flute, Single Wall

Size (in) – Inside Dimensions – 20 in. (length) (L) x 9.75 in. (width) (W) x 6.5 in. (height) (H)

Packaging – Number of cartons strapped for bundles of 25

Required Quantities – To be determined by the Contractor

6.2.2 Box Type 2

Purpose – **Box Type 2** is used to contain large CPOP packages.

Description – Box, shipping and storage, corrugated fibreboard, standard brown, regular slotted (RSC), single wall, glued joint assembly, knocked-down assembly. In addition joint of the box to be glued at mid panel of the width side of the box instead of the standard glued joint corner (length meeting with width). The direction of the corrugation (flute vertical) shall be parallel to the height dimension. To be manufactured in accordance with CAN/CSBG-43.22-2001, Class 1B (Domestic Service, Packaging), Style 1, Grade C-6, Minimum ECT 44 lb./in (275), C Flute.

Stock – ECT 44, C Flute, Single Wall

Size (in) – Inside Dimensions – 20 in. L x 9.75 in. W x 13 in. H

Packaging – Number of cartons strapped for bundles of 25

Required Quantities – To be determined by the Contractor

6.2.3 Box Type 3

Purpose – **Box Type 3** is used to contain individual CPOP and CEAG questionnaires.

Description - Box, shipping and storage, corrugated fibreboard, standard brown, regular slotted (RSC), single wall, glued joint assembly, knocked-down assembly. In addition joint of the box to be glued at mid panel of the width side of the box instead of the standard glued joint corner (length meeting with width). The direction of the corrugation (flute vertical) shall be parallel to the height dimension. To be manufactured in accordance with CAN/CSBG-43.22-2001, Class 1B (Domestic Service, Packaging), Style 1, Grade C-6, Minimum ECT 44 lb./in (275), C Flute.

Stock – ECT 44, C Flute, Single Wall

Size (in) – Inside Dimensions – 12 in. L x 9 in. W x 10 in. H

Packaging – Number of cartons strapped for bundles of 25

Required Quantities – To be determined by the Contractor

6.2.4 Pallet Sheet

Purpose – Pallet sheets are required to provide extra support in the building of skids at the printer.

Description – Pallet Sheet, corrugated fibreboard, standard brown, double wall. To be manufactured in accordance with CAN/CSBG-43.22-2001, Class C-15, Type 3, Minimum ECT 42 lb./in (200), BC Flute.

Stock – ECT 42 lb./in. BC Flute, Double Wall

Size (in) – 41.25 in. x 41.25 in

Packaging – Number of cartons strapped for bundles of 25

Required Quantities – To be determined by the Contractor

6.3 Tolerance

The tolerance in the dimensions for each item shall be of 1/8 in.

6.4 Printing Requirements – Boxes

Box Type #1, #2, #3

Description – The following must be printed on each of the two (2) larger/longer exterior sides of Box Types #1, #2, #3; centered; and in 5/8 in. characters, upper case, and in black ink.



Print Quality – Informational Quality. The Contractor must perform the work in accordance with the quality requirements described in the PWGSC document Quality Levels for Printing and Quality Levels for Colour Reproduction (latest issue). These documents are available at: <http://www.tpsgcpwgsc.gc.ca>

Ink – Black

Material Supplied – PDF for printed text to be supplied in .pdf format by StatCan. Box Supplier must do typesetting, produce plates and die.

Required Quantities – To be determined by Print Contractor

7 Detailed Requirements – 2019 BT- 3 Field Operations Test

Production Note: BT-3 is presently in the development stage; information in Section 7 is subject to change.

2019 BT-3 is a Field Operations Test designed to evaluate the efficacy of the Field Operations Project as it relates to their internal wave methodology, procedures, forms, and processes. It is scheduled to take place between May 1st and August 1st, 2019.

There is a requirement from the Contractor to produce a variety of Census materials, follow logistical plans, perform quality control validations, and abide by StatCan procedures affiliated with the 2019 BT-3 test, in the same manner that they will be carried out during the 2021 Census cycle.

7.1 BT-3 Summary

StatCan's BT-3 test requires the production of several questionnaire packages, addressed 'Self-Mailer' style letters, unaddressed 'Door Dropper' style letters, loose questionnaires, envelopes, insert guides, and insert letters by the Contractor. The Contractor must produce all of the specified products in the formats and quantities required, and prepare all of the materials for final shipment to their intended destinations. The Contractor must also accommodate StatCan's internal quality control processes (at every stage of production).

The total anticipated dwelling count for BT-3 is expected to be approximately 115,000, with a total estimated product count of 432,505.

The majority of BT-3 products will need to be printed well in advance of the anticipated test dates of May 1st – August 1st, 2019, for distribution to StatCan's warehouse. The BT-3 test will require that the Contractor provide medium and short term storage solutions, as well as accompanying related logistical activities for Census materials that will be printed in advance of their intended use. The Contractor must also provide cartons and boxes for the packaging of all BT-3 test products for transit to their destinations.

All Census materials intended for distribution to respondents will be picked-up directly from the print facility by Canada Post.

For reference purposes...

- 2019 BT-3 Product Specifications are outlined in [Appendix A](#).
- 2019 BT-3 Product Requirements and Quantities by Form Type are outlined in Appendix B.
- 2019 BT-3 Data File Delivery Schedule & Imaging Requirements are outlined in Appendix F.

7.2 BT-3 Wave Methodology

StatCan will conduct the BT-3 test using a Wave Methodology approach. A series of Census products will be sent out over the course of several weeks, with each wave employing a unique and specific set of materials.

All individual products must be produced to the specifications detailed in [Appendix A](#).

Where applicable, all questionnaire packages must include the insert components outlined in Appendix B.

Individual materials (e.g. loose envelopes, static questionnaires, etc.) that are required for the BT-3 operation, but that are not included as a part of the Wave methodology are also detailed in [Appendix A](#) and Appendix B.

7.2.1 BT-3 Wave 1

7.2.1.1 2019 BT-3 CPOP Wave 1 Mail-Out Invitation Self-Mailer Letter

Approximately 111,500 bilingual 2019 BT-3 CPOP Wave 1 Mail-Out (MO) Self-Mailer letters with variable imaging print requirements will be required for the 2019 BT-3 CPOP Wave 1 Mail-Out operation.

These will include a message to the household intended to encourage the respondent to complete their 2A or 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The BT-3 CPOP Wave 1 MO operation includes all print processes and activities required for the mail delivery of the Wave 1 Self-Mailer Letter to 100% of the applicable dwellings in the mail-out areas.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 12 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must produce the 2019 BT-3 CPOP Wave 1 MO Self-Mailer letters according to the quantities and specifications outlined in [Appendix A](#).

Wave 1 MO Self-Mailers must be printed in an 'on-demand' capacity for immediate distribution by Canada Post.

The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix F.

The Contractor must sort the Wave 1 Mail-Out Self-Mailer data files according to Canada Post specifications in Section 5.2.7.4. Canada Post will pick these products up directly from the print facility.

7.2.1.2 2019 BT-3 CPOP Wave 1 Non Mail-Out List Leave Invitation Door Dropper

**Note: The viability and efficacy of the 2019 BT-3 CPOP Wave 1 Non Mail-Out List Leave Door Dropper is being evaluated in the BT-3 Field Operations test. Results of this test will determine whether it will be produced for use during the 2021 Census.*

Approximately 21,000 bilingual 2019 BT-3 CPOP Non Mail-Out (NMO) List Leave (LL) Door Dropper letters with variable imaging print requirements will be required for the 2019 BT-3 CPOP Wave 1 Non Mail-Out operation. These will include a message to the household intended to encourage the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire.

Although the Wave 1 NMO LL Door Dropper will be similar in format to the Wave 1 Mail-Out Self-Mailers, they will be different in that they will not contain a dwelling address or a postal indicia. Instead, technical specifications will require the imaging of geographic identification in an SSID field (for use by StatCan enumerators in the field), a 16 digit SAC, and the printing of an 12 of 5 linear barcode printed on the rear of the Door Dropper in a designated field.

The Contractor must produce the 2019 BT-3 CPOP Non Mail-Out Door Dropper letters according to the quantities and specifications outlined in [Appendix A](#).

2019 BT-3 CPOP Non Mail-Out (NMO) Door Droppers must be printed and imaged by the Contractor in advance of their distribution to StatCan's warehouse, and subsequent intended use in the field. The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix F.

The Contractor must sort the 2019 BT-3 CPOP Non Mail-Out Door Dropper letters according to StatCan specifications outlined in Section 5.2.7.5. Canada Post will pick these products up directly from the print facility.

7.2.1.3 2019 BT-3 CPOP Wave 1 List Leave Mail-Out with Drop-Off Invitation Door Dropper

**Note: The viability and efficacy of the 2019 BT-3 CPOP Wave 1 List Leave Mail-Out with Drop-Off Door Dropper is being evaluated in the BT-3 Field Operations test. Results of this test will determine whether it will be produced for use during the 2021 Census.*

Approximately 14,205 bilingual 2019 BT-3 CPOP List Leave (LL) Mail-Out with Drop-Off (MODO) Door Dropper letters with variable imaging print requirements will be required for the BT-3 CPOP Wave 1 Non Mail-Out operation. These will include a message to the household intended to encourage the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire.

Although the Wave 1 LL MODO Door Dropper will be similar in format to the Wave 1 Mail-Out Self-Mailers, they will be different in that they will not contain a postal indicia.

Technical specifications will require the imaging of a 16 digit SAC, dwelling address information, and an 1 2 of 5 linear barcode printed on the rear of the Door Dropper in a designated field.

The Contractor must produce the 2019 BT-3 CPOP LL MODO Door Dropper letters according to the quantities and specifications outlined in [Appendix A](#).

2019 BT-3 CPOP LL MODO Door Droppers will need to be printed and imaged by the Contractor in advance of their distribution to StatCan's warehouse, and subsequent intended use in the field. The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix F.

The Contractor must sort the BT-3 CPOP Wave 1 LL MODO Door Droppers according to StatCan specifications outlined in Section 5.2.7.5. Canada Post will pick these products up directly from the print facility.

7.2.1.4 2019 BT-3 CPOP Wave 1 Non Mail-Out Questionnaire Packages

Approximately 18,500 bilingual 2019 BT-3 CPOP 2A Non Mail-Out (NMO) questionnaire packages, and approximately 6,500 bilingual 2019 BT-3 CPOP 2A-L Non Mail-Out (NMO) questionnaire packages, each with variable imaging print requirements will be required for the 2019 BT-3 CPOP Wave 1 Non Mail-Out operation.

The Contractor must produce the 2A and 2A-L Wave 1 NMO package components according to the specifications outlined in [Appendix A](#). Specific components of the questionnaire packages will need to be printed, imaged, mail-matched, and/or lettershopped in advance of their intended use. The Contractor must mail-match questionnaires based on the SSID (geographic

information) and a 16 digit SAC. For each form type/package type, they must also include all insert components detailed in Appendix B; ensuring that they match the leading language of the NMO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading), and in such a manner that the SSID information is visible through the window of the envelope.

2019 BT-3 CPOP Wave 1 NMO Questionnaire Packages will need to be printed and imaged by the Contractor in advance of their distribution to StatCan's warehouse, and subsequent intended use in the field. Individual package components will also require storage by the Contractor while they await the lettershopping and assembly stage.

The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix F. The Contractor must sort the BT-3 CPOP Wave 1 NMO Questionnaire Packages according to StatCan specifications outlined in Section 5.2.7.5. Canada Post will pick these products up directly from the print facility.

7.2.2 BT-3 CPOP Wave QRS (Questionnaire Request System)

7.2.2.1 2019 BT-3 CPOP Wave QRS Mail-Out Packages

Approximately 22,000 2019 BT-3 CPOP Mail-Out (MO) Wave QRS questionnaire packages in several different form types, and with variable imaging print requirements will be required for the 2019 BT-3 CPOP Wave QRS Mail-Out operation. These materials will be sent to all dwellings that specifically ask for a paper questionnaire package via the StatCan phone line.

Wave QRS questionnaire packages; consisting of questionnaire types 2A, 2A-L, and 3A must be printed, imaged, lettershopped, and warehoused by the Contractor in advance of their intended use. Imaging requirements at this stage will require a 16 digit SAC, and Booklet ID and 4-state barcodes. Once the QRS operation has been initiated, QRS packages must be organized and readied for the on-demand imaging of a dwelling address.

The Contractor must produce Wave QRS questionnaire package components according to the specifications outlined in [Appendix A](#). For each form type/package type, they must also include all insert components detailed in Appendix B; ensuring that they match the leading language of the NMO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading), and in such a manner that the Booklet ID barcode information is visible through the window of the envelope.

In order to facilitate the BT-3 Wave QRS operation, the transmission of multiple data file lists of all applicable dwellings will be transferred to the Contractor via encrypted email on a daily basis during production, and in accordance with the print schedule in Appendix F. Initial data files of QRS dwellings will be sent starting on May 7th, 2019, and then updated on a daily basis, as

requests are received, until May 17th, 2019. The Wave QRS on-demand imaging must be completed as quickly as possible by the Contractor to ensure a maximum 72 hour turn-around period; from the receipt of the QRS request, to the Canada Post induction of the QRS materials. Detailed procedural information regarding the QRS process can be found in Section 5.3.

The Contractor must provide secure, medium-term storage solutions and related logistical activities for QRS Census materials. The Contractor must also provide all required cartons and boxes for the packaging of all Census products intended for storage.

The Contractor must sort the Wave QRS Mail-Out data files according to Canada Post specifications identified in Section 5.2.7.4. Canada Post will pick these products up directly from the print facility.

7.3 BT-3 Process & Procedural Requirements

7.3.1 Administrative Requirements

The Contractor must follow all BT-3 related administrative requirements, as they are outlined in Section 5.1.

7.3.2 Data Files & Electronic Communications - 2019 BT-3 Delivery of .pdf & Data Files to the Contractor

The Contractor must follow all BT-3 related Data File and Electronic Communications requirements, as they are outlined in Section 5.1.3.

7.4 Production

The Contractor must accurately produce the required quantities of all applicable BT-3 Census materials in accordance with the detailed information outlined in [Appendix A](#), as per the required specifications outlined in Appendix B, and within the schedule and timeframe determined by both StatCan and the Contractor to meet the final delivery dates.

The Contractor must follow all production requirements, as they are described in Section 5.2.

7.4.1 Warehousing and Storage

The Contractor must follow all warehousing and storage requirements, as they are described in Section 5.2.7.

7.4.2 Shipping and Logistics

The Contractor must follow all shipping and logistics requirements, as they are described in Section 5.2.8.

The Contractor must follow all pre-sortation requirements for Mailable and Non-Mailable BT-3 materials, as they are described in Sections 5.2.8.1 and 5.2.8.2.

7.4.2.1 Pallet Make-Up

The Contractor must follow all pallet “make-up” requirements for Mailable and Non-Mailable BT-3 materials, as they are described in Section 5.2.8.3.

The Contractor must prepare pallets for BT-3 materials shipments according to the following table:

Box/Carton Type	Box Size (L x W x H)	Form & Package Type(s)	Max. # of Boxes per Row	Max # of Rows per Pallet	Max # of Boxes per Pallet	Brick Piled	Liners Required
QPT Box Type 1	20 x 9 ¾ x 6 ½	MO/NMO Packages – 2A, 3A Forms (Folded) – 2A, 3A Door Droppers - CPOP MODO, CPOP NMO	8	7	56	Yes	Yes
QPT Box Type 2	20 x 9 ¾ x 13	NMO Packages – 2A-L	8	4	32	Yes	Yes
QPT Box Type 3	12 x 9 x 10	Forms (Flat) – 2A, 2A-L, 3A, Guides	15	5	75	Yes	Yes
QPT Pallet Liner Type 1	41 ¼ x 41 ¼	N/A	N/A	N/A	N/A	N/A	N/A
CPC Letterflatainer (LFT)	15 5/8 x 9 3/4 x 6 1/2	Self-Mailers – CPOP MO	8	6	48	No	No
CPC Tub	15 5/8 x 9 1/2 x 11 1/2	MO Packages – 2A-L	8	4	32	No	No

7.5 BT-3 CPOP Questionnaire Response System (QRS) Operation

The Contractor must follow all QRS Operation requirements for BT-3 QRS materials, as they are described in Section 5.3.

7.5.1 Product Types and Required Quantities

BT-3 QRS Packages include:

- a. 2A QRS Unilingual (English and French)
- b. 2A-L QRS Unilingual (English and French)
- c. 3A QRS Bilingual (English Leading and French Leading)

Estimated required quantities are as follows:

- The estimated total of CPOP QRS packages for BT-3 is 22,000.

7.6 Late Additions

Late Additions are out of scope for BT-3 and as such, there are no Late Additions requirements.

8 Detailed Requirements – BT-4 Behavioural Test 2019

**Production Note: BT-4 is presently in the development stage; information in Section 8 is subject to change.*

2019 BT-4 is a Content Test designed to investigate and examine the content within questionnaires as it relates to the applicable wave methodology, their procedures and processes. It is scheduled to take place between May 1st and August 1st, 2019.

There is a requirement that the Contractor produce a variety of Census materials, follow logistical plans, perform quality control validations, and abide by StatCan procedures affiliated with the 2019 BT-4 Test, in the same manner that they will be carried out during the 2021 Census cycle.

8.1 BT-4 Summary

As BT-4 is a content test, StatCan will be testing several versions of the same product (i.e. 2A Control, 2A Version 1, 2A version 2, etc.). This means that the Contractor must print several different versions of the same form type that appear similar, but differ in content. The Contractor must exercise diligence in ensuring that different versions of the same product do not become mixed-up. An individualized count of each product and format is included in Appendix C.

The total anticipated dwelling count for 2019 BT-4 is 140,797 for a total estimated product count of 1,326,000.

StatCan's BT-4 Content Test will require the production of several questionnaire packages, 'Self-Mailer' style letters, questionnaires, envelopes, insert guides, and insert letters. The Contractor must produce all of the applicable products in the formats and quantities required, and prepare all of the materials for final shipment to their intended destinations. The Contractor must also accommodate StatCan's internal quality control processes at every stage of production.

BT-4 will require both "Pre-Printed" and "Print-On-Demand" products. Any BT-4 "Pre-Printed" products will need to be printed by the Contractor in advance of the anticipated test dates of May 1st – August 1st, 2019, and stored or warehoused by the Contractor for a 'medium-term' duration. The BT-4 test will require that the Contractor provide medium and short term storage solutions, as well as accompanying related logistical activities for Census materials that will be printed in advance of their intended use. The Contractor must also provide all required cartons and boxes for the packaging of all BT-4 test products for storage and transit to their destinations.

For reference purposes...

- 2019 BT-4 Product Specifications are outlined in [Appendix A](#).

- 2019 BT-4 Product Requirements and Quantities by Form Type are outlined in Appendix B.
- 2019 BT-4 Data File Delivery Schedule & Imaging Requirements are outlined in Appendix G.

8.2 BT-4 Wave Methodology

StatCan will conduct the 2019 BT-4 test using a Wave Methodology approach. A series of Census products will be sent out over the course of several weeks, with each wave employing a unique and specific set of materials.

All individual products must be produced to the specifications detailed in [Appendix A](#).

Where applicable, all questionnaire packages must include the insert components outlined in Appendix C.

**Note: Individual materials (e.g. loose envelopes, static questionnaires, etc.) that are required for the BT-4 operation, but that are not included as a part of the Wave methodology are also detailed in [Appendix A](#) and Appendix C.*

8.2.1 BT-4 Wave 1

8.2.1.1 2019 BT-4 CPOP Wave 1 Mail-Out Invitation Self-Mailer Letter (Control, Version 1)

StatCan requires that the 2019 BT-4 CPOP Wave 1 Mail-Out (MO) Self-Mailers be produced in two different versions. These will be identified as the 2019 BT-4 CPOP Wave 1 Control MO Self-Mailer and the 2019 BT-4 CPOP Wave 1 Version 1 MO Self-Mailer.

- Total quantities for the 2019 BT-4 CPOP Wave 1 Control Wave 1 MO Self-Mailers are 28,860.
- Total quantities for the 2019 BT-4 CPOP Wave 1 Version 1 Wave 1 MO Self-Mailers are 28,860.

2019 BT-4 CPOP Wave 1 MO Self-Mailer letters with variable imaging print requirements, will include a message to the household intended to encourage the respondent to complete their 2A or 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The 2019 BT-4 CPOP Wave 1 MO operation includes all print processes and activities required for the mail delivery of the Wave 1 Self-Mailer Letter to 100% of the applicable dwellings in the mail-out areas.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 1 2 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must produce the 2019 BT-4 CPOP Wave 1 MO Self-Mailer letters according to the quantities and specifications outlined in [Appendix A](#).

Wave 1 Mail-Out Self-Mailers must be printed by the Contractor in an 'on-demand' capacity for immediate distribution by Canada Post.

The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix G.

The Contractor must sort the Wave 1 Mail-Out Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

8.2.1.2 2019 BT-4 CPOP Wave 1 2A Mail-Out Questionnaire Packages (Control, Version 1, Version 2)

2019 BT-4 CPOP Wave 1 2A MO questionnaire packages, each with variable imaging print requirements, will be required for the 2019 BT-4 CPOP Wave 1 Mail-Out operation.

StatCan requires that the 2019 BT-4 CPOP Wave 1 2A Mail-Out (MO) Questionnaire Packages be produced in three different versions. These will be identified as the 2019 BT-4 CPOP Wave 1 Control MO Questionnaire Package, the 2019 BT-4 CPOP Wave 1 Version 1 MO Questionnaire Package, and the 2019 BT-4 CPOP Wave 1 Version 2 MO Questionnaire Package.

- Total quantities for the 2019 BT-4 CPOP Wave 1 2A Control MO Questionnaire Packages are 9,375.
- Total quantities for the 2019 BT-4 CPOP Wave 1 2A Version 1 MO Questionnaire Packages are 11,239.
- Total quantities for the 2019 BT-4 CPOP Wave 1 2A Version 2 MO Questionnaire Packages are 11,239.

Individual components of the questionnaire packages will need to be printed, and imaged in advance of their intended use. Individual package components will also require storage while they await the final mail-matching, lettershopping, and assembly stage.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 1 2 of 5 Booklet ID barcode printed in a designated field on both English and French versions of the questionnaire. The MO envelope will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must mail-match English and French questionnaires based on the imaged Booklet ID barcode, and the Secure Access Code (SAC).

The Contractor must produce the 2019 BT-4 CPOP Wave 1 2A MO package components according to the specifications outlined in [Appendix A](#), and to the quantities in Appendix C. For each form type/package type, they must also include all insert components detailed in Appendix C, ensuring that they match the leading language of the MO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading).

During production, the data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix G.

The Contractor must sort the Wave 1 questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

8.2.1.3 2019 BT-4 CPOP Wave 1 2A-L Mail-Out Questionnaire Packages (Control, Version 1, Version 2)

2019 BT-4 CPOP Wave 1 2A-L MO questionnaire packages, each with variable imaging print requirements, will be required for the 2019 BT-4 CPOP Wave 1 Mail-Out operation.

StatCan requires that the 2019 BT-4 CPOP Wave 1 2A-L Mail-Out (MO) Questionnaire Packages be produced in three different versions. These will be identified as the 2019 BT-4 CPOP Wave 1 Control MO Questionnaire Package, the 2019 BT-4 CPOP Wave 1 Version 1 MO Questionnaire Package, and the 2019 BT-4 CPOP Wave 1 Version 2 MO Questionnaire Package.

- Total quantities for the 2019 BT-4 CPOP Wave 1 2A-L Control MO Questionnaire Packages are 16,555.
- Total quantities for the 2019 BT-4 CPOP Wave 1 2A-L Version 1 MO Questionnaire Packages are 17,333.
- Total quantities for the 2019 BT-4 CPOP Wave 1 2A-L Version 2 MO Questionnaire Packages are 17,333.

Individual components of the questionnaire packages will need to be printed, and imaged in advance of their intended use. Individual package components will also require storage while they await the final mail-matching, lettershopping, and assembly stage.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an I 2 of 5 Booklet ID barcode printed in a designated field on both English and French versions of the questionnaire. The MO envelope will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must mail-match English and French questionnaires based on the imaged Booklet ID barcode, and the Secure Access Code (SAC). The Contractor must produce the 2019 BT-4 CPOP Wave 1 2A-L MO package components according to the specifications outlined in [Appendix A](#), and to the quantities in Appendix C. For each form type/package type, they must also include all insert components detailed in Appendix C, ensuring that they match the leading language of the MO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading).

During production, the data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix G.

The Contractor must sort the Wave 1 questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

8.2.1.4 2019 BT-4 CEAG Wave 1 Mail-Out Self-Mailers

Approximately 10,000 bilingual 2019 BT-4 CEAG Mail-Out (MO) Self-Mailer letters with variable imaging print requirements will be required for the 2019 BT-4 CEAG Wave 1 Mail-out operation.

These will include a message to the household intended to encourage the respondent to complete their Form 6 CEAG questionnaire online, as well as a StatCan-CEAG telephone number that the respondent can call to request a paper questionnaire, or to inform StatCan that an agricultural operation is no longer active. The 2019 BT-4 CEAG Wave 1 mail-out operation includes all print processes and activities required for the mail delivery of the CEAG Wave 1 Self-Mailer Letter to 100% of the applicable farm operations and/or dwellings in the mail out areas.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 12 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must produce the 2019 BT-3 CEAG Wave 1 MO Self-Mailer letters according to the specifications outlined in [Appendix A](#), and to the quantities in Appendix C.

CEAG Wave 1 MO Self-Mailers must be printed in an 'on-demand' capacity for immediate distribution by Canada Post.

The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix G.

The Contractor must sort the Wave 1 Mail-Out Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

8.2.2 BT-4 Wave 2

8.2.2.1 2019 BT-4 CPOP Wave 2 Reminder Mail-Out Self-Mailer (Control, Version 1, Version 2)

StatCan requires that the 2019 BT-4 CPOP Wave 2 Reminder Mail-Out (MO) Self-Mailers be produced in three (3) different versions. These will be identified as the 2019 BT-4 CPOP Wave 2 Control MO Self-Mailer and the 2019 BT-4 CPOP Wave 2 Version 1 MO Self-Mailer.

- Total quantities for the 2019 BT-4 CPOP Wave 2 Control Wave 1 MO Self-Mailers are 21,642.
- Total quantities for the 2019 BT-4 CPOP Wave 2 Version 1 Wave 1 MO Self-Mailers are 21,642.
- Total quantities for the 2019 BT-4 CPOP Wave 2 Version 2 Wave 1 MO Self-Mailers are 70,306.

2019 BT-4 CPOP Wave 2 Reminder MO Self-Mailer letters will include a message to the household intended to remind the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The 2019 BT-4 CPOP Wave 2 MO operation includes all processes and activities required for the mail out of the Wave 2 Self-Mailer Letter to all non-respondent dwellings of the Wave 1 dwellings in the mail-out areas.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 12 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must produce the 2019 BT-3 CPOP Wave 2 Reminder MO Self-Mailer letters according to the quantities and specifications outlined in [Appendix A](#).

Wave 2 MO Self-Mailers must be printed by the Contractor in an 'on-demand' capacity for immediate distribution by Canada Post.

For the 2019 BT-4 CPOP Wave 2 Reminder MO Self-Mailer letters, the Contractor will adjust production to account for those dwellings responding after the start of Wave 2 but before a Wave 2 reminder letter has been produced. This will be accomplished through the use and incorporation of suppression files (or a similar process) provided by StatCan.

StatCan will send a master electronic data file to the Contractor at the start of production of Wave 2. The data file list of all applicable, non-respondent dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix G. StatCan will identify to the Contractor, through the use of suppression files, those dwellings that have subsequently responded to the Wave 1 Self-Mailer, and where

the printing of a Wave 2 reminder letter is no longer required. On the second day of the Wave 2 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. This list of non-responding dwellings will then be updated on a daily basis during the Wave 2 CPOP Mail-Out operation, as responses are received. There will always be two (2) sets of suppression files (per form type) sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading reminder letters and one (1) file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor must adjust production on the second, and daily on the subsequent days of the Wave 2 Mail-Out operation for any dwellings that have responded after the beginning of Wave 2, but for whom a reminder letter has not yet been produced. No adjustment to production is required for any Wave 2 Reminder Self-Mailer letters already produced.

The Contractor must sort the Wave 2 Reminder Mail-Out Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 2 printing must be completed as quickly as possible within a maximum of six (6) calendar days in order to allow sufficient time for the dwelling to respond prior to the start of Wave 3.

8.2.3 BT-4 Wave 3

8.2.3.1 2019 BT-4 CPOP Wave 3 Final Notice Mail-Out Self-Mailer

**Note: The viability and efficacy of the 2019 BT-4 CPOP Wave 3 Final Notice Mail-Out Self-Mailer is being evaluated in the BT-4 Content test. Results of this test will determine whether it will be produced for use during the 2021 Census.*

Approximately 9,622 bilingual 2019 BT-4 CPOP Wave 3 Final Notice Mail-Out (MO) Self-Mailer letters with variable imaging print requirements will be required for the 2019 BT-4 CPOP Wave 3 Mail-Out operation. These will include a message to the household intended to remind the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The 2019 BT-4 CPOP Wave 3 MO operation includes all processes and activities required for the mail out of the Wave 3 Self-Mailer Letter to all non-respondent dwellings of the Wave 1 dwellings in the mail out areas.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 12 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

For the 2019 BT-4 CPOP Wave 3 Final Notice MO Self-Mailer letters, the Contractor must adjust production to account for those dwellings responding after the start of Wave 3 but before a Wave 3 reminder letter has been produced through the incorporation of suppression files (or a similar process) provided by StatCan.

StatCan will send a master electronic data file to the Contractor at the start of production of Wave 3. The data file list of all applicable, non-respondent dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix G. StatCan will identify to the Contractor, through the use of suppression files, those dwellings that have subsequently responded to the Wave 2 Self-Mailer, and where the printing of a Wave 3 reminder letter is no longer required. On the second day of the Wave 3 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. This list of non-responding dwellings will then be updated on a daily basis during the Wave 3 CPOP Mail-Out operation, as responses are received. There will always be two (2) sets of suppression files sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading reminder letters and one (1) file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor must adjust production on the second day, and daily on the subsequent days of the Wave 3 Mail-Out operation for any dwellings that have responded after the beginning of Wave 3, but for whom a Final Notice letter has not yet been produced. No adjustment to production is required for any Wave 3 Final Notice Self-Mailer letters already produced.

The Contractor must sort the Wave 3 Final Notice MO Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 3 printing must be completed as quickly as possible within a maximum of six (6) calendar days in order to allow sufficient time for the dwelling to respond prior to the start of Wave 3.

8.2.3.2 2019 BT-4 CPOP Wave 3 Mail-Out n° 9 Envelope & Cover Letter Insert Combination/Package (Eng. Leading & Fre. Leading)

**Note: The viability and efficacy of the 2019 BT-4 CPOP Wave 3 Mail-Out #9 Envelope & Cover Letter Insert Combination/Package is being evaluated in the BT-4 Content test. Results of this test will determine whether it will be produced for use during the 2021 Census.*

Approximately 9,622 bilingual 2019 BT-4 CPOP Wave 3 Mail-Out #9 Envelope & Cover Letter Insert Combination/Packages with variable imaging print requirements will be required for the

2019 BT-4 CPOP Wave 3 Mail-Out operation, in both English Leading and French Leading formats.

These will include a message to the household intended to remind the respondent to complete their 2A or 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The 2019 BT-4 CPOP Wave 3 MO operation includes all processes and activities required for the mail delivery of the Wave 3 Self-Mailer Letter to all non-respondent dwellings of the Wave 1 and Wave 2 dwellings in the mail-out areas.

Technical specifications for the #9 envelope will require the imaging of recipient dwelling address information on the front of the #9 envelope in the address field, for delivery by Canada Post.

Technical specifications for the Wave 3 Cover Letter Insert will require the imaging of a 16 digit Secure Access Code (SAC) and a Booklet ID barcode, in pre-determined, dedicated fields. The Booklet ID barcode imaging must be readable through the bottom-left window of the #9 mail-out envelope.

Wave 3 Mail-Out #9 Envelope & Cover Letter Insert Combination/Packages must be prepared in advance of the actual BT-4 Census period. The Contractor must assemble the Wave 3 MO #9 Envelope & Cover Letter Insert Combination/Packages with the applicable products outlined in [Appendix A](#), and to the compilation specifications detailed in [Appendix C](#). For each combination/package, they must also include all insert components detailed in [Appendix C](#), ensuring that they match the leading language of the Mail-Out envelope.

StatCan will send a master electronic data file to the Contractor at the start of production of Wave 3. The data file list of all applicable, non-respondent dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix G. StatCan will identify to the Contractor, through the use of suppression files, those dwellings that have subsequently responded to the Wave 2 Self-Mailer, and where the printing of a Wave 3 reminder is no longer required. On the second day of the Wave 3 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. This list of non-responding dwellings will then be updated on a daily basis during the Wave 3 CPOP Mail-Out operation, as responses are received. There will always be two (2) sets of suppression files sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading reminder letters and one (1) file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately. Through the incorporation of these suppression files, the Contractor must adjust production on the second, and daily on the subsequent days of the Wave 3 Mail-Out operation for any dwellings that have responded after the beginning of Wave 3, but for whom a reminder letter has not yet been produced. No adjustment to production is required for any Wave 3 Mail-Out #9 Envelope & Cover Letter Insert Combination/Packages already produced.

For the 2019 Control BT-4 CPOP Wave 3 Mail-Out #9 Envelope & Cover Letter Insert Combination/Packages, the Contractor must adjust production to account for those dwellings responding after the start of Wave 3, but before a Wave 3 reminder letter has been produced through the incorporation of suppression files (or a similar process) provided by StatCan. The StatCan master electronic data file will only contain dwelling addresses. The Contractor must image the dwelling address onto the existing product, scan and read the Booklet ID barcode from the existing product, and then automatically and immediately link the two (2) together in a separate, complete data file. The Contractor must then transmit this complete data file back to StatCan so that StatCan employees can complete the linkage.

The Contractor must sort the Wave 3 Mail-Out #9 Envelope & Cover Letter Insert Combination/Package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 3 printing must be completed as quickly as possible within a maximum of six (6) calendar days in order to allow sufficient time for the dwelling to respond prior to the start of Wave 3.

8.2.3.3 2019 BT-4 CPOP Wave 3 2A Mail-Out Questionnaire Packages (Control, Version 1, Version 2)

2019 BT-4 CPOP Wave 3 2A MO questionnaire packages, each with variable imaging print requirements, will be required for the 2019 BT-4 CPOP Wave 3 Mail-Out operation.

StatCan requires that the 2019 BT-4 CPOP Wave 3 2A Mail-Out (MO) Questionnaire Packages be produced in three different versions. These will be identified as the 2019 BT-4 CPOP Wave 3 Control MO Questionnaire Package, the 2019 BT-4 CPOP Wave 3 Version 1 MO Questionnaire Package, and the 2019 BT-4 CPOP Wave 3 Version 2 MO Questionnaire Package.

- Total quantities for the 2019 BT-4 CPOP Wave 3 2A Control MO Questionnaire Packages are 5,156.
- Total quantities for the 2019 BT-4 CPOP Wave 3 2A Version 1 MO Questionnaire Packages are 6,181.
- Total quantities for the 2019 BT-4 CPOP Wave 3 2A Version 2 MO Questionnaire Packages are 6,181.

Individual components of the questionnaire packages will need to be printed, and imaged in advance of their intended use. Individual package components will also require storage while they await the final mail-matching, lettershopping, and assembly stage.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an I 2 of 5 Booklet ID barcode printed in a designated field on both English and French versions of the questionnaire. The MO envelope will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must mail-match English and French questionnaires based on the imaged Booklet ID barcode, and the Secure Access Code (SAC). The Contractor must produce the 2019 BT-4 CPOP Wave 3 2A MO package components according to the specifications outlined in [Appendix A](#), and to the quantities in Appendix C. For each form type/package type, they must also include all insert components detailed in Appendix C, ensuring that they match the leading language of the MO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading).

For the 2019 BT-4 CPOP Wave 3 2A MO questionnaire packages, StatCan will send a master electronic data file to the Contractor at the start of production of Wave 3. The data file list of all applicable, non-respondent dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix G. StatCan will identify to the Contractor, through the use of suppression files, those dwellings that have subsequently responded to the Wave 2 Self-Mailer, and where the printing of a Wave 3 package is no longer required. On the second day of the Wave 3 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. This list of non-responding dwellings will then be updated on a daily basis during the Wave 3 CPOP Mail-Out operation, as responses are received. There will always be two (2) sets of suppression files (per version) sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading reminder letters and one (1) file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor must adjust production on the second day, and daily on the subsequent days of the Wave 3 Mail-Out operation for any dwellings that have responded after the beginning of Wave 3, but for whom a Wave 3 questionnaire package has not yet been produced. No adjustment to production is required for any Wave 3 questionnaire packages already produced.

The Contractor must sort the Wave 3 Mail-Out questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 3 printing must be completed as quickly as possible within a maximum of six (6) calendar days in order to allow sufficient time for the dwelling to respond prior to the start of Wave 3.

8.2.3.4 2019 BT-4 CPOP Wave 3 2A-L Mail-Out Questionnaire Packages (Control, Version 1, Version 2)

2019 BT-4 CPOP Wave 3 2A-L MO questionnaire packages, each with variable imaging print requirements, will be required for the 2019 BT-4 CPOP Wave 3 Mail-Out operation.

StatCan requires that the 2019 BT-4 CPOP Wave 3 2A-L Mail-Out (MO) Questionnaire Packages be produced in three different versions. These will be identified as the 2019 BT-4 CPOP Wave 3 Control MO Questionnaire Package, the 2019 BT-4 CPOP Wave 3 Version 1 MO Questionnaire Package, and the 2019 BT-4 CPOP Wave 3 Version 2 MO Questionnaire Package.

- Total quantities for the 2019 BT-4 CPOP Wave 3 2A-L Control MO Questionnaire Packages are 10,850.
- Total quantities for the 2019 BT-4 CPOP Wave 3 2A-L Version 1 MO Questionnaire Packages are 12,109.
- Total quantities for the 2019 BT-4 CPOP Wave 3 2A-L Version 2 MO Questionnaire Packages are 12,109.

Individual components of the questionnaire packages will need to be printed, and imaged in advance of their intended use. Individual package components will also require storage while they await the final mail-matching, lettershopping, and assembly stage.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an I 2 of 5 Booklet ID barcode printed in a designated field on both English and French versions of the questionnaire. The MO envelope will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must mail-match English and French questionnaires based on the imaged Booklet ID barcode, and the Secure Access Code (SAC). The Contractor must produce the 2019 BT-4 CPOP Wave 3 2A-L MO package components according to the specifications outlined in [Appendix A](#), and to the quantities in Appendix C. For each form type/package type, they must also include all insert components detailed in Appendix C, ensuring that they match the leading language of the MO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading).

For the 2019 BT-4 CPOP Wave 3 2A-L MO questionnaire packages, StatCan will send a master electronic data file to the Contractor at the start of production of Wave 3. The data file list of all applicable, non-respondent dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix G. StatCan will identify to the Contractor, through the use of suppression files, those dwellings that have subsequently responded to the Wave 2 Self-Mailer, and where the printing of a Wave 3 package is no longer required. On the second day of the Wave 3 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. This list of non-responding dwellings will then be updated

on a daily basis during the Wave 3 CPOP Mail-Out operation, as responses are received. There will always be two (2) sets of suppression files (per version) sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading reminder letters and one (1) file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor must adjust production on the second day, and daily on the subsequent days of the Wave 3 Mail-Out operation for any dwellings that have responded after the beginning of Wave 3, but for whom a Wave 3 questionnaire package has not yet been produced. No adjustment to production is required for any Wave 3 questionnaire packages already produced.

The Contractor must sort the Wave 3 Mail-Out questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 3 printing must be completed as quickly as possible within a maximum of six (6) calendar days in order to allow sufficient time for the dwelling to respond prior to the start of Wave 3.

8.2.4 BT-4 Wave QRS (Questionnaire Request System)

8.2.4.1 2019 BT-4 CPOP Wave QRS Mail-Out Questionnaire Packages (Control, Version 1, Version 2)

2019 BT-4 CPOP Wave QRS 2A-L MO questionnaire packages, each with variable imaging print requirements, will be required for the 2019 BT-4 CPOP Wave QRS Mail-Out operation. These materials will be sent to all dwellings that specifically ask for a paper questionnaire package via the StatCan phone line.

StatCan requires that the 2019 BT-4 CPOP Wave QRS 2A-L Mail-Out (MO) Questionnaire Packages be produced in three different versions. These will be identified as the 2019 BT-4 CPOP Wave QRS Control MO Questionnaire Package, the 2019 BT-4 CPOP Wave QRS Version 1 MO Questionnaire Package, and the 2019 BT-4 CPOP Wave QRS Version 2 MO Questionnaire Package.

- Total quantities for the 2019 BT-4 CPOP Wave QRS 2A-L Control MO Questionnaire Packages are 1,433.
- Total quantities for the 2019 BT-4 CPOP Wave QRS 2A-L Version 1 MO Questionnaire Packages are 1,881.
- Total quantities for the 2019 BT-4 CPOP Wave QRS 2A-L Version 2 MO Questionnaire Packages are 1,881.

Individual components of the questionnaire packages will need to be printed, and imaged in advance of their intended use. Individual package components will also require storage while they await the final mail-matching, lettershopping, and assembly stage.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an I 2 of 5 Booklet ID barcode printed in a designated field on both English and French versions of the questionnaire. The MO envelope will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must mail-match English and French questionnaires based on the imaged Booklet ID barcode, and the Secure Access Code (SAC). The Contractor must produce the 2019 BT-4 CPOP Wave QRS MO package components according to the specifications outlined in [Appendix A](#), and to the quantities in Appendix C. For each form type/package type, they must also include all insert components detailed in Appendix C, ensuring that they match the leading language of the MO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading).

In order to facilitate the 2019 BT-4 Wave QRS operation, the transmission of multiple data file lists of all applicable dwellings will be transferred to the Contractor via encrypted email on a daily basis during production, and in accordance with the print schedule in Appendix G. Initial data files of QRS dwellings will be sent starting on May 7th, 2019, and then updated on a daily basis, as requests are received, until May 17th, 2019. The Wave QRS on-demand imaging must be completed as quickly as possible to ensure a maximum 72 hour turn-around period; from the receipt of the QRS request, to the induction of the QRS materials. Detailed procedural information regarding the QRS process can be found in Section 5.3.

The Contractor must provide secure, medium-term storage solutions and related logistical activities for QRS Census materials. The Contractor must also provide all required cartons and boxes for the packaging of all Census products intended for storage.

The Contractor must sort the Wave QRS Mail-Out questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

8.3 BT-4 Process & Procedural Requirements

8.3.1 Administrative Requirements

The Contractor must follow all BT-4 related administrative requirements, as they are outlined in Section 5.1.

8.3.2 2019 BT-4 Delivery of .pdf & Data Files to the Contractor

The Contractor must follow all BT-4 related Data File and Electronic Communications requirements, as they are outlined in Section 5.1.3.

8.4 Production

The Contractor must accurately produce the required quantities of all applicable BT-4 Census products in accordance with the detailed information outlined in [Appendix A](#), as per the required specifications outlined in Appendix C, and within the schedule and timeframe determined by both StatCan and the Contractor.

The Contractor must follow all production requirements, as they are described in Section 5.2.

8.4.1 Warehousing and Storage

The Contractor must follow all warehousing and storage requirements, as they are described in Section 5.2.7.

8.4.2 Shipping and Logistics

The Contractor must follow all shipping and logistics requirements, as they are described in Section 5.2.8.

The Contractor must follow all pre-sortation requirements for Mailable and Non-Mailable BT-4 materials, as they are described in Sections 5.2.8.1 and 5.2.8.2.

8.4.2.1 Pallet Make-Up

The Contractor must follow all pallet “make-up” requirements for Mailable and Non-Mailable BT-4 materials, as they are described in Section 5.2.8.3.

The Contractor must prepare pallets for BT-4 materials shipments according to the following table...

Box/Carton Type	Box Size (L x W x H)	Form & Package Type(s)	Max. # of Boxes per Row	Max # of Rows per Pallet	Max # of Boxes per Pallet	Brick Piled	Liners Required
QPT Box Type 1	20 x 9 ¾ x 6 ½	MO Packages – 2A, 3A Forms (Folded) – 2A, 3A	8	7	56	Yes	Yes
QPT Box Type 3	12 x 9 x 10	Forms (Flat) – 2A, 2A-L, 3A, Guides	15	5	75	Yes	Yes
QPT Pallet Liner Type 1	41 ¼ x 41 ¼	N/A	N/A	N/A	N/A	N/A	N/A
CPC Letterflattainer (LFT)	15 5/8 x 9 3/4 x 6 1/2	Self-Mailers – CPOP MO, CEAG MO	8	6	48	No	No
CPC Tub	15 5/8 x 9 1/2 x 11 1/2	MO Packages – 2A-L	8	4	32	No	No

8.5 BT-4 CPOP & CEAG Questionnaire Response System (QRS) Operation

The Contractor must follow all QRS Operation requirements for BT-4 QRS materials, as they are described in Section 5.3.

8.5.1 Product Types and Required Quantities

BT-4 QRS Packages include:

- 2A QRS Unilingual (English and French)
- 2A-L QRS Unilingual (English and French)
- 3A QRS Bilingual (English Leading and French Leading)

Estimated required quantities are as follows...

- The estimated total of CPOP QRS packages for 2019 BT-4 is 5,100.

8.6 Late Additions

Late Additions are out of scope for BT-4 and as such, there are no Late Additions requirements.

9 Detailed Requirements – BT-5 Behavioural Test 2019

**Note: BT-5 is presently in the development stage, information in Section 9 is subject to change. BT-5 is entirely dependent on the results of BT-4. There is a possibility that BT-5 is not required.*

BT-5 is a follow-up Content Test designed to investigate and examine the efficacy of the Census Subject Matter Division as it relates to their internal wave methodology, the content of questionnaire forms, and their procedures and processes.

There is a requirement from the Contractor to produce Census materials, follow logistical plans, perform quality control validations, and abide by StatCan procedures affiliated with the 2019 BT-5 Test, in the same manner that they will be carried out during the 2021 Census cycle.

9.1 BT-5 Summary

StatCan's 2019 BT-5 Content Test will require the production of questionnaire packages, 'Self-Mailer' style letters, questionnaires, envelopes, insert guides, and insert letters. The Contractor must produce all of the applicable products in the formats and quantities required, and prepare all of the materials for final shipment to their intended destinations. The Contractor must also accommodate StatCan's internal quality control processes at every stage of production.

The total anticipated dwelling count for 2019 BT-5 is expected to be 40,000, for a total product count of 84,000.

BT-5 will require both "Pre-Printed" and "Print-On-Demand" products. Any BT-5 "Pre-Printed" products will need to be printed by the Contractor in advance of the anticipated test dates of November 18th – December 20th, 2019, and stored or warehoused by the Contractor for a 'medium-term' duration. The BT-5 test will require that the Contractor provide medium and short term storage solutions, as well as accompanying related logistical activities for Census materials that will be printed in advance of their intended use. The Contractor must also provide all required cartons and boxes for the packaging of all BT-5 test products for storage and transit to their destinations.

For reference purposes...

- 2019 BT-5 Product Specifications are outlined in [Appendix A](#).

- 2019 BT-5 Product Requirements and Quantities by Form Type are outlined in Appendix D.
- 2019 BT-5 Data File Delivery Schedule & Imaging Requirements are outlined in Appendix H.

9.2 BT-5 Wave Methodology

StatCan will conduct the 2019 BT-5 test using a Wave Methodology approach. A series of Census products will be sent out over the course of several weeks, with each wave employing a unique and specific set of materials.

All individual products must be produced to the specifications detailed in [Appendix A](#).

Where applicable, all questionnaire packages must include the insert components outlined in Appendix D.

**Note: Individual materials (e.g. loose envelopes, static questionnaires, etc.) that are required for the BT-4 operation, but that are not included as a part of the Wave methodology are also detailed in [Appendix A](#) and Appendix D.*

9.2.1 BT-5 Wave 1

9.2.1.1 2019 BT-5 CPOP Wave 1 Mail-Out Invitation Self-Mailer Letter (Control, Version 1)

StatCan requires that the 2019 BT-5 CPOP Wave 1 (MO) Self-Mailers be produced in two different versions. These will be identified as the 2019 BT-5 CPOP Wave 1 Control Mail-Out Self-Mailer and the 2019 BT-5 CPOP Wave 1 Version 1 Mail-Out Self-Mailer.

- Total quantities for the 2019 BT-5 CPOP Wave 1 Control Wave 1 MO Self-Mailers are 10,000.
- Total quantities for the 2019 BT-5 CPOP Wave 1 Version 1 Wave 1 MO Self-Mailers are 10,000.

2019 BT-5 CPOP Wave 1 MO Self-Mailer letters with variable imaging print requirements, will include a message to the household intended to encourage the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The 2019 BT-5 CPOP Wave 1 MO operation includes all print processes and activities required for the mail delivery of the Wave 1 Self-Mailer Letter to 100% of the applicable dwellings in the mail-out areas.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 1 2 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must produce the 2019 BT-5 CPOP Wave 1 MO Self-Mailer letters according to the quantities and specifications outlined in [Appendix A](#).

Wave 1 Mail-Out Self-Mailers must be printed by the Contractor in an 'on-demand' capacity for immediate distribution by Canada Post.

The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix H.

The Contractor must sort the Wave 1 Mail-Out Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

9.2.1.2 2019 BT-5 CPOP Wave 1 2A Mail-Out Questionnaire Package (Control, Version 1)

2019 BT-5 CPOP Wave 1 2A MO questionnaire packages, each with variable imaging print requirements, will be required for the 2019 BT-5 CPOP Wave 1 Mail-Out operation.

StatCan requires that the 2019 BT-5 CPOP Wave 1 2A Mail-Out (MO) Questionnaire Packages be produced in three different versions. These will be identified as the 2019 BT-5 CPOP Wave 1 Control MO Questionnaire Package, the 2019 BT-5 CPOP Wave 1 Version 1 MO Questionnaire Package, and the 2019 BT-5 CPOP Wave 1 Version 2 MO Questionnaire Package.

- Total quantities for the 2019 BT-5 CPOP Wave 1 2A Control MO Questionnaire Packages are 5,000.
- Total quantities for the 2019 BT-5 CPOP Wave 1 2A Version 1 MO Questionnaire Packages are 5,000.

Specific components of the questionnaire packages will need to be printed, and imaged in advance of their intended use. Individual package components will require storage while they await the final mail-matching, lettershopping, and assembly stage. The Contractor must mail-match English and French questionnaires based on the Booklet ID barcode, and the Secure Access Code (SAC).

The Contractor must produce the 2019 BT-5 CPOP Wave 1 2A MO package components according to the specifications outlined in [Appendix A](#), and to the quantities in Appendix C. For each form type/package type, they must also include all insert components detailed in Appendix C, ensuring that they match the leading language of the MO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading).

During production, the data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix H.

The Contractor must sort the Wave 1 questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

9.2.1.3 2019 BT-5 CPOP Wave 1 2A-L Mail-Out Questionnaire Package (Control, Version 1)

2019 BT-5 CPOP Wave 1 2A-L MO questionnaire packages, each with variable imaging print requirements, will be required for the 2019 BT-5 CPOP Wave 1 Mail-Out operation.

StatCan requires that the 2019 BT-5 CPOP Wave 1 2A-L Mail-Out (MO) Questionnaire Packages be produced in three different versions. These will be identified as the 2019 BT-5 CPOP Wave 1 Control MO Questionnaire Package, the 2019 BT-5 CPOP Wave 1 Version 1 MO Questionnaire Package, and the 2019 BT-5 CPOP Wave 1 Version 2 MO Questionnaire Package.

- Total quantities for the 2019 BT-5 CPOP Wave 1 2A-L Control MO Questionnaire Packages are 5,000.
- Total quantities for the 2019 BT-5 CPOP Wave 1 2A-L Version 1 MO Questionnaire Packages are 5,000.

Specific components of the questionnaire packages will need to be printed, and imaged in advance of their intended use. Individual package components will require storage while they await the final mail-matching, lettershopping, and assembly stage. The Contractor must mail-match English and French questionnaires based on the Booklet ID barcode, and the Secure Access Code (SAC).

The Contractor must produce the 2019 BT-5 CPOP Wave 1 2A-L MO package components according to the specifications outlined in [Appendix A](#), and to the quantities in Appendix C. For each form type/package type, they must also include all insert components detailed in Appendix C, ensuring that they match the leading language of the MO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading).

During production, the data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix H.

The Contractor must sort the Wave 1 questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

9.2.2 BT-5 Wave 2

9.2.2.1 2019 BT-5 CPOP Wave 2 Reminder Mail-Out Self-Mailer (Control, Version 1)

StatCan requires that the 2019 BT-5 CPOP Wave 2 Reminder Mail-Out (MO) Self-Mailers be produced in three (3) different versions. These will be identified as the 2019 BT-5 CPOP Wave 2 Control MO Self-Mailer and the 2019 BT-5 CPOP Wave 2 Version 1 MO Self-Mailer.

- Total quantities for the 2019 BT-5 CPOP Wave 2 Control MO Self-Mailers are 8,000.
- Total quantities for the 2019 BT-5 CPOP Wave 2 Version 1 MO Self-Mailers are 8,000.

2019 BT-5 CPOP Wave 2 Reminder MO Self-Mailer letters will include a message to the household intended to remind the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The 2019 BT-5 CPOP Wave 2 MO operation includes all processes and activities required for the mail out of the Wave 2 Self-Mailer Letter to all non-respondent dwellings of the Wave 1 dwellings in the mail-out areas.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 12 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must produce the 2019 BT-3 CPOP Wave 2 Reminder MO SM letters according to the quantities and specifications outlined in [Appendix A](#).

Wave 2 MO Self-Mailers must be printed by the Contractor in an 'on-demand' capacity for immediate distribution by Canada Post.

For the 2019 BT-5 CPOP Wave 2 Reminder MO Self-Mailer letters, the Contractor will adjust production to account for those dwellings responding after the start of Wave 2 but before a Wave 2 reminder letter has been produced. This will be accomplished through the use and incorporation of suppression files (or a similar process) provided by StatCan.

StatCan will send a master electronic data file to the Contractor at the start of production of Wave 2. The data file list of all applicable, non-respondent dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix G. StatCan will identify to the Contractor, through the use of suppression files, those dwellings that have subsequently responded to the Wave 1 SM, and where the

printing of a Wave 2 reminder letter is no longer required. On the second day of the Wave 2 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. This list of non-responding dwellings will then be updated on a daily basis during the Wave 2 CPOP Mail-Out operation, as responses are received. There will always be two (2) sets of suppression files (per form type) sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading reminder letters and one (1) file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor must adjust production on the second, and daily on the subsequent days of the Wave 2 Mail-Out operation for any dwellings that have responded after the beginning of Wave 2, but for whom a reminder letter has not yet been produced. No adjustment to production is required for any Wave 2 Reminder Self-Mailer letters already produced.

The Contractor must sort the Wave 2 Reminder Mail-Out Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 2 printing must be completed as quickly as possible within a maximum of six (6) calendar days in order to allow sufficient time for the dwelling to respond prior to the start of Wave 2.

9.2.3 BT-5 Wave QRS (Questionnaire Request System)

9.2.3.1 2019 BT-5 CPOP Wave QRS Mail-Out Questionnaire Packages

Approximately 4,000 2019 BT-5 CPOP Mail-Out (MO) Wave QRS questionnaire packages in several different form types, and with variable imaging print requirements will be required for the 2019 BT-5 CPOP Wave QRS Mail-Out operation. These materials will be sent to all dwellings that specifically ask for a paper questionnaire package via the StatCan phone line.

Wave QRS questionnaire packages; consisting of questionnaire types 2A and 2A-L must be printed, imaged, lettershopped, and warehoused by the Contractor in advance of their intended use. Imaging requirements at this stage will require a 16 digit SAC, and Booklet ID and 4-state barcodes. Once the QRS operation has been initiated, QRS packages must be organized and readied for the on-demand imaging of a dwelling address.

The Contractor must produce Wave QRS questionnaire package components according to the specifications outlined in [Appendix A](#). For each form type/package type, they must also include all insert components detailed in Appendix D; ensuring that they match the leading language of the NMO envelope and the intended geographic recipient region (i.e. all components are

English leading or French leading), and in such a manner that the Booklet ID barcode information is visible through the window of the envelope.

The Contractor must provide secure, medium-term storage solutions and related logistical activities for QRS Census materials. The Contractor must also provide all required cartons and boxes for the packaging of all Census products intended for storage.

The Contractor must sort the Wave QRS Mail-Out data files according to Canada Post specifications identified in Section 5.2.7.4. Canada Post will pick these products up directly from the print facility.

9.3 BT-5 Process & Procedural Requirements

9.3.1 Administrative Requirements

The Contractor is required to follow all administrative requirements, as they are outlined in Section 5.1.

9.3.2 Data Files & Electronic Communications - 2019 BT-5 Delivery of .pdf & Data Files to the Contractor

The Contractor is required to follow all data file and electronic communications requirements, as they are outlined in Section 5.1.3.

9.4 Production

The Contractor must accurately produce the required quantities of all applicable BT-5 Census products in accordance with the detailed information outlined in [Appendix A](#), as per the required specifications outlined in Appendix E, and within the schedule and timeframe determined by both StatCan and the Contractor.

The Contractor must follow all production requirements, as they are described in Section 5.2.

9.4.1 Warehousing and Storage

Where applicable, the Contractor must follow all warehousing and storage requirements, as they are described in Section 5.2.7.

9.4.2 Shipping and Logistics

The Contractor must follow all shipping and logistics requirements, as they are described in Section 5.2.8.

The Contractor must follow all pre-sortation requirements for Mailable and Non-Mailable BT-5 materials, as they are described in Sections 5.2.8.1 and 5.2.8.2.

9.4.2.1 Pallet Make-Up

The Contractor must follow all pallet “make-up” requirements for Mailable and Non-Mailable BT-5 materials, as they are described in Section 5.2.8.3.

The Contractor must prepare pallets for BT-5 materials shipments according to the following table...

Box/Carton Type	Box Size (L x W x H)	Form & Package Type(s)	Max. # of Boxes per Row	Max # of Rows per Pallet	Max # of Boxes per Pallet	Brick Piled	Liners Required
QPT Box Type 1	20 x 9 ¾ x 6 ½	MO Packages – 2A Forms (Folded) – 2A	8	7	56	Yes	Yes
QPT Box Type 2	20 x 9 ¾ x 13	MO Packages – 2A-L	8	4	32	Yes	Yes
QPT Box Type 3	12 x 9 x 10	Forms (Flat) – 2A, 2A-L, Guides	15	5	75	Yes	Yes
QPT Pallet Liner Type 1	41 ¼ x 41 ¼	N/A	N/A	N/A	N/A	N/A	N/A
CPC Letterflatainer (LFT)	15 5/8 x 9 3/4 x 6 1/2	Self-Mailers – CPOP MO	8	6	48	No	No
CPC Tub	15 5/8 x 9 1/2 x 11 1/2	MO Packages – 2A-L	8	4	32	No	No

9.5 BT-5 CPOP & CEAG Questionnaire Response System (QRS) Operation

BT-5 QRS Packages include:

- 2A QRS Unilingual (English and French)
- 2A-L QRS Unilingual (English and French)
- 3A QRS Bilingual (English Leading and French Leading)

Estimated required quantities are as follows...

- The estimated total of CPOP QRS packages for 2019 BT-5 is 4,000.

9.6 Late Additions

Late Additions are out of scope for BT-5 and as such, there are no Late Additions requirements.

10 Detailed Requirements – 2021 Census

**Note: The 2021 Census is presently in the development stage, information in Section 10 is subject to change.*

Every five (5) years, StatCan conducts the Census of Population (CPOP) and the Census of Agriculture (CEAG) (commonly referred to as the Census), facilitating the illustration of a statistical portrait of Canada.

In order to effectively conduct the Census, StatCan has a requirement for a Contractor to fulfill the production and preparation for distribution of several types of printed materials (e.g. questionnaires, envelopes, letters, etc.) with multiple distribution requirements associated with the 2021 Census of Canada (inclusive of both the CPOP and the CEAG). The Census is scheduled to take place from May to August, 2021.

10.1 Census Summary

The 2021 Census will be comprised of all mailable and non-mailable dwellings in Canada.

There is a requirement from the Contractor to produce a variety of Census materials, follow logistical plans, perform quality control validations, and abide by StatCan procedures affiliated with the 2021 Census.

StatCan's 2021 Census will require the production of several questionnaire packages, 'Self-Mailer' style letters, questionnaires, envelopes, insert guides, unaddressed admail cards, and insert letters. The Contractor must produce all of the applicable products in the formats and quantities required, and prepare all of the materials for final shipment to their intended destinations. The Contractor must also accommodate StatCan's internal quality control processes at every stage of production.

The 2021 Census will require both products that will need to be printed well in advance of their anticipated use, as well as “Print-On-Demand” products. The 2021 Census test will require that the Contractor provide medium and short term storage solutions, as well as all accompanying related logistical activities for Census materials that will be printed in advance of their intended use. The Contractor must also provide all required cartons and boxes for the packaging of all BT-3 test products for storage and transit to their destinations.

The total anticipated product count for the 2021 Census is expected to be (to be determine).

- 2021 Census Product Specifications are outlined in [Appendix A](#).
- 2021 Census Product Requirements and Quantities by Form Type are outlined in Appendix E.
- 2021 Census Data File Delivery Schedule & Imaging Requirements are outlined in Appendix I.

10.2 Census Wave Methodology

StatCan will conduct the 2021 Census using a Wave Methodology approach. A series of Census products will be sent out over the course of several weeks, with each wave employing a unique and specific set of materials.

All individual products must be produced to the specifications detailed in [Appendix A](#).

Where applicable, all questionnaire packages must include the insert components outlined in Appendix E.

**Note: Individual materials (e.g. loose envelopes, static questionnaires, etc.) that are required for the BT-3 operation, but that are not included as a part of the Wave methodology are also detailed in [Appendix A](#) and Appendix E.*

10.2.1 Census Wave 1

**Note: 2021 Census Wave 1 Non Mail-Out products will either be comprised of Door Droppers or Questionnaire Packages. This decision will not be made until the evaluation of the BT-3 Field Test has been completed.*

10.2.1.1 2021 Census CPOP Wave 1 Mail-Out Invitation Self-Mailer Letter

Approximately 15,000,000 bilingual 2021 Census CPOP Wave 1 Mail-Out (MO) Self-Mailer letters with variable imaging print requirements will be required for the 2021 Census CPOP Wave 1 mail-out operation.

These will include a message to the household intended to encourage the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The 2021 Census CPOP Wave 1 MO operation includes all print processes and activities required for the mail delivery of the Wave 1 Self-Mailer Letter to 100% of the applicable dwellings in the mail-out areas.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 12 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must produce the 2021 Census CPOP Wave 1 MO Self-Mailer letters according to the quantities and specifications outlined in [Appendix A](#).

Wave 1 Mail-Out Self-Mailers must be printed in an 'on-demand' capacity for immediate distribution by Canada Post.

The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I.

The Contractor must sort the Wave 1 Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

10.2.1.2 2021 Census CPOP Wave 1 Non Mail-Out List Leave Invitation Door Dropper

**Note: The use of the 2021 Census CPOP Wave 1 NMO Door Dropper during the 2021 Census is completely dependent on the results of the BT-3 Field Operations Test. The determination on whether this product be produced for use during the 2021 Census will not be known until the BT-3 evaluation has been completed.*

Approximately 1,5000,000 bilingual 2021 Census CPOP Wave 1 NMO Door Dropper letters with variable imaging print requirements will be required for the 2021 CPOP Wave 1 Non Mail-Out operation. These will include a message to the household intended to encourage the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire.

Although the Wave 1 NMO Door Dropper will be similar in format to the Wave 1 Mail-Out Self-Mailers, they will be different in that they will not contain a dwelling address or a postal indicia. Instead, technical specifications will require the imaging of geographic identification in an SSID field (for use by StatCan enumerators in the field), a SAC, and the printing of an 1 2 of 5 linear barcode printed on the rear of the Door Dropper in a designated field.

The Contractor must produce the 2021 Census CPOP Wave 1 NMO Door Dropper letters according to the quantities and specifications outlined in [Appendix A](#).

2021 Census CPOP Wave 1 NMO Door Dropper letters will need to be printed and imaged in advance of their distribution to StatCan's warehouse, and subsequent intended use in the field. The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I. The Contractor must sort the 2021 Census CPOP Wave 1 NMO Door Dropper letters according to StatCan specifications outlined in Section 5.2.7.5.

Canada Post will pick these products up directly from the print facility.

10.2.1.3 2021 Census CPOP Wave 1 List Leave Mail-Out with Drop-Off Invitation Door Dropper

**Note: The use of the 2021 Census CPOP Wave 1 List Leave Mail-Out with Drop-Off Invitation Door Dropper during the 2021 Census is completely dependent on the results of the BT-3 Field Operations Test. The determination on whether this product be produced for use during the 2021 Census will not be known until the BT-3 evaluation has been completed.*

Approximately 337,000 bilingual 2021 Census CPOP NMO Mail-Out with Drop-Off (MODO) Door Dropper letters with variable imaging print requirements will be required for the 2021 Census CPOP Wave 1 Non Mail-Out operation. These will include a message to the household intended to encourage the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire.

Although the Wave 1 MODO Door Dropper will be similar in format to the Wave 1 Mail-Out Self-Mailers, they will be different in that they will not contain a postal indicia.

Technical specifications will require the imaging of a 16 digit SAC, dwelling address information, and an 1 2 of 5 linear barcode printed on the rear of the Door Dropper in a designated field.

The Contractor must produce the 2021 Census Wave 1 CPOP MODO Door Dropper letters according to the quantities and specifications outlined in [Appendix A](#).

2021 Census Wave 1 MODO Door Droppers will need to be printed and imaged in advance of their distribution to StatCan's warehouse, and subsequent intended use in the field. The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to

the start of production in accordance with the print schedule in Appendix I. The Contractor must sort the 2021 Census Wave 1 MODO Door Droppers according to StatCan specifications outlined in Section 5.2.7.5.

Canada Post will pick these products up directly from the print facility.

10.2.1.4 2021 Census CPOP Wave 1 Non Mail-Out Questionnaire Packages

**Note: The use of the 2021 Census CPOP Wave 1 2A Non Mail-Out Questionnaire Packages during the 2021 Census is completely dependent on the results of the BT-3 Field Operations Test. The determination on whether this product be produced for use during the 2021 Census will not be known until the BT-3 evaluation has been completed.*

Approximately 1,200,000 bilingual 2021 Census CPOP 2A Non Mail-Out (NMO) List Leave questionnaire packages, and approximately 300,000 bilingual 2021 Census CPOP 2A-L NMO List Leave questionnaire packages, each with variable imaging print requirements will be required for the 2021 Census CPOP Wave 1 Non Mail-Out operation.

Individual components of the questionnaire packages will need to be printed, and imaged in advance of their intended use. Individual package components will also require storage while they await the final mail-matching, lettershopping, and assembly stage.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 12 of 5 Booklet ID barcode printed in a designated field on both English and French versions of the questionnaire.

The Contractor must mail-match English and French questionnaires based on the imaged Booklet ID barcode, and the Secure Access Code (SAC).

2021 Census CPOP Wave 1 NMO Questionnaire Packages will need to be printed and imaged in advance of their distribution to StatCan's warehouse, and subsequent intended use in the field. Individual package components will also require storage while they await the lettershopping and assembly stage.

The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I. The Contractor must sort the 2021 Census CPOP Wave 1 NMO Questionnaire Packages according to StatCan specifications outlined in Section 5.2.7.5.

Canada Post will pick these products up directly from the print facility.

10.2.1.5 2021 Census CEAG Wave 1 Invitation Mail-Out Self-Mailer

Approximately 240,000 bilingual 2021 Census CEAG Mail-Out (MO) Self-Mailer letters with variable imaging print requirements will be required for the 2021 Census CEAG Wave 1 Mail-out operation.

These will include a message to the household intended to encourage the respondent to complete their Form 6 CEAG questionnaire online, as well as a StatCan-CEAG telephone number that the respondent can call to request a paper questionnaire, or to inform StatCan that an agricultural operation is no longer active. The 2021 Census CEAG Wave 1 mail-out operation includes all print processes and activities required for the mail delivery of the CEAG Wave 1 Self-Mailer Letter to 100% of the applicable farm operations and/or dwellings in the mail out areas.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 12 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must produce the 2021 Census CEAG Wave 1 MO Self-Mailer letters according to the specifications outlined in [Appendix A](#), and to the quantities in Appendix C.

CEAG Wave 1 MO Self-Mailers must be printed in an 'on-demand' capacity for immediate distribution by Canada Post.

The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I.

The Contractor must sort the Wave 1 Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

10.2.2 Census Wave 2

10.2.2.1 2021 Census CPOP Wave 2 Reminder Mail-Out Self-Mailer

Approximately 10,500,000 bilingual 2021 Census CPOP Wave 2 Reminder Mail-Out Self-Mailer letters with variable imaging print requirements will be required for the 2021 Census CPOP Wave 2 Mail-Out operation. These will include a message to the household intended to remind the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The 2021 Census CPOP Wave 2 MO operation includes all processes and activities required for the mail delivery of the Wave 2 Self-Mailer Letter to all non-respondent dwellings of the Wave 1 dwellings in the mail-out areas.

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 1 2 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

The Contractor must produce the 2021 Census CPOP Wave 2 Reminder MO Self-Mailer letters according to the quantities and specifications outlined in [Appendix A](#).

Wave 2 MO Self-Mailers must be printed in an 'on-demand' capacity for immediate distribution by Canada Post.

For the 2021 Census CPOP Wave 2 Reminder MO Self-Mailer letters, the Contractor will adjust production to account for those dwellings responding after the start of Wave 2 but before a Wave 2 reminder letter has been produced. This will be accomplished through the use and incorporation of suppression files (or a similar process) provided by StatCan.

StatCan will send a master electronic data file to the Contractor at the start of production of Wave 2. The data file list of all applicable, non-respondent dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I. StatCan will identify to the Contractor, through the use of suppression files, those dwellings that have subsequently responded to the Wave 1 Self-Mailer, and where the printing of a Wave 2 reminder letter is no longer required. On the second day of the Wave 2 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. This list of non-responding dwellings will then be updated on a daily basis during the Wave 2 CPOP Mail-Out operation, as responses are received. There will always be two (2) sets of suppression files sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading reminder letters and one (1) file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor must adjust production on the second day, and daily on the subsequent days of the Wave 2 Mail-Out operation for any dwellings that have responded after the beginning of Wave 2, but for whom a reminder letter has not yet been produced. No adjustment to production is required for any Wave 2 Reminder Self-Mailer letters already produced.

The Contractor must sort the Wave 2 Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 2 printing must be completed as quickly as possible within a maximum of six (6) calendar days in order to allow sufficient time for the dwelling to respond prior to the start of Wave 3.

10.2.2.2 2021 Census CPOP Wave 2 Unaddressed Admail Card

Approximately 750,000 bilingual 2019 BT-3 CPOP NMO unaddressed admail cards with standard print requirements will be required for the 2019 BT-3 CPOP Wave 2 Non Mail-Out operation. These will include a message to the household intended to encourage the respondent to complete their 2A and 2A-L Census questionnaire online.

The Wave 2 unaddressed admail card will not be imaged with a dwelling address or any geographic identifier.

The Contractor must produce Wave 2 unaddressed admail cards according to the quantities and specifications outlined in [Appendix A](#).

2019 BT-3 CPOP Non Mail-Out unaddressed admail cards will need to be printed and imaged in advance of their distribution to StatCan's warehouse, and subsequent intended use in the field. The .pdf data file will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I.

Canada Post will pick these products up directly from the print facility.

10.2.3 Census Wave 3

**Note: 2021 Census Wave 3 Mail-Out products will either be comprised of Self-Mailers, or a #9 Envelope & Cover Letter Insert Combination/Package, or Questionnaire Packages. This decision will not be made until the evaluation of the BT-4 Field Test has been completed.*

10.2.3.1 2021 Census CPOP Wave 3 Final Notice Mail-Out Self-Mailer

Production Note: The use of the 2021 Census CPOP Wave 3 Final Notice Mail-Out Self-Mailers during the 2021 Census is completely dependent on the results of the BT-4 Field Operations Test. This decision will not be made until the evaluation of the BT-4 Field Test has been completed.

Approximately 5,500,000 bilingual 2021 Census CPOP Wave 3 Final Notice Mail-Out Self-Mailer letters with variable imaging print requirements will be required for the 2021 Census CPOP Wave 3 Mail-Out operation.

These will include a message to the household intended to remind the respondent to complete their 2A and 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The 2021 Census CPOP Wave 3 MO operation includes all processes and activities required for the mail out of the Wave 3 Self-Mailer Letter to all non-respondent dwellings of the Wave 1 dwellings in the mail-out areas.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 1 2 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

For the 2021 Census CPOP Wave 3 Final Notice Mail-Out Self-Mailer letters, the Contractor will adjust production to account for those dwellings responding after the start of Wave 3 but before a Wave 3 reminder letter has been produced through the incorporation of suppression files (or a similar process) provided by StatCan.

StatCan will send a master electronic data file to the Contractor at the start of production of Wave 2. The data file list of all applicable, non-respondent dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I. StatCan will identify to the Contractor, through the use of suppression files, those dwellings that have subsequently responded to the Wave 2 Self-Mailer, and where the printing of a Wave 3 reminder letter is no longer required. On the second day of the Wave 3 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. This list of non-responding dwellings will then be updated on a daily basis during the Wave 3 CPOP Mail-Out operation, as responses are received. There will always be two (2) sets of suppression files sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading reminder letters and one (1) file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor must adjust production on the second, and daily on the subsequent days of the Wave 3 Mail-Out operation for any dwellings that have responded after the beginning of Wave 3, but for whom a reminder letter has not yet been produced. No adjustment to production is required for any Wave 3 Reminder Self-Mailer letters already produced.

The Contractor must sort the Wave 3 Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 3 printing must be completed as quickly as possible within a maximum of six (6) calendar days in order to allow sufficient time for the dwelling to respond prior to the start of the next collection phase.

10.2.3.2 2019 BT-4 CPOP Wave 3 Mail-Out n° 9 Envelope & Cover Letter Insert Combination/Package

Production Note: The viability and efficacy of the 2019 BT-4 CPOP Wave 3 Mail-Out n° 9 Envelope & Cover Letter Insert Combination/Package is being evaluated during BT-4. This decision will not be made until the evaluation of the BT-4 Field Test has been completed.

Approximately 5,500,000 bilingual 2021 Census CPOP Wave 3 Mail-Out n° 9 Envelope & Cover Letter Insert Combination/Packages with variable imaging print requirements will be required for the 2021 Census CPOP Wave 3 Mail-Out operation, in both English leading and French leading formats.

These will include a message to the household intended to remind the respondent to complete their 2A or 2A-L Census questionnaire online, as well as a StatCan telephone number that the respondent can call to request a paper questionnaire. The 2021 Census CPOP Wave 3 MO operation includes all processes and activities required for the mail delivery of the Wave 3 Self-Mailer Letter to all non-respondent dwellings of the Wave 1 and Wave 2 dwellings in the mail-out areas.

Technical specifications for the #9 envelope will require the imaging of recipient dwelling address information on the front of the #9 envelope in the address field, for delivery by Canada Post.

Technical specifications for the Wave 3 Cover Letter Insert will require the imaging of a 16 digit Secure Access Code (SAC) and a Booklet ID barcode, in pre-determined, dedicated fields. The Booklet ID barcode imaging must be readable through the bottom-left window of the n° 9 mail-out envelope.

Wave 3 Mail-Out n° 9 Envelope & Cover Letter Insert Combination/Packages must be prepared in advance of the actual BT-4 Census period. The Contractor must assemble the Wave 3 Mail-Out #9 Envelope & Cover Letter Insert Combination/Packages with the applicable products outlined in [Appendix A](#). For each combination/package, they must also include all insert components detailed in Appendix E, ensuring that they match the leading language of the MO envelope.

StatCan will send a master electronic data file to the Contractor at the start of production of Wave 3. The data file list of all applicable, non-respondent dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I. StatCan will identify to the Contractor, through the use of suppression files, those dwellings that have subsequently responded to the Wave 2 Self-Mailer, and where the printing of a Wave 3 letter is no longer required. On the second day of the Wave 3 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. This list of non-responding dwellings will then be updated on a daily basis during the Wave 3 CPOP Mail-Out operation, as responses are received. There will always be two (2) sets of suppression files sent to the

Contractor, and they will be determined based on the leading language of the product. For example, one file will be sent daily for English-leading reminder letters and one file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately. Through the incorporation of these suppression files, the Contractor must adjust production on the second, and daily on the subsequent days of the Wave 3 Mail-Out operation for any dwellings that have responded after the beginning of Wave 3, but for whom a letter has not yet been produced. No adjustment to production is required for any Wave 3 Mail-Out #9 Envelope & Cover Letter Insert Combination/Packages already produced.

For the 2021 Census CPOP Wave 3 Mail-Out n° 9 Envelope & Cover Letter Insert Combination/Packages, the Contractor will adjust production to account for those dwellings responding after the start of Wave 3, but before a Wave 3 reminder letter has been produced through the incorporation of suppression files (or a similar process) provided by StatCan. The StatCan master electronic date file will only contain dwelling addresses. The Contractor must image the dwelling address onto the existing product, scan and read the Booklet ID barcode from said product, and then automatically and immediately link the two together in a separate, complete data file. The Contractor will then be required to transmit this complete data file back to StatCan so that StatCan employees can complete the linkage.

The Contractor must sort the Wave Mail-Out n° 9 Envelope & Cover Letter Insert Combination/Package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 3 printing must be completed as quickly as possible within a maximum of six (6) calendar days in order to allow sufficient time for the dwelling to respond prior to the start of the next collection phase.

10.2.3.3 2021 Census CPOP Wave 3 Mail-Out Questionnaire Packages

***Production Note:** The use of the 2021 Census CPOP Wave 3 2A and 2A-L Mail-Out Questionnaire Packages during the 2021 Census is completely dependent on the results of the BT-4 Field Operations Test. This decision will not be made until the evaluation of the BT-4 Field Test has been completed.*

Approximately 4,125,000 bilingual 2021 Census CPOP Wave 3 2A and 1,375,000 bilingual 2021 Census CPOP Wave 3 2A-L Mail-Out (MO) questionnaire packages, each with variable imaging print requirements will be required for the 2021 Census CPOP Wave 3 Mail-Out operation.

The Contractor must assemble the 2A and 2A-L MO questionnaire packages with the applicable products outlined in [Appendix A](#). The Contractor must mail-match questionnaires based on the SSID (geographic information) and the Secure Access Code. For each form type/package type, they must also include all insert components detailed in Appendix E, ensuring that they match

the leading language of the MO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading).

For the 2021 Census CPOP Wave 3 2A and 2A-L Control MO questionnaire packages, StatCan will send a master electronic data file to the Contractor at the start of production of Wave 3. The data file list of all applicable dwellings will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I. On the second, and daily on the subsequent days of the Wave 3 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. There will always be two (2) sets of suppression files (per form type) sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading questionnaire packages and one (1) file will be sent daily for French-leading questionnaire packages. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor must adjust production on the second, and daily on the subsequent days of the Wave 3 Mail-Out operation for any dwellings that have responded after the beginning of Wave 3, but for whom a Wave 3 questionnaire package has not yet been produced. No adjustment to production is required for any Wave 3 questionnaire packages already produced.

The Contractor must sort the Wave 3 questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 3 printing must be completed as quickly as possible within a maximum of six (6) calendar days in order to allow sufficient time for the dwelling to respond prior to the start of the next collection phase.

10.2.3.4 2021 Census CEAG Wave 3 Reminder Mail-Out Self-Mailer

Approximately 120,000 bilingual 2021 Census CEAG Wave 3 Reminder Mail-Out (MO) Self-Mailer letters with variable imaging print requirements will be required for the 2021 Census CEAG Wave 3 Mail-Out operation. The 2021 Census CEAG Wave 3 MO operation includes all processes and activities required for the mail out of the CEAG Wave 3 Self-Mailer Letter to all non-respondent farm operators of the Wave 1 CEAG operation.

Technical specifications will require the imaging of a 16 digit Secure Access Code (SAC) and an 12 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

For the 2021 Census CEAG Wave 3 Reminder MO Self-Mailer letters, StatCan will send a master electronic data file to the Contractor at the start of production of Wave 3. The data file list of all applicable farm operation/business will be transferred to the Contractor via encrypted

email prior to the start of production in accordance with the print schedule in Appendix I. On the second, and daily on the subsequent days (as required) of the Wave 3 Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of frames that must be removed from the original data file list. There will always be two (2) sets of suppression files sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading reminder letters and one (1) file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor must adjust production on the second, and daily on the subsequent days of the Wave 3 Mail-Out operation for any farm operation/businesses that have responded after the beginning of Wave 3, but for whom a Wave 3 Reminder Self-Mailer has not yet been produced. No adjustment to production is required for any CEAG Wave 3 Reminder Self-mailers already produced.

The Contractor must sort the Wave 3 questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave 3 printing must be completed as quickly as possible within a maximum of six (6) days in order to allow sufficient time for the farm operation/business to respond prior to the start of the next collection stage.

10.2.4 2021 CEAG Wave D

10.2.4.1 2021 Census CEAG Wave D Invitation Mail-Out Self-Mailer

Approximately 50,000 bilingual 2021 Census CEAG Wave D Mail-Out (MO) Self-Mailer letters with variable imaging print requirements will be required for the 2021 Census CEAG Wave D Mail-Out operation. These Self-Mailers are sent to new farm operators that are identified during the 2021 Census collection process. They include a message to the operator intended to invite and encourage them to fill out the From 6 questionnaire online, as well as a StatCan CEAG telephone number that the respondent can call to request a paper questionnaire. The 2021 Census CEAG Wave D MO operation includes all processes and activities required for the mail out of the Wave D Self-Mailer Letter.

Technical specifications will require the imaging of a 16 digit Secure Access Code, dwelling address information, and an 1 2 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

For the 2021 Census CEAG Wave D Form 6 Control Mail-Out (MO) Self-Mailers, StatCan will send a master electronic data file to the Contractor at the start of production of Wave D. The data file list of all applicable farm operation/businesses will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I.

The Contractor must sort the CEAG Wave D Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

10.2.5 Census CEAG Wave Z

10.2.5.1 2021 Census CEAG Wave Z Final Notice Mail-Out Self-Mailer

Approximately 50,000 bilingual 2021 Census CEAG Wave Z Final Notice Mail-Out (MO) Self-Mailer letters with variable imaging print requirements will be required for the 2021 Census CEAG Wave Z Mail-Out operation. The 2021 Census CEAG Wave Z MO operation includes all processes and activities required for the mail out of the CEAG Wave Z MO Self-Mailer Letter to all non-respondent farm operators of the Wave 1 and Wave 3 CEAG operation.

Technical specifications will require the imaging of a 16 digit Secure Access Code, dwelling address information, and an 1 2 of 5 linear barcode printed on the rear of the Self-Mailer in a designated field. The MO Self-Mailer will also require the imaging of a mailable dwelling address for delivery by Canada Post.

For the 2021 Census CEAG Wave Z Final Notice MO Self-Mailer letters, StatCan will send a master electronic data file to the Contractor at the start of production of Wave Z. The data file list of all applicable farm operation/businesses will be transferred to the Contractor via encrypted email prior to the start of production in accordance with the print schedule in Appendix I. On the second, and daily on the subsequent days (as required) of the Wave Z Mail-Out operation, suppression files will be sent via encrypted email, providing the Contractor with a list of farm operations that must be removed from the original data file list. There will always be two (2) sets of suppression files sent to the Contractor, and they will be determined based on the leading language of the product. For example, one (1) file will be sent daily for English-leading reminder letters and one (1) file will be sent daily for French-leading reminder letters. Each of these files will be transmitted separately.

Through the incorporation of these suppression files, the Contractor must adjust production on the second, and daily on the subsequent days of the Wave Z Mail-Out operation for any farm operation/businesses that have responded after the beginning of Wave Z, but for whom a Wave Z Final Notice Self-Mailer has not yet been produced. No adjustment to production is required for any Wave Z Final Notice Self-mailers already produced.

The Contractor must sort the CEAG Wave Z Self-Mailer data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

The Wave Z printing must be completed as quickly as possible within a maximum of 6 days in order to allow sufficient time for the farm operation/business to respond prior to the start of the next collection stage.

10.2.6 Census Wave QRS (Questionnaire Request System)

10.2.6.1 2021 Census CPOP Wave QRS Mail-Out

Approximately 1,300,000 2021 Census CPOP Mail-Out (MO) Wave QRS questionnaire packages in several different form types, and with variable imaging print requirements will be required for the 2021 Census CPOP Wave QRS Mail-Out operation. These materials will be sent to all dwellings that specifically ask for a paper questionnaire package via the StatCan phone line.

Wave QRS questionnaire packages; consisting of questionnaire types 2A, 2A-L, and 3A must be printed, imaged, lettershopped, and warehoused in advance of their intended use. Imaging requirements at this stage will require a SAC, and Booklet ID and 4-state barcodes. Once the QRS operation has been initiated, QRS packages must be organized and readied for the on-demand imaging of a dwelling address.

The Contractor must produce Wave QRS questionnaire packages according to the quantities outlined in [Appendix A](#). For each form type/package type, they must also include all insert components detailed in Appendix E; ensuring that they match the leading language of the NMO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading), and in such a manner that the Booklet ID barcode information is visible through the window of the envelope.

In order to facilitate the 2021 Census Wave QRS operation, the transmission of multiple data file lists of all applicable dwellings will be transferred to the Contractor via encrypted email on a daily basis during production, and in accordance with the print schedule in Appendix I. Initial data files of QRS dwellings will be sent starting on May 4th 2021, and then updated on a daily basis, as requests are received, throughout the remaining production period. The Wave QRS on-demand imaging must be completed as quickly as possible to ensure a maximum 72 hour turn-around period; from the receipt of the QRS request, to the induction of the QRS materials. Detailed procedural information regarding the QRS process can be found in Section 5.3.

The Contractor must provide secure, medium-term storage solutions and related logistical activities for QRS Census materials. The Contractor must also provide all required cartons and boxes for the packaging of all Census products intended for storage.

The Contractor must sort the Wave QRS questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

10.2.6.2 2021 Census CEAG Wave QRS Mail-Out

Approximately 80,000 2021 Census CEAG Mail-Out (MO) Wave QRS questionnaire packages in several different form types, and with variable imaging print requirements will be required for the 2021 Census CEAG Wave QRS Mail-Out operation. These materials will be sent to all dwellings that specifically ask for a paper questionnaire package via the StatCan phone line.

CEAG Wave QRS questionnaire packages, consisting of Form 6 questionnaires; must be printed, imaged, lettershopped, and warehoused in advance of their intended use. Imaging requirements at this stage will require a SAC, and Booklet ID and 4-state barcodes. Once the QRS operation has been initiated, QRS packages must be organized and readied for the on-demand imaging of a dwelling address.

The Contractor must produce Wave QRS questionnaire packages according to the quantities outlined in [Appendix A](#). For each form type/package type, they must also include all insert components detailed in Appendix E; ensuring that they match the leading language of the NMO envelope and the intended geographic recipient region (i.e. all components are English leading or French leading), and in such a manner that the Booklet ID barcode information is visible through the window of the envelope.

In order to facilitate the 2021 Census CEAG Wave QRS operation, the transmission of multiple data file lists of all applicable dwellings will be transferred to the Contractor via encrypted email on a daily basis during production, and in accordance with the print schedule in Appendix I. Initial data files of QRS dwellings will be sent starting on May 4th 2021, and then updated on a daily basis, as requests are received, throughout the remaining production period. The Wave QRS on-demand imaging must be completed as quickly as possible to ensure a maximum 72 hour turn-around period; from the receipt of the QRS request, to the induction of the QRS materials. Detailed procedural information regarding the QRS process can be found in Section 5.3.

The Contractor must provide secure, medium-term storage solutions and related logistical activities for QRS Census materials. The Contractor must also provide all required cartons and boxes for the packaging of all Census products intended for storage.

The Contractor must sort the CEAG Wave QRS questionnaire package data files according to Canada Post specifications (Section 5.2.7.4). Canada Post will pick these products up directly from the print facility.

10.3 2021 Census Process & Procedural Requirements

10.3.1 Administrative Requirements

The Contractor is required to follow all administrative requirements, as they are outlined in Section 5.1.

10.3.2 2021 Census Delivery of .pdf & Data Files to the Contractor

The Contractor is required to follow all Data File and Electronic Communications requirements, as they are outlined in Section 5.1.3.

10.4 Production

The Contractor must accurately produce the required quantities of all applicable 2021 Census products in accordance with the detailed information outlined in [Appendix A](#), as per the required specifications outlined in Appendix E, and within the schedule and timeframe determined by both StatCan and the Contractor.

The Contractor must follow all production requirements, as they are described in Section 5.2.

10.4.1 Warehousing and Storage

The Contractor must follow all warehousing and storage requirements, as they are described in Section 5.2.7.

10.4.2 Shipping and Logistics

The Contractor must follow all shipping and logistics requirements, as they are described in Section 5.2.8.

The Contractor must follow all pre-sortation requirements for Mailable and Non-Mailable 2021 Census materials, as they are described in Sections 5.2.8.1 and 5.2.8.2.

10.4.2.1 Pallet Make-Up

The Contractor must follow all pallet “make-up” requirements for Mailable and Non-Mailable 2021 Census materials, as they are described in Section 5.2.8.3.

The Contractor must prepare pallets for 2021 Census materials shipments according to the following table...

Box/Carton Type	Box Size (L x W x H)	Form & Package Type(s)	Max. # of Boxes per Row	Max # of Rows per Pallet	Max # of Boxes per Pallet	Brick Piled	Liners Required
QPT Box Type 1	20 x 9 ¾ x 6 ½	MO/NMO Packages – 2A, 2C, 3A, Form 6 Forms (Folded) – Form 6, 2A, 3A Door Droppers - CPOP MODO, CPOP NMO	8	7	56	Yes	Yes
QPT Box Type 2	20 x 9 ¾ x 13	NMO Packages – 2A-L	8	4	32	Yes	Yes
QPT Box Type 3	12 x 9 x 10	Forms (Flat) – 2A, 2A-L, 2A-R, 2C, 3A, Form 6, Guides	15	5	75	Yes	Yes
QPT Pallet Liner Type 1	41 ¼ x 41 ¼	N/A	N/A	N/A	N/A	N/A	N/A
CPC Letterflattainer (LFT)	15 5/8 x 9 3/4 x 6 1/2	Self-Mailers – CPOP MO, CEAG MO	8	6	48	No	No
CPC Tub	15 5/8 x 9 1/2 x 11 1/2	MO Packages – 2A-L	8	4	32	No	No

10.5 2021 Census CPOP & CEAG Questionnaire Response System (QRS) Operation

The Contractor must follow all QRS operational requirements for 2021 Census QRS materials, as they are described in Section 5.3.

10.5.1 Product Types and Required Quantities

2021 Census QRS Packages include...

- 2A QRS Unilingual (English and French)
- 2A-L QRS Unilingual (English and French)
- 3A QRS Bilingual (English Leading and French Leading)

Estimated required quantities are as follows...

- d. The estimated total of CPOP QRS packages for 2021 Census is 1,300,000.
- e. The estimated total of CEAG QRS packages for 2021 Census is 80,000.

10.6 Late Additions

The Contractor must follow all Late Additions operational requirements for 2021 Census QRS materials, as they are described in Section 5.4.

10.6.1 Product Types and Required Quantities

2021 Census Late Additions Packages include...

- a. 2A QRS Bilingual (English Leading and French Leading)
- b. 2A-L QRS Bilingual (English Leading and French Leading)
- c. 3A Late Adds Bilingual (English Leading and French Leading)

Estimated quantities are as follows...

- d. The estimated total of CPOP Late Adds packages for the 2021 Census is 50,000.
- e. The estimated total of CEAG Late Adds packages for 2021 Census is 0.

11 Optional Requirements

There exists the potential that further testing, above and beyond what has been outlined in the Annex "A" Statement of Work, will be required by StatCan. These potential testing requirements are unknown at this time, but may be requested in order to satisfy operational, systems, or logistical criteria.

This potential testing will be comprised of product(s) already described and outlined in this document.

The Contractor should anticipate that ad-hoc print requests, made up of minimal quantities of existing product, may be required between the 2019 Behavioural Test phases, and the 2021 Census.

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Any further testing that is not addressed in this Statement of Work, will be addressed in a contract amendment issued by the PWGSC Contracting Authority. Potential required materials, quantities, and production schedules will be addressed in any amendment to the Contract.

DRAFT

Appendix A – Product Definitions and Print Materials Technical Specifications

This appendix contains quantities as projected at the time this document was produced and are subject to change.

1 Questionnaires

1.1 CPOP Form 2A Questionnaire (English & French)

The 2A Questionnaire is an 8 1/2" x 11" booklet. Technical specifications and quantities are outlined below. Separate English and French Questionnaires are required. Measurements are written as Width x Height.

Booklet Size - 8 Page Booklet (8 1/2" x 11")
or;
12 Page Booklet (8 1/2" x 11")

Paper Stock/Colour - White, 100M - #2 Offset.

Ink - Prints on two (2) sides
Screen background in place on file.
All screens to be 133-line screens.
2A English, Black plus Orange PMS 164u, no bleeds.
2A French, Black plus Yellow PMS 129u, no bleeds.

Bindery - Saddle-stitched two (2) wires.

Folding - Entire publication folded to 8 1/2" x 5 1/2" unless otherwise specified.

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Total Quantities –

2019 BT-3:

Form Type	2019 BT- 3 Estimated Quantities
2A English - Flat Static (w/o imaging) (8 ½" x 11")	TBD
2A French – Flat Static (w/o imaging) (8 ½" x 11")	TBD
2A English – Flat Loose (w/Imaging) (8 ½" x 11")	TBD
2A French – Flat Loose (w/Imaging) (8 ½" x 11")	TBD
2A English - Flat w/ "For Information Only" (8 ½" x 11")	TBD
2A French - Flat w/ "Pour Information Seulement" (8 ½" x 11")	TBD
2A English - Flat w/ "Artificial Test Data" (8 ½" x 11")	TBD
2A French - Flat w/ "Données d'Essai Artificielles " (8 ½" x 11")	TBD
2A English - Folded (w/Imaging) for use in packages (8 ½" x 5 ½")	TBD
2A French - Folded (w/Imaging) for use in packages (8 ½" x 5 ½")	TBD
2A English – Folded w/ "For Information Only" for use in FIO packages (8 ½" x 5 ½")	TBD
2A French - Folded w/ "Pour Information Seulement" for use in FIO packages (8 ½" x 5 ½")	TBD
2A English - Folded w/ "Artificial Test Data" for use in ATD packages (8 ½" x 5 ½")	TBD
2A French - Folded w/ "Données d'Essai Artificielles" for use in ATD packages (8 ½" x 5 ½")	TBD
TOTAL:	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2019 BT-4:

Form Type	2019 BT-4 Control Version Estimated Quantities	2019 BT-4 Version 1 Estimated Quantities	2019 BT-4 Version 2 Estimated Quantities
2A English - Flat Static (w/o imaging) (8 ½" x 11")	TBD	TBD	TBD
2A French – Flat Static (w/o imaging) (8 ½" x 11")	TBD	TBD	TBD
2A English – Flat Loose (w/Imaging) (8 ½" x 11")	TBD	TBD	TBD
2A French – Flat Loose (w/Imaging) (8 ½" x 11")	TBD	TBD	TBD
2A English - Flat w/ "For Information Only" (8 ½" x 11")	TBD	TBD	TBD
2A French - Flat w/ "Pour Information Seulement" (8 ½" x 11")	TBD	TBD	TBD
2A English - Flat w/ "Artificial Test Data" (8 ½" x 11")	TBD	TBD	TBD
2A French - Flat w/ "Données d'Essai Artificielles " (8 ½" x 11")	TBD	TBD	TBD
2A English - Folded (w/Imaging) for use in packages (8 ½" x 5 ½")	TBD	TBD	TBD
2A French - Folded (w/Imaging) for use in packages (8 ½" x 5 ½")	TBD	TBD	TBD
2A English – Folded w/ "For Information Only" for use in FIO packages (8 ½" x 5 ½")	TBD	TBD	TBD
2A French - Folded w/ "Pour Information Seulement" for use in FIO packages (8 ½" x 5 ½")	TBD	TBD	TBD
2A English - Folded w/ "Artificial Test Data" (8 ½" x 5 ½")	TBD	TBD	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2A French - Folded w/ "Données d'Essai Artificielles" (8 ½" x 5 ½")	TBD	TBD	TBD
2A English - Folded w/ "Artificial Test Data" for use in ATD packages (8 ½" x 5 ½")	TBD	TBD	TBD
2A French - Folded w/ "Données d'Essai Artificielles" for use in ATD packages (8 ½" x 5 ½")	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD

2019 BT-5:

Form Type	2019 BT-5 Control Version Estimated Quantities	2019 BT-5 Version 1 Estimated Quantities
2A English - Flat Static (w/o imaging) (8 ½" x 11")	TBD	TBD
2A French – Flat Static (w/o imaging) (8 ½" x 11")	TBD	TBD
2A English – Flat Loose (w/Imaging) (8 ½" x 11")	TBD	TBD
2A French – Flat Loose (w/Imaging) (8 ½" x 11")	TBD	TBD
2A English - Flat w/ "For Information Only" (8 ½" x 11")	TBD	TBD
2A French - Flat w/ "Pour Information Seulement" (8 ½" x 11")	TBD	TBD
2A English - Flat w/ "Artificial Test Data" (8 ½" x 11")	TBD	TBD
2A French - Flat w/ "Données d'Essai Artificielles " (8 ½" x 11")	TBD	TBD
2A English - Folded (w/Imaging) for use in packages (8 ½" x 5 ½")	TBD	TBD
2A French - Folded (w/Imaging) for use in packages (8 ½" x 5 ½")	TBD	TBD
2A English – Folded w/ "For Information Only" for use in FIO packages (8 ½" x 5 ½")	TBD	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2A French - Folded w/ "Pour Information Seulement" for use in FIO packages (8 ½" x 5 ½")	TBD	TBD
2A English - Folded w/ "Artificial Test Data" (8 ½" x 5 ½")	TBD	TBD
2A French - Folded w/ "Données d'Essai Artificielles" (8 ½" x 5 ½")	TBD	TBD
2A English - Folded w/ "Artificial Test Data" for use in ATD packages (8 ½" x 5 ½")	TBD	TBD
2A French - Folded w/ "Données d'Essai Artificielles" for use in ATD packages (8 ½" x 5 ½")	TBD	TBD
TOTAL:	TBD	TBD

2021 Census:

Form Type	2021 Census Estimated Quantities
2A English - Flat Static (w/o imaging) (8 ½" x 11")	TBD
2A French – Flat Static (w/o imaging) (8 ½" x 11")	TBD
2A English – Flat Loose (w/Imaging) (8 ½" x 11")	TBD
2A French – Flat Loose (w/Imaging) (8 ½" x 11")	TBD
2A English - Flat w/ "For Information Only" (8 ½" x 11")	TBD
2A French - Flat w/ "Pour Information Seulement" (8 ½" x 11")	TBD
2A English - Flat w/ "Artificial Test Data" (8 ½" x 11")	TBD
2A French - Flat w/ "Données d'Essai Artificielles " (8 ½" x 11")	TBD
2A English - Folded (w/Imaging) for use in packages (8 ½" x 5 ½")	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2A French - Folded (w/Imaging) for use in packages (8 ½" x 5 ½")	TBD
2A English – Folded w/ "For Information Only" for use in FIO packages (8 ½" x 5 ½")	TBD
2A French - Folded w/ "Pour Information Seulement" for use in FIO packages (8 ½" x 5 ½")	TBD
2A English - Folded w/ "Artificial Test Data" (8 ½" x 5 ½")	TBD
2A French - Folded w/ "Données d'Essai Artificielles" (8 ½" x 5 ½")	TBD
2A English - Folded w/ "Artificial Test Data" for use in ATD packages (8 ½" x 5 ½")	TBD
2A French - Folded w/ "Données d'Essai Artificielles" for use in ATD packages (8 ½" x 5 ½")	TBD
TOTAL:	TBD

1.2 CPOP Form 2A-L Questionnaire (English & French)

The 2A-L Questionnaire is an 8 1/2" x 11" booklet (composed of an 8 1/2" x 11" exterior booklet, and an 8.5" x 9 3/8" interior booklet). Technical specifications and quantities are outlined below. Separate English and French Questionnaires are required. Measurements are written as Width x Height.

Booklet Size - 36 Page Booklet (Pages 1-4 & 33-36 = 8 1/2" x 11"; Pages 5-32 = 8 ½" x 9 3/8")
or;
40 Page Booklet (Pages 1-4 & 37-40 = 8 1/2" x 11"; Pages 5-36 = 8 ½" x 9 3/8")
or;
44 Page Booklet (Pages 1-4 & 41-44 = 8 1/2" x 11"; Pages 5-40 = 8 ½" x 9 3/8")

Paper Stock/Colour - White, 100M - #2 Offset.

Ink - Prints on two (2) sides
Screen background in place on file.
All screens to be 133-line screens.
2A-L English, Black plus Red PMS 198u, no bleeds.

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2A-L French, Black plus Lilac PMS 251u, no bleeds.

Bindery - Saddle stitched, two (2) wires, trimmed to size 8½" x 11". Twenty eight text pages inside are to be trimmed to 8½" x 9 3/8" and gathered to line up on bottom with one wire centered on spine (saddle stitched). Position of the top of the "short" pages is crucial to the designed usage of questionnaire. No additional fold.

Total Quantities –

2019 BT-3:

Form Type	2019 BT-3 Estimated Quantities
2A-L English - Flat Static (w/o imaging) (8 ½" x 11")	TBD
2A-L French - Flat Static (w/o imaging) (8 ½" x 11")	TBD
2A-L English - Flat Loose (w/Imaging) (8 ½" x 11")	TBD
2A-L French – Flat Loose (w/Imaging) (8 ½" x 11")	TBD
2A-L English - Flat w/ "For Information Only" (8 ½" x 11")	TBD
2A-L French - Flat w/ "Pour Information Seulement" (8 ½" x 11")	TBD
2A-L English - Flat w/ "Artificial Test Data" (8 ½" x 11")	TBD
2A-L French - Flat w/ "Données d'Essai Artificielles" (8 ½" x 11")	TBD
2A-L English - Flat (w/Imaging) for use in packages (8 ½" x 11")	TBD
2A-L French - Flat (w/Imaging) for use in packages (8 ½" x 11")	TBD
2A-L English – Flat w/ "For Information Only" for use in FIO packages (8 ½" x 11")	TBD
2A-L French - Flat w/ "Pour Information Seulement" for use in FIO packages (8 ½" x 11")	TBD
2A-L English - Flat w/ "Artificial Test Data" for use in ATD packages (8 ½" x 11")	TBD
2A-L French - Flat w/ "Données d'Essai Artificielles" for use in ATD packages (8 ½" x 11")	TBD
TOTAL:	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2019 BT-4:

Form Type	2019 BT-4 Control Version Estimated Quantities	2019 BT-4 Version 1 Estimated Quantities	2019 BT-4 Version 2 Estimated Quantities
2A-L English - Flat Static (w/o imaging) (8 ½" x 11")	TBD	TBD	TBD
2A-L French - Flat Static (w/o imaging) (8 ½" x 11")	TBD	TBD	TBD
2A-L English - Flat Loose (w/Imaging) (8 ½" x 11")	TBD	TBD	TBD
2A-L French – Flat Loose (w/Imaging) (8 ½" x 11")	TBD	TBD	TBD
2A-L English - Flat w/ "For Information Only" (8 ½" x 11")	TBD	TBD	TBD
2A-L French - Flat w/ "Pour Information Seulement" (8 ½" x 11")	TBD	TBD	TBD
2A-L English - Flat w/ "Artificial Test Data" (8 ½" x 11")	TBD	TBD	TBD
2A-L French - Flat w/ "Données d'Essai Artificielles" (8 ½" x 11")	TBD	TBD	TBD
2A-L English - Flat (w/Imaging) for use in packages (8 ½" x 11")	TBD	TBD	TBD
2A-L French - Flat (w/Imaging) for use in packages (8 ½" x 11")	TBD	TBD	TBD
2A-L English – Flat w/ "For Information Only" for use in FIO packages (8 ½" x 11")	TBD	TBD	TBD
2A-L French - Flat w/ "Pour Information Seulement" for use in FIO packages (8 ½" x 11")	TBD	TBD	TBD
2A-L English - Flat w/ "Artificial Test Data" for use in ATD packages (8 ½" x 11")	TBD	TBD	TBD
2A-L French - Flat w/ "Données d'Essai Artificielles" for use in ATD packages (8 ½" x 11")	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2019 BT-5:

Form Type	2019 BT-5 Control Version Estimated Quantities	2019 BT-5 Version 1 Estimated Quantities
2A-L English - Flat Static (w/o imaging) (8 ½" x 11")	TBD	TBD
2A-L French - Flat Static (w/o imaging) (8 ½" x 11")	TBD	TBD
2A-L English - Flat Loose (w/Imaging) (8 ½" x 11")	TBD	TBD
2A-L French – Flat Loose (w/Imaging) (8 ½" x 11")	TBD	TBD
2A-L English - Flat w/ "For Information Only" (8 ½" x 11")	TBD	TBD
2A-L French - Flat w/ "Pour Information Seulement" (8 ½" x 11")	TBD	TBD
2A-L English - Flat w/ "Artificial Test Data" (8 ½" x 11")	TBD	TBD
2A-L French - Flat w/ "Données d'Essai Artificielles" (8 ½" x 11")	TBD	TBD
2A-L English - Flat (w/Imaging) for use in packages (8 ½" x 11")	TBD	TBD
2A-L French - Flat (w/Imaging) for use in packages (8 ½" x 11")	TBD	TBD
2A-L English – Flat w/ "For Information Only" for use in FIO packages (8 ½" x 11")	TBD	TBD
2A-L French - Flat w/ "Pour Information Seulement" for use in FIO packages (8 ½" x 11")	TBD	TBD
2A-L English - Flat w/ "Artificial Test Data" for use in ATD packages (8 ½" x 11")	TBD	TBD
2A-L French - Flat w/ "Données d'Essai Artificielles" for use in ATD packages (8 ½" x 11")	TBD	TBD
TOTAL:	TBD	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census:

Form Type	Census 2021 Estimated Quantities
2A-L English - Flat Static (w/o imaging) (8 ½" x 11")	TBD
2A-L French - Flat Static (w/o imaging) (8 ½" x 11")	TBD
2A-L English - Flat Loose (w/Imaging) (8 ½" x 11")	TBD
2A-L French – Flat Loose (w/Imaging) (8 ½" x 11")	TBD
2A-L English - Flat w/ "For Information Only" (8 ½" x 11")	TBD
2A-L French - Flat w/ "Pour Information Seulement" (8 ½" x 11")	TBD
2A-L English - Flat w/ "Artificial Test Data" (8 ½" x 11")	TBD
2A-L French - Flat w/ "Données d'Essai Artificielles" (8 ½" x 11")	TBD
2A-L English - Flat (w/Imaging) for use in packages (8 ½" x 11")	TBD
2A-L French - Flat (w/Imaging) for use in packages (8 ½" x 11")	TBD
2A-L English – Flat w/ "For Information Only" for use in FIO packages (8 ½" x 11")	TBD
2A-L French - Flat w/ "Pour Information Seulement" for use in FIO packages (8 ½" x 11")	TBD
2A-L English - Flat w/ "Artificial Test Data" for use in ATD packages (8 ½" x 11")	TBD
2A-L French - Flat w/ "Données d'Essai Artificielles" for use in ATD packages (8 ½" x 11")	TBD
TOTAL:	TBD

1.3 CPOP Form 2A-R Questionnaire (English & French)

Production Note: The 2A-R Questionnaire is excluded from the 2019 BT Tests.

The 2A-R Questionnaire is an 8 1/2" x 11" booklet (composed of an 8 1/2" x 11" exterior booklet, and an 8.5" x 9 3/8" interior booklet). Technical specifications and quantities are outlined below. Separate English and French Questionnaires are required. Measurements are written as Width x Height.

Booklet Size - 36 Page Booklet (Pages 1-4 & 33-36 = 8 1/2" x 11"; Pages 5-32 = 8 1/2" x 9 3/8")
or;
40 Page Booklet (Pages 1-4 & 37-40 = 8 1/2" x 11"; Pages 5-36 = 8 1/2" x 9 3/8")
or;
44 Page Booklet (Pages 1-4 & 41-44 = 8 1/2" x 11"; Pages 5-40 = 8 1/2" x 9 3/8")

Paper Stock/Colour - White, 100M - #2 Offset.

Ink - Prints on two (2) sides
Screen background in place on file.
All screens to be 133-line screens.
2A-R English, Black plus Orange PMS 164u, no bleeds.
2A-R French, Black plus Yellow PMS 129u, no bleeds.

Bindery - Saddle stitched, two (2) wires, trimmed to size 8 1/2" x 11". Twenty eight text pages inside are to be trimmed to 8 1/2" x 9 3/8" and gathered to line up on bottom with one wire centered on spine (saddle stitched). Position of the top of the "short" pages is crucial to the designed usage of questionnaire. No additional fold.

Total Quantities -

Form Type	Census 2021 Estimated Quantities
2A-R English - Flat Static (w/o imaging) (8 1/2" x 11")	TBD
2A-R French – Flat Static (w/o imaging) (8 1/2" x 11")	TBD
2A-R English - Flat Loose (w/Imaging) (8 1/2" x 11")	TBD
2A-R French - Flat Loose (w/Imaging) (8 1/2" x 11")	TBD
2A-R English - Flat Loose (w/Imaging) for Follow-Up (8 1/2" x 11")	TBD
2A-R French - Flat Loose (w/Imaging) for Follow-Up (8 1/2" x 11")	TBD
2A-R English - Flat w/ "For Information Only" (8 1/2" x 11")	TBD
2A-R French - Flat w/ "Pour Information Seulement" (8 1/2" x 11")	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2A-R English - Flat w/ "Artificial Test Data" (8 ½" x 11")	TBD
2A-R French - Flat w/ "Données d'Essai Artificielles" (8 ½" x 11")	TBD
TOTAL:	TBD

1.4 CPOP Form 2C Questionnaire (English & French)

Production Note: The 2C Questionnaire is excluded from the 2019 BT Tests.

The questionnaire will be an 8 page booklet, 8 ½" x 11". Technical specifications and quantities are outlined below. Separate English and French questionnaires are required. Measurements are written as Width x Height.

Booklet Size – 8 Page Booklet (8 ½" x 11")
or;
12 Page Booklet (8 ½" x 11")

Paper Stock/Colour - White, 100M - #2 Offset.

Ink - Prints on two (2) sides
Screen background in place on file.
All screens to be 133-line screens.
2C English, Black plus Red PMS 198u, no bleeds.
2C French, Black plus Lilac PMS 251u, no bleeds.

Bindery - Saddle-stitched two (2) wires.

Folding - Entire publication folded to 8 ½" x 5 ½" unless otherwise specified.

Total Quantities -

Form Type	Census 2021 Estimated Quantities
2C English - Flat (8 ½" x 11") Static (w/o imaging) (8 ½" x 11")	TBD
2C French - Flat (8 ½" x 11") Static (w/o imaging) (8 ½" x 11")	TBD
2C English - Flat w/ "For Information Only" (8 ½" x 11")	TBD
2C French - Flat w/ "Pour Information Seulement" (8 ½" x 11")	TBD
2C English - Flat w/ "Artificial Test Data" (8 ½" x 11")	TBD
2C French - Flat w/ "Données d'Essai Artificielles" (8 ½" x 11")	TBD
2C English - Folded w/ "Artificial Test Data" (8 ½" x 5 ½")	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2C French - Folded w/ "Données d'Essai Artificielles " (8 ½" x 5 ½")	TBD
2C English - Folded for use in packages (8 ½" x 5 ½")	TBD
2C French - Folded for use in packages (8 ½" x 5 ½")	TBD
2C English – Folded w/ "For Information Only" for use in FIO packages (8 ½" x 5 ½")	TBD
2C French - Folded w/ "Pour Information Seulement" for use in FIO packages (8 ½" x 5 ½")	TBD
2C English - Folded w/ "Artificial Test Data" for use in ATD packages (8 ½" x 5 ½")	TBD
2C French - Folded w/ "Données d'Essai Artificielles" for use in ATD packages (8 ½" x 5 ½")	TBD
TOTAL:	TBD

1.5 CPOP Form 3A Questionnaire (English & French Bilingual Tumble)

The 3A Questionnaire is a 12 page, 8 1/4" x 10 3/4" booklet, in a bilingual, tumble format. Technical specifications and quantities are outlined below. Measurements are written as Width x Height.

Booklet Size - 12 Page Booklet (8 ¼" x 10 ¾")
or;
16 Page Booklet (8 ¼" x 10 ¾")

Paper Stock/Colour - White, 100M - #2 Offset.

Ink - Prints on two (2) sides
Screen background in place on file.
All screens to be 133-line screens.
3A English, Black plus Red PMS 198u, no bleeds.
3A French, Black plus Lilac PMS 251u, no bleeds.

Bindery - Saddle-stitched two (2) wires.

Folding - Entire publication folded to 8 1/4" x 5 3/8" unless otherwise specified.

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Total Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
3A - Flat Static (w/o imaging) (8 1/4" x 10 3/4")	TBD	TBD	TBD	TBD
3A - Flat Loose (w/Imaging) (8 1/4" x 10 3/4")	TBD	TBD	TBD	TBD
3A - Flat w/ "For Information Only" and "Pour Information Seulement" (8 1/4" x 10 3/4")	TBD	TBD	TBD	TBD
3A - Flat w/ "Artificial Test Data" and "Données d'Essai Artificielles" (8 1/4" x 10 3/4")	TBD	TBD	TBD	TBD
3A - Folded (w/Imaging) for use in packages (8 1/4" x 5 3/8")	TBD	TBD	TBD	TBD
3A – Folded w/ "For Information Only" and "Pour Information Seulement" for use in FIO packages (8 1/4" x 5 3/8")	TBD	TBD	TBD	TBD
3A - Folded w/ "Artificial Test Data" and "Données d'Essai Artificielles" for use in ATD packages (8 1/4" x 5 3/8")	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

1.6 CEAG Form 6 Questionnaire (English & French)

Production Note: The Form 6 Questionnaire is excluded from the 2019 BT Tests.

The Form 6 Questionnaire is an 8 1/2" x 11" booklet. Technical specifications and quantities are outlined below. Separate English and French Questionnaires are required. Measurements are written as Width x Height.

Booklet Size – 20 Page Booklet (8 1/2" x 11")
or;
24 Page Booklet (8 1/2" x 11")

Paper Stock/Colour - White, 100M - #2 Offset.

Ink - Prints on two (2) sides
Screen background in place on file.
All screens to be 133-line screens.
Form 6 English, Black plus Green PMS 346u, no bleeds.
Form 6 French, Black plus Brown PMS 145u, no bleeds.

Bindery - Saddle-stitched two (2) wires.

Folding - Entire publication folded to 8 1/2" x 5 1/2" unless otherwise specified.

Quantities -

Form Type	Census 2021 Estimated Quantities
Form 6 English - Flat Static (w/o imaging) (8 1/2" x 11")	TBD
Form 6 French - Flat Static (w/o imaging) (8 1/2" x 11")	TBD
Form 6 English - Flat Loose (w/Imaging) (8 1/2" x 11")	TBD
Form 6 French - Flat Loose (w/Imaging) (8 1/2" x 11")	TBD
Form 6 English - Flat w/ "For Information Only" (8 1/2" x 11")	TBD
Form 6 French - Flat w/ "Pour Information Seulement" (8 1/2" x 11")	TBD
Form 6 English - Flat w/ "Artificial Test Data" (8 1/2" x 11")	TBD
Form 6 French - Flat w/ "Données d'Essai Artificielles " (8 1/2" x 11")	TBD
Form 6 English - Folded for use in QRS packages (8 1/2" x 5 1/2")	TBD

Form 6 French - Folded for use in QRS packages (8 ½" x 5 ½")	TBD
Form 6 English – Folded w/ "For Information Only" for use in FIO packages (8 ½" x 5 ½")	TBD
Form 6 French - Folded w/ "Pour Information Seulement" for use in FIO packages (8 ½" x 5 ½")	TBD
Form 6 English - Folded w/ "Artificial Test Data" for use in ATD packages (8 ½" x 5 ½")	TBD
Form 6 French - Folded w/ "Données d'Essai Artificielles" for use in ATD packages (8 ½" x 5 ½")	TBD
TOTAL:	TBD

2 Self-Mailers, Door Droppers and Unaddressed Admail Cards

2.1 CPOP Wave 1 Mail-Out Invitation Self-Mailer Letter (English Leading & French Leading)

The Wave 1 MO Invitation Self-Mailer Questionnaire is a side-by-side, bilingual, single sheet form. Technical specifications and quantities are outlined below. Separate English leading and French leading Self-Mailers are required. Measurements are written as Width x Height.

Size - Unfinished/Flat (9 5/8" x 13 5/8")
Finished Piece (9 5/8" x 5 11/16")

Paper Stock/Colour - White, 80lb #2 Offset.

Ink - Prints on two (2) sides
Exterior: Pantone Solid Uncoated #122, plus Black, no bleeds.
Interior: Black, no bleeds.

Bindery – The finished item should be a sealed, "Self-Mailer" style letter. The sealing should be completed on all three (3) edges (excluding bottom edge) of the item and must ensure that there are no spaces without sealing greater than 1 mm. If a sealing flap is used, it must be folded towards the back of the item. Perforations in Self-Mailers must be completed in a manner that ensures that holes are not created and that no paper is actually punched out all the way through in the perforation process.

Folding – The finished, folded dimensions are 9 5/8" x 5 11/16".

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Quantities –

2019 BT-3:

Form Type	BT- 3 2019 Estimated Quantities
Wave 1 MO Invitation Self-Mailer English Leading (w/Imaging)	TBD
Wave 1 MO Invitation Self-Mailer French Leading (w/Imaging)	
Wave 1 MO Invitation Self-Mailer English Leading FIO	TBD
Wave 1 MO Invitation Self-Mailer French Leading FIO	TBD
TOTAL:	TBD

2019 BT-4:

Form Type	2019 BT-4 Control Version Estimated Quantities	2019 BT-4 Version 1 Estimated Quantities
Wave 1 MO Invitation Self-Mailer English Leading (w/Imaging)	TBD	TBD
Wave 1 MO Invitation Self-Mailer French Leading (w/Imaging)	TBD	TBD
Wave 1 MO Invitation Self-Mailer English Leading FIO	TBD	TBD
Wave 1 MO Invitation Self-Mailer French Leading FIO	TBD	TBD
TOTAL:	TBD	TBD

2019 BT-5:

Form Type	2019 BT-5 Control Version Estimated Quantities	2019 BT-5 Version 1 Estimated Quantities
Wave 1 MO Invitation Self-Mailer English Leading (w/Imaging)	TBD	TBD
Wave 1 MO Invitation Self-Mailer French Leading (w/Imaging)	TBD	TBD
TOTAL:	TBD	TBD

2021 Census:

Form Type	2021 Census Estimated Quantities
Wave 1 MO Invitation Self-Mailer English Leading (w/Imaging)	TBD
Wave 1 MO Invitation Self-Mailer French Leading (w/Imaging)	TBD
Wave 1 MO Invitation Self-Mailer English Leading FIO	TBD
Wave 1 MO Invitation Self-Mailer French Leading FIO	TBD
TOTAL:	TBD

2.2 CPOP Wave 1 Non Mail-Out List Leave Invitation Door Dropper (English Leading & French Leading)

****Production Note:** The viability and efficacy of the 2019 BT-3 CPOP Wave 1 NMO LL Door Dropper is being evaluated in the BT-3 Field Operations test. Results of this test will determine whether it will be produced for use during the 2021 Census.*

The Wave 1 NMO LL Invitation Door Dropper is a side-by-side, bilingual, single sheet form. Technical specifications and quantities are outlined below. Separate English leading and French leading Door Droppers are required. Measurements are written as Width x Height.

Size - Unfinished/Flat (9 5/8" x 13 5/8")

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Finished Piece (9 5/8" x 5 11/16")

Paper Stock/Colour - White, 80lb #2 Offset.

Ink - Prints on two (2) sides

Exterior: Pantone Solid Uncoated #122, plus Black, no bleeds.

Interior: Black, no bleeds.

Bindery – The finished item should be an unaddressed, sealed, "Door Dropper/Self-Mailer" style letter. The sealing should be completed on all three (3) edges (excluding bottom edge) of the item and must ensure that there are no spaces without sealing greater than 1 mm. If a sealing flap is used, it must be folded towards the back of the item. Perforations in Door Droppers must be completed in a manner that ensures that holes are not created and that no paper is actually punched out all the way through in the perforation process.

Folding – The finished, folded dimensions are 9 5/8" x 5 11/16".

Quantities -

Form Type	2019 BT- 3 Estimated Quantities	2021 Census Estimated Quantities
Wave 1 NMO LL Invitation Self-Mailer English Leading (w/Imaging)	TBD	TBD
Wave 1 NMO LL Invitation Self-Mailer French Leading (w/Imaging)	TBD	TBD
Wave 1 NMO LL Invitation Self-Mailer English Leading FIO	TBD	TBD
Wave 1 NMO LL Invitation Self-Mailer French Leading FIO	TBD	TBD
TOTAL:	TBD	TBD

2.3 CPOP Wave 1 List Leave Mail-Out with Drop-Off Invitation Door Dropper (English Leading & French Leading)

**Please note that the viability and efficacy of the 2019 BT-3 CPOP Wave 1 LL Mail-Out with Drop-Off (MODO) Door Dropper is being evaluated in the BT-3 Field Operations test. Results of this test will determine its use during the 2021 Census.*

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

The Wave 1 LL MODO Invitation Door Dropper is a side-by-side, bilingual, single sheet form. Technical specifications and quantities are outlined below. Separate English leading and French leading Door Droppers are required. Measurements are written as Width x Height.

Size - Prints on two (2) sides
Unfinished/Flat (9 5/8" x 13 5/8")
Finished Piece (9 5/8" x 5 11/16")

Paper Stock/Colour - White, 80lb #2 Offset.

Ink - Prints on two (2) sides
Exterior: Pantone Solid Uncoated #122, plus Black, no bleeds.
Interior: Black, no bleeds.

Bindery – The finished item should be an unaddressed, sealed, "Door Dropper/Self-Mailer" style letter. The sealing should be completed on all three (3) edges (excluding bottom edge) of the item and must ensure that there are no spaces without sealing greater than 1 mm. If a sealing flap is used, it must be folded towards the back of the item. Perforations in Door Droppers must be completed in a manner that ensures that holes are not created and that no paper is actually punched out all the way through in the perforation process.

Folding – The finished, folded dimensions are 9 5/8" x 5 11/16".

Quantities -

Form Type	2019 BT- 3 Estimated Quantities	2021 Census Estimated Quantities
Wave 1 MODO Invitation Self-Mailer English Leading (w/Imaging)	TBD	TBD
Wave 1 MODO Invitation Self-Mailer French Leading (w/Imaging)	TBD	TBD
Wave 1 MODO Invitation Self-Mailer English Leading FIO	TBD	TBD
Wave 1 MODO Invitation Self-Mailer French Leading FIO	TBD	TBD
TOTAL:	TBD	TBD

2.4 CPOP Wave 2 MO Reminder Self-Mailer (English Leading & French Leading)

The Wave 1 NMO LL Invitation Self-Mailer Questionnaire is a side-by-side, bilingual, single sheet form. Technical specifications and quantities are outlined below. Separate English leading and French leading Door Droppers are required. Measurements are written as Width x Height.

Size - Unfinished/Flat (9 5/8" x 13 5/8")
Finished Piece (9 5/8" x 5 11/16")

Paper Stock/Colour - White, 80lb #2 Offset.

Ink - Prints on two (2) sides
Exterior: Pantone Solid Uncoated #122, plus Black, no bleeds.
Interior: Black, no bleeds.

Bindery – The finished item should be an unaddressed, sealed, “Door Dropper/Self-Mailer” style letter. The sealing should be completed on all three (3) edges (excluding bottom edge) of the item and must ensure that there are no spaces without sealing greater than 1 mm. If a sealing flap is used, it must be folded towards the back of the item. Perforations in Door Droppers must be completed in a manner that ensures that holes are not created and that no paper is actually punched out all the way through in the perforation process.

Folding – The finished, folded dimensions are 9 5/8" x 5 11/16".

Quantities –

2019 BT-4:

Form Type	2019 BT-4 Control Version Estimated Quantities	2019 BT-4 Version 1 Estimated Quantities	2019 BT-4 Version 2 Estimated Quantities
Wave 2 MO Reminder Self-Mailer English Leading (w/Imaging)	TBD	TBD	TBD
Wave 2 MO Reminder Self-Mailer French Leading (w/Imaging)	TBD	TBD	TBD
Wave 2 MO Reminder Self-Mailer English Leading FIO	TBD	TBD	TBD
Wave 2 MO Reminder Self-Mailer French Leading FIO	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD

2021 Census:

Form Type	2021 Census Estimated Quantities
Wave 2 MO Reminder Self-Mailer English Leading (w/Imaging)	TBD
Wave 2 MO Reminder Self-Mailer French Leading (w/Imaging)	TBD
Wave 2 MO Reminder Self-Mailer English Leading FIO	TBD
Wave 2 MO Reminder Self-Mailer French Leading FIO	TBD
TOTAL:	TBD

2.5 CPOP Wave 2 NMO Unaddressed Reminder Admail Card (English & French Bilingual Tumble)

The Wave 2 Reminder Admail Card is a tumble format, bilingual, unaddressed admail card. Technical specifications and quantities are outlined below. Measurements are written as Width x Height.

Size - Finished Piece (8 ½" x 3 ¾")

Paper Stock/Colour - Ivory, 65lb, Opaque offset cover stock.

Ink - Prints on two (2) sides
Black, no bleeds.

Bindery – Trim to final size.

Folding – N/A

Quantities -

Form Type	Census 2021 Estimated Quantities
Wave 2 NMO Unaddressed Reminder Admail Card (Eng. & Fre. Tumble)	TBD
TOTAL:	TBD

2.6 CPOP Wave 3 MO Final Notice Self-Mailer (English Leading & French Leading)

The Wave 1 NMO LL Invitation Self-Mailer Questionnaire is a side-by-side, bilingual, single sheet form. Technical specifications and quantities are outlined below. Separate English leading and French leading Self-Mailers are required. Measurements are written as Width x Height.

Size - Unfinished/Flat (9 5/8" x 13 5/8")
Finished Piece (9 5/8" x 5 11/16")

Paper Stock/Colour - White, 80lb #2 Offset.

Ink - Prints on two (2) sides
Exterior: Pantone Solid Uncoated #122, plus Black, no bleeds.
Interior: Black, no bleeds.

Bindery – The finished item should be a sealed, "Self-Mailer" style letter. The sealing should be completed on all three edges (excluding bottom edge) of the item and must ensure that there are no spaces without sealing greater than 1 mm. If a sealing flap is used, it must be folded towards the back of the item. Perforations in Self-Mailers must be completed in a manner that ensures that holes are not created and that no paper is actually punched out all the way through in the perforation process.

Folding – The finished, folded dimensions are 9 5/8" x 5 11/16".

Quantities -

Form Type	BT- 4 2019 Estimated Quantities	Census 2021 Estimated Quantities
Wave 3 MO Final Notice Self-Mailer English Leading (w/Imaging)	TBD	TBD
Wave 3 MO Final Notice Self-Mailer French Leading (w/Imaging)	TBD	TBD
Wave 3 MO Final Notice Self-Mailer English Leading FIO	TBD	TBD
Wave 3 MO Final Notice Self-Mailer French Leading FIO	TBD	TBD
TOTAL:	TBD	TBD

2.7 CEAG Wave 1 MO Invitation Self-Mailer (English Leading & French Leading)

The CEAG Wave 1 Invitation Self-Mailer Questionnaire is a side-by-side, bilingual, single sheet form. Technical specifications and quantities are outlined below. Separate English leading and French leading Self-Mailers are required. Measurements are written as Width x Height.

Size - Unfinished/Flat (9 5/8" x 13 5/8")
Finished Piece (9 5/8" x 5 11/16")

Paper Stock/Colour - White, 80lb #2 Offset.

Ink - Prints on two (2) sides
Exterior: Pantone Solid Uncoated #122, plus Black & Green PMS 346u, no bleeds.
Interior: Black, no bleeds.

Bindery – The finished item should be a sealed, "Self-Mailer" style letter. The sealing should be completed on all three (3) edges (excluding bottom edge) of the item and must ensure that there are no spaces without sealing greater than 1 mm. If a sealing flap is used, it must be folded towards the back of the item. Perforations in Self-Mailers must be completed in a manner that ensures that holes are not created and that no paper is actually punched out all the way through in the perforation process.

Folding – The finished, folded dimensions are 9 5/8" x 5 11/16".

Quantities -

Form Type	BT- 4 2019 Estimated Quantities	Census 2021 Estimated Quantities
CEAG Wave 1 MO Invitation Self-Mailer English Leading (w/Imaging)	TBD	TBD
CEAG Wave 1 MO Invitation Self-Mailer French Leading (w/Imaging)	TBD	TBD
CEAG Wave 1 MO Invitation Self-Mailer English Leading FIO	TBD	TBD
CEAG Wave 1 MO Invitation Self-Mailer French Leading FIO	TBD	TBD
TOTAL:	TBD	TBD

2.8 CEAG Wave D MO Invitation Self-Mailer (English Leading & French Leading)

*Note: The Wave D Invitation Self-Mailer is excluded from the 2019 BT Tests.

The CEAG Wave D Invitation Self-Mailer Questionnaire is a side-by-side, bilingual, single sheet form. Technical specifications and quantities are outlined below. Separate English leading and French leading Self-Mailers are required. Measurements are written as Width x Height.

Size - Unfinished/Flat (9 5/8" x 13 5/8")
Finished Piece (9 5/8" x 5 11/16")

Paper Stock/Colour - White, 80lb #2 Offset.

Ink - Prints on two (2) sides
Exterior: Pantone Solid Uncoated #122, plus Black & Green PMS 346u, no bleeds.
Interior: Black, no bleeds.

Bindery – The finished item should be a sealed, "Self-Mailer" style letter. The sealing should be completed on all three (3) edges (excluding bottom edge) of the item and must ensure that there are no spaces without sealing greater than 1 mm. If a sealing flap is used, it must be folded towards the back of the item. Perforations in Self-Mailers must be completed in a manner that ensures that holes are not created and that no paper is actually punched out all the way through in the perforation process.

Folding – The finished, folded dimensions are 9 5/8" x 5 11/16".

Quantities -

Form Type	Census 2021 Estimated Quantities
CEAG Wave D MO Invitation Self-Mailer English Leading (w/Imaging)	TBD
CEAG Wave D MO Invitation Self-Mailer French Leading (w/Imaging)	TBD
CEAG Wave D MO Invitation Self-Mailer English Leading FIO	TBD
CEAG Wave D MO Invitation Self-Mailer French Leading FIO	TBD
TOTAL:	TBD

2.9 CEAG Wave Z MO Final Notice Self-Mailer (English Leading & French Leading)

*Note: The Wave Z Final Notice Self-Mailer is excluded from the 2019 BT Tests.

The CEAG Wave Z Final Notice Self-Mailer is a side-by-side, bilingual, single sheet form. Technical specifications and quantities are outlined below. Separate English leading and French leading Self-Mailers are required. Measurements are written as Width x Height.

Size - Unfinished/Flat (9 5/8" x 13 5/8")
Finished Piece (9 5/8" x 5 11/16")

Paper Stock/Colour - White, 80lb #2 Offset.

Ink - Prints on two (2) sides
Exterior: Pantone Solid Uncoated #122, plus Black & Green PMS 346u, no bleeds.
Interior: Black, no bleeds.

Bindery – The finished item should be a sealed, "Self-Mailer" style letter. The sealing should be completed on all three (3) edges (excluding bottom edge) of the item and must ensure that there are no spaces without sealing greater than 1 mm. If a sealing flap is used, it must be folded towards the back of the item. Perforations in Self-Mailers must be completed in a manner that ensures that holes are not created and that no paper is actually punched out all the way through in the perforation process.

Folding – The finished, folded dimensions are 9 5/8" x 5 11/16".

Quantities -

Form Type	Census 2021 Estimated Quantities
CEAG Wave Z MO Invitation Self-Mailer English Leading (w/Imaging)	TBD
CEAG Wave Z MO Invitation Self-Mailer French Leading (w/Imaging)	TBD
CEAG Wave Z MO Invitation Self-Mailer English Leading FIO	TBD
CEAG Wave Z MO Invitation Self-Mailer French Leading FIO	TBD
TOTAL:	TBD

3 Envelopes

3.1 CPOP 2A Wave 1 Non Mail-Out Envelope (English Leading & French Leading)

The CPOP 2A Wave 1 Non Mail-Out Envelope is a bilingual, open side (wallet style), window envelope, 9-5/8" x 6-1/8", 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 9 5/8" width x 6 1/8" height (opening along the 9-5/8" edge at top)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – Window Size: 7" width x 1 1/8" height
Window material: Avpexine.
Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – No glue on flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	Census 2021 Estimated Quantities
2A Wave 1 NMO Envelope, English Leading	TBD	TBD
2A Wave 1 NMO Envelope, French Leading	TBD	TBD
2A Wave 1 NMO Envelope, English Leading, for use in packages	TBD	TBD
2A Wave 1 NMO Envelope, French Leading, for use in packages	TBD	TBD
TOTAL:	TBD	TBD

3.2 CPOP 2A Wave 1 Mail-Out Envelope (English Leading & French Leading)

The CPOP 2A Wave 1 Mail-Out Envelope is a bilingual, open side (wallet style), window envelope, 9-5/8" x 6-1/8", 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 9 5/8" width x 6 1/8" height (opening along the 9-5/8" edge at top)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – Window Size 4 1/2" width x 1 3/4" height
Window material: Avpexine.
Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
2A Wave 1 MO Envelope, English Leading	TBD	TBD	TBD	TBD
2A Wave 1 MO Envelope, French Leading	TBD	TBD	TBD	TBD
2A Wave 1 MO Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD
2A Wave 1 MO Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.3 CPOP 2A Wave 3 Mail-Out Envelope (English Leading & French Leading)

The CPOP 2A Wave 3 Mail-Out Envelope is a bilingual, open side (wallet style), window envelope, 9-5/8" x 6-1/8", 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 9 5/8" width x 6 1/8" height (opening along the 9-5/8" edge at top)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – Window Size 4 1/2" width x 1 3/4" height
Window material: Avpexine.
Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
2A Wave 3 MO Envelope, English Leading	TBD	TBD	TBD	TBD
2A Wave 3 MO Envelope, French Leading	TBD	TBD	TBD	TBD
2A Wave 3 MO Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD
2A Wave 3 MO Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.4 CPOP 2A Wave QRS Mail-Out Envelope (English Leading & French Leading)

The CPOP 2A Wave QRS Mail-Out Envelope is a bilingual, open side (wallet style), window envelope, 9-5/8" x 6-1/8", 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 9 5/8" width x 6 1/8" height (opening along the 9-5/8" edge at top)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – Window Size 4 1/2" width x 1 3/4" height
Window material: Avpexine.
Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
2A Wave QRS MO Envelope, English Leading	TBD	TBD	TBD	TBD
2A Wave QRS MO Envelope, French Leading	TBD	TBD	TBD	TBD
2A Wave QRS MO Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD
2A Wave QRS MO Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.5 CPOP 2A Mail-Back Envelope (English Leading & French Leading)

The CPOP 2A Mail-Back Envelope is a bilingual, open side (wallet style), window envelope, 9" x 5-3/4", 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 9" width x 5 3/4" height (opening along the 9" top edge)

Paper Stock/Colour - 24 lb. Envelope stock – Standard Green Wove.

**Please note - A certain amount of Luminescence in the paper can be tolerated. To ensure that the fluorescent content of the paper is not excessive, a sample of ten sheets of envelope paper is required for sign-off by Canada Post personnel prior to printing.*

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2 where text is not required.

Window Details – Window Size 4 1/2" width x 2" height
Window material: Avpexine.
Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
2A MB Envelope, English Leading	TBD	TBD	TBD	TBD
2A MB Envelope, French Leading	TBD	TBD	TBD	TBD
2A MB Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD

2A MB Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.6 CPOP 2A-L Wave 1 Non Mail-Out Envelope (English Leading & French Leading)

The CPOP 2A-L Wave 1 Non Mail-Out Envelope is a bilingual, 9-1/4" x 12-9/16", standard open side (wallet style) window envelope, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 12 9/16" width x 9 1/4" height (opening along the 12 9/16" top edge)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – Window Size W 2 1/4" x H 4 3/4"
Window material: Avpexine.
Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – No glue on flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census Estimate Quantities
2A-L Wave 1 NMO Envelope, English Leading	TBD	TBD	TBD	TBD
2A-L Wave 1 NMO Envelope, French Leading	TBD	TBD	TBD	TBD
2A-L Wave 1 NMO Envelope, English Leading, for use in packages	TBD	TBD	TBD	TBD
2A-L Wave 1 NMO Envelope, French Leading, for use in packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.7 CPOP 2A-L Wave 1 Mail-Out Envelope (English Leading & French Leading)

The CPOP 2A-L Wave 1 Mail-Out Envelope is a bilingual, 12-9/16" x 9-1/4", standard open side (wallet style) window envelope, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 12 9/16" width x 9 1/4" height (opening along the 12 9/16" top edge)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – Window Size W 2 1/4" x H 4 7/16"
Window material: Avpexine.
Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
2A-L Wave 1 MO Envelope, English Leading	TBD	TBD	TBD	TBD
2A-L Wave 1 MO Envelope, French Leading	TBD	TBD	TBD	TBD
2A-L Wave 1 MO Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD
2A-L Wave 1 MO Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.8 CPOP 2A-L Wave 3 Mail-Out Envelope (English Leading & French Leading)

The CPOP 2A-L Wave 3 Mail-Out Envelope is a bilingual, 12-9/16" x 9-1/4", standard open side (wallet style) window envelope, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 12 9/16" width x 9 1/4" height (opening along the 12 9/16" top edge)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
 Black on face, back, flap, and inside, no bleeds.
 Plate change required for French leading envelopes.
 Print art-lined security liner, pattern #IT2.

Window Details – Window Size W 2 1/4" x H 4 7/16"

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Window material: Avpexine.

Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
2A-L Wave 3 MO Envelope, English Leading	TBD	TBD	TBD	TBD
2A-L Wave 3 MO Envelope, French Leading	TBD	TBD	TBD	TBD
2A-L Wave 3 MO Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD
2A-L Wave 3 MO Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.9 CPOP 2A-L Wave QRS Mail-Out Envelope (English Leading & French Leading)

The CPOP 2A-L Wave QRS Mail-Out Envelope is a bilingual, 12-9/16" x 9-1/4", standard open side (wallet style) window envelope, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 12 9/16" width x 9 1/4" height (opening along the 12 9/16" top edge)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – Window Size W 2 1/4" x H 4 7/16"
Window material: Avpexine.
Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
2A-L Wave QRS MO Envelope, English Leading	TBD	TBD	TBD	TBD
2A-L Wave QRS MO Envelope, French Leading	TBD	TBD	TBD	TBD
2A-L Wave QRS MO Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD
2A-L Wave QRS MO Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.10 CPOP 2A-L Mail-Back Envelope (English Leading & French Leading)

The CPOP 2A-L Mail-Back Envelope is a bilingual, 11-3/4" x 8-3/4", standard open side (wallet style) window envelope, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 11 ¾ width x 8 ¾" height (opening along the 11-3/4" top edge)

Paper Stock/Colour - 24 lb. Envelope stock – Standard Green Wove.

**Please note - A certain amount of Luminescence in the paper can be tolerated. To ensure that the fluorescent content of the paper is not excessive, a sample of ten sheets of envelope paper is required for sign-off by Canada Post personnel prior to printing.*

Ink - Prints on two (2) sides

Black on face, back, flap, and inside, no bleeds.

Plate change required for French leading envelopes.

Print art-lined security liner, pattern #IT2 where text is not required.

Window Details – Window Size W 2 5/16" x H 4 1/4"

Window material: Avpexine.

Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
2A-L MB Envelope, English Leading	TBD	TBD	TBD	TBD
2A-L MB Envelope, French Leading	TBD	TBD	TBD	TBD
2A-L MB Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD
2A-L MB Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.11 CPOP 2C Non Mail-Out Envelope (English Leading & French Leading)

**Note: The CPOP 2C Non Mail-Out Envelope is excluded from the 2019 BT Tests.*

The CPOP 2C Wave 2 Mail-Out Envelope is a bilingual, 9-5/8" x 6-1/8", standard open side (wallet style) envelope, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 9 5/8" width x 6 1/8" height (opening along the 9-5/8" edge at top)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – N/A

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	Census 2021 Estimated Quantities
2C Wave 2 NMO Envelope, English Leading	TBD
2C Wave 2 NMO Envelope, French Leading	TBD
2C Wave 2 NMO Envelope, English Leading, for use in Packages	TBD
2C Wave 2 NMO Envelope, French Leading, for use in Packages	TBD
TOTAL:	TBD

3.12 CPOP 3A Non Mail-Out Privacy Envelope (English Leading & French Leading)

The CPOP 3A Non Mail-Out Privacy Envelope is a bilingual, 8-3/4" x 5-3/4" standard open side (wallet style) envelope, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 8 3/4" x 5 3/4"

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – N/A

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
3A NMO Privacy Envelope, English Leading	TBD	TBD	TBD	TBD
3A NMO Privacy Envelope, French Leading	TBD	TBD	TBD	TBD
3A NMO Privacy Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD
3A NMO Privacy Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.13 CPOP 3A Wave QRS Mail-Out Envelope (English Leading & French Leading)

The CPOP 3A Wave QRS Mail-Out Envelope is a bilingual, 9-1/4" x 6-1/4", standard open side (wallet style) window envelope, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 9 1/4" width x 6 1/4" height (opening along the 9-1/4" edge at top)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – Window Size H 1 3/4" x W 4 1/2"
Window material: Avpexine.
Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
3A Wave QRS MO Envelope, English Leading	TBD	TBD	TBD	TBD
3A Wave QRS MO Envelope, French Leading	TBD	TBD	TBD	TBD
3A Wave QRS MO Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD
3A Wave QRS MO Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.14 CPOP 3A Mail-Back Envelope (English Leading & French Leading)

The CPOP 3A Mail-Back Envelope is a bilingual, 8-3/4" x 5-3/4" standard open side (wallet style) envelope, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 8 3/4" width x 5 3/4" height (opening along the 8-3/4" edge at top)

Paper Stock/Colour - 24 lb. Envelope stock – Standard Green Wove.

**Please note - A certain amount of Luminescence in the paper can be tolerated. To ensure that the fluorescent content of the paper is not excessive, a sample of ten sheets of envelope paper is required for sign-off by Canada Post personnel prior to printing.*

Ink - Prints on two (2) sides

Black on face, back, flap, and inside, no bleeds.

Plate change required for French leading envelopes.

Print art-lined security liner, pattern #IT2 where text is not required.

Window Details – N/A

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	BT- 5 2019 Estimated Quantities	Census 2021 Estimated Quantities
3A MB Envelope, English Leading	TBD	TBD	TBD	TBD
3A MB Envelope, French Leading	TBD	TBD	TBD	TBD
3A MB Envelope, English Leading, for use in Packages	TBD	TBD	TBD	TBD
3A MB Envelope, French Leading, for use in Packages	TBD	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD	TBD

3.15 CEAG Form 6 Wave QRS Mail-Out Envelope (English Leading & French Leading)

The CEAG Form 6 Wave QRS Mail-Out Envelope is a bilingual, 9-5/8" x 6-1/8", standard open side (wallet style) envelope, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 9 5/8" width x 6 1/8" height (opening along the 9-5/8" edge at top)

Paper Stock/Colour - 24 lb. Envelope stock – Ivory Wove.

Ink - Prints on two (2) sides
Black on face, back, flap, and inside, no bleeds.
Plate change required for French leading envelopes.
Print art-lined security liner, pattern #IT2.

Window Details – Window Size H 1 3/4" x W 4 1/2"
Window material: Avpexine.
Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	Census 2021 Estimated Quantities
Form 6 Wave QRS MO Envelope, English Leading	TBD
Form 6 Wave QRS MO Envelope, French Leading	TBD
Form 6 Wave QRS MO Envelope, English Leading, for use in Packages	TBD
Form 6 Wave QRS MO Envelope, French Leading, for use in Packages	TBD
TOTAL:	TBD

3.16 CEAG Form 6 Mail-Back Envelope (English Leading & French Leading)

The CEAG Form 6 Mail-Back Envelope is a bilingual, open side (wallet style), window envelope, 9" x 5-3/4", 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 9" width x 5 3/4" height (opening along the 9" top edge)

Paper Stock/Colour - 24 lb. Envelope stock – Standard Green Wove.

**Please note - A certain amount of Luminescence in the paper can be tolerated. To ensure that the fluorescent content of the paper is not excessive, a sample of ten sheets of envelope paper is required for sign-off by Canada Post personnel prior to printing.*

Ink - Prints on two (2) sides

Black on face, back, flap, and inside, no bleeds.

Plate change required for French leading envelopes.

Print art-lined security liner, pattern #IT2 where text is not required.

Window Details – Window Size 4 1/2" width x 2" height

Window material: Avpexine.

Window position to be specified on PDF.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	Census 2021 Estimated Quantities
Form 6 MB Envelope, English Leading	TBD
Form 6 MB Envelope, French Leading	TBD
Form 6 MB Envelope, English Leading, for use in Packages	TBD
Form 6 MB Envelope, French Leading, for use in Packages	TBD
TOTAL:	TBD

4 Cover Letter Inserts

4.1 CPOP Wave 1 2A Cover Letter Insert (English & French Bilingual Tumble)

The CPOP Wave 1 2A Cover Letter Insert is a head-to-head, bilingual, single sheet form. It is to be inserted into all Wave 1 2A Questionnaire Packages, with the 'front facing' side of the letter matching the corresponding package's leading language. Technical specifications and quantities are outlined below. Measurements are written as Width x Height.

Size - 1 Page Letter Insert (8 1/2" width x 11" height)

Paper Stock/Colour - White, 100M - #2 Offset.

Ink – Prints on two (2) sides
Black plus one (1) PMS colour, no bleeds.

Bindery – N/A

Folding – Folded to 8 1/2" x 5 1/2"

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities
Wave 1 2A Cover Letter Insert, Folded (8 1/2" x 5 1/2"), to be inserted in Form Wave 1 2A Packages	TBD	TBD
Total:	TBD	TBD

4.2 CPOP Wave 3 2A Cover Letter Insert (English & French Bilingual Tumble)

**Note: The Wave 3 2A Cover Letter Insert is excluded from the 2021 Census.*

The CPOP Wave 3 2A Cover Letter Insert is a head-to-head, bilingual, single sheet form. It is to be inserted into all Wave 1 2A Questionnaire Packages, with the 'front facing' side of the letter matching the corresponding package's leading language. Technical specifications and quantities are outlined below. Measurements are written as Width x Height.

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Size - 1 Page Letter Insert (8 1/2" width x 11" height)

Paper Stock/Colour - White, 100M - #2 Offset.

Ink – Prints on two (2) sides
Black plus one (1) PMS colour, no bleeds.

Bindery – N/A

Folding – Folded to 8 1/2" width x 5 1/2" height

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities
Wave 3 2A Cover Letter Insert, Folded (8 1/2" x 5 1/2"), to be inserted in Wave 3 Form 2A Packages	TBD	TBD
Total:	TBD	TBD

4.3 CPOP Wave QRS 2A Cover Letter Insert (English & French Bilingual Tumble)

The CPOP Wave QRS 2A Cover Letter Insert is a head-to-head, bilingual, single sheet form. It is to be inserted into all Wave 1 2A Questionnaire Packages, with the 'front facing' side of the letter matching the corresponding package's leading language. Technical specifications and quantities are outlined below. Measurements are written as Width x Height.

Size - 1 Page Letter Insert (8 1/2" width x 11" height)

Paper Stock/Colour - White, 100M - #2 Offset.

Ink – Prints on two (2) sides
Black plus one (1) PMS colour, no bleeds.

Bindery – N/A

Folding – Folded to 8 1/2" x 5 1/2"

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	Census 2021 Estimated Quantities
Wave QRS 2A Cover Letter Insert, Folded (8 ½" x 5 ½"), to be inserted in Wave QRS Form 2A Packages	TBD	TBD	TBD
Total:	TBD	TBD	TBD

4.4 CPOP Wave 1 2A-L Cover Letter Insert (English & French Bilingual Tumble)

The CPOP Wave 1 2A-L Cover Letter Insert is a head-to-head, bilingual, single sheet form. It is to be inserted into all Wave 1 2A Questionnaire Packages, with the 'front facing' side of the letter matching the corresponding package's leading language. Technical specifications and quantities are outlined below. Measurements are written as Width x Height.

Size - 1 Page Letter Insert (8 1/2" width x 11" height)

Paper Stock/Colour - White, 100M - #2 Offset.

Ink – Prints on two (2) sides
Black plus one (1) PMS colour, no bleeds.

Bindery – N/A

Folding – N/A

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities
Wave 1 2A-L Cover Letter Insert, Flat, to be inserted in Wave 1 Form 2A-L Packages	TBD	TBD
Total:	TBD	TBD

4.5 CPOP Wave 3 2A-L Cover Letter Insert (English & French Bilingual Tumble)

The CPOP Wave 3 2A-L Cover Letter Insert is a head-to-head, bilingual, single sheet form. It is to be inserted into all Wave 1 2A Questionnaire Packages, with the 'front facing' side of the letter matching the corresponding package's leading language. Technical specifications and quantities are outlined below. Measurements are written as Width x Height.

Size - 1 Page Letter Insert (8 1/2" width x 11" height)

Paper Stock/Colour - White, 100M - #2 Offset.

Ink – Prints on two (2) sides
Black plus one (1) PMS colour, no bleeds.

Bindery – N/A

Folding – N/A

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities
Wave 3 2A-L Cover Letter Insert, Flat, to be inserted in Wave 3 Form 2A-L Packages	TBD	TBD
Total:	TBD	TBD

4.6 CPOP Wave QRS 2A-L Cover Letter Insert (English & French Bilingual Tumble)

The CPOP Wave QRS 2A-L Cover Letter Insert is a head-to-head, bilingual, single sheet form. It is to be inserted into all Wave 1 2A Questionnaire Packages, with the 'front facing' side of the letter matching the corresponding package's leading language. Technical specifications and quantities are outlined below. Measurements are written as Width x Height.

Size - 1 Page Letter Insert (8 1/2" width x 11" height)

Paper Stock/Colour - White, 100M - #2 Offset.

Ink – Prints on two (2) sides
Black plus one (1) PMS colour, no bleeds.

Bindery – N/A

Folding – N/A

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	Census 2021 Estimated Quantities
Wave QRS 2A-L Cover Letter Insert, Flat, to be inserted in Wave QRS Form 2A-L Packages	TBD	TBD	TBD
Total:	TBD	TBD	TBD

5 CPOP Wave 3 Envelope and Letter Combination

5.1 CPOP Wave 3 Mail-Out Envelope no 9 (English Leading & French Leading)

The CPOP Wave 3 Mail-Out Envelope is standard n° 9 envelope, open side, window envelope, 9-7/8" x 3-7/8" commercial flap, 2-side seam. Technical specifications and quantities are outlined below. Separate English leading and French leading envelopes are required.

Size – Finished Piece, 9 7/8" width x 3 7/8" height (opening along the 9-7/8" edge at top)

Paper Stock/Colour - 24 lb. Envelope stock – Kraft Wove.

Ink - Prints on two (2) sides
Black on face, back, and flap, no bleeds.
Plate change required for French leading envelopes.

Window Details – Window Size: 3 1/2" x 1 1/2"
Window material: Avpexine.
Window position to be specified on .pdf.

Bindery – Side seams sealed, bottom edge folded

Flap – Full glue flap, finished product is left unsealed

Quantities -

Form Type	BT- 4 2019 Estimated Quantities	Census 2021 Estimated Quantities
Wave 3 MO n° 9 Envelope, English Leading	TBD	TBD
Wave 3 MO n° 9 Envelope, French Leading	TBD	TBD
TOTAL:	TBD	TBD

5.2 CPOP Wave 3 Final Notice Cover Letter (English & French Bilingual Tumble)

The CPOP Wave 3 Final Notice Cover Letter Insert is a head-to-head, bilingual, single sheet form. Upon completion of the imaging requirements, it is to be accordion/M/W-folded and inserted into all CPOP Wave 3 n° 9 envelopes, with the 'front facing' side of the letter matching the corresponding envelope's leading language. Technical specifications and quantities are outlined below. Measurements are written as Width x Height.

Size - 1 Page Letter Insert (8 1/2" width x 11" height)

Paper Stock/Colour - White, 100M - #2 Offset.

Ink – Prints on two (2) sides
Black plus one (1) PMS colour, no bleeds.

Bindery – N/A

Folding – Equal panel size Accordion/M/W fold required

Quantities -

Form Type	2019 BT- 4 Estimated Quantities	2021 Census Estimated Quantities
Wave 3 Final Notice Cover Letter Insert, Flat, to be inserted in Wave 3 #9 Envelopes	TBD	TBD
Total:	TBD	TBD

6 Guide Inserts

6.1 CPOP 2A-L Guide Insert (English & French Bilingual Tumble)

The 2A-L Guide Insert is a multi-page, 8 1/4" x 10 3/4" booklet, in a bilingual, tumble format. Technical specifications and quantities are outlined below. Height.

Booklet Size - Approximately 6 Page Booklet (8 1/2" x 11")

Paper Stock/Colour - White, 100M - #2 Offset.

Ink - Prints on two (2) sides
Screen background in place on file.
All screens to be 133-line screens.
English, Black plus Red PMS 198u, no bleeds.
French, Black plus Lilac PMS 251u, no bleeds.

Bindery – Spine pasted.

Folding – N/A

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Quantities -

Form Type	BT- 3 2019 Estimated Quantities	BT- 4 2019 Estimated Quantities	Census 2021 Estimated Quantities
2A-L Guide Insert, Flat	TBD	TBD	TBD
2A-L Guide Insert, Flat, to be inserted in CPOP Form 2A-L Packages	TBD	TBD	TBD
TOTAL:	TBD	TBD	TBD

Appendix B –

BT-3 Schedule of Quantities by Form Type

This appendix contains product requirements, specifications, and quantities as projected at the time this document was produced and are subject to change.

Estimated Dwelling Count: 115,000

Estimated Total Volume of Printed Materials Required: 427,405

BT-3 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Requirements	Production Instructions
-2019	2019-LL-IL-EL-CLD#	2019 Invitation Letter W1 NMO EL	<i>To be confirmed between StatCan and Contractor</i>	17,365	1. Door Dropper	1. SAC 2. SSID 3. Linear Barcode	- Sorted by Printer according to STC specifications for CLD Presort
-2019	2019-LL-IL-FL-CLD#	2019 Invitation Letter W1 NMO FL	<i>To be confirmed between StatCan and Contractor</i>	3,210	1. Door Dropper	1. SAC 2. SSID 3. Linear Barcode	- Sorted by Printer according to STC specifications for CLD Presort
-2019	2019-LL-IL-EL-FIO	2019 Invitation Letter W1 NMO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	135	1. Door Dropper	N/A	- Finished DD w/FIO Watermark - No Sortation Required
-2019	2019-LL-IL-FL-FIO	2019 Invitation Letter W1 NMO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	110	1. Door Dropper	N/A	- Finished DD w/FIO Watermark - No Sortation Required
-2019	2019-IL-MD-EL-CLD#	2019 Invitation Letter W1 MODO EL	<i>To be confirmed between StatCan and Contractor</i>	11,573	1. Door Dropper	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to STC specifications for CLD Presort
-2019	2019-IL-MD-FL-CLD#	2019 Invitation Letter W1 MODO FL	<i>To be confirmed between StatCan and Contractor</i>	2,388	1. Door Dropper	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to STC specifications for CLD Presort
-2019	2019-IL-MD-EL-FIO	2019 Invitation Letter W1 MODO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	135	1. Door Dropper	N/A	- Finished DD w/FIO Watermark - No Sortation Required
-2019	2019-IL-MD-FL-FIO	2019 Invitation Letter W1 MODO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	110	1. Door Dropper	N/A	- Finished DD w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Requirements	Production Instructions
-2019	2019-IL.1-EL-W1	Invitation Letter W1 MO EL V.1	<i>To be confirmed between StatCan and Contractor</i>	58,038	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL.1-FL-W1	Invitation Letter W1 MO FL V.1	<i>To be confirmed between StatCan and Contractor</i>	53,909	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL.1-EL-W1-FIO	Invitation Letter W1 MO EL V.1 FIO	<i>To be confirmed between StatCan and Contractor</i>	165	1. Self-Mailer	N/A	- Finished Self-Mailer w/FIO Watermark - No Sortation Required
-2019	2019-IL.1-FL-W1-FIO	Invitation Letter W1 MO FL V.1 FIO	<i>To be confirmed between StatCan and Contractor</i>	140	1. Self-Mailer	N/A	- Finished Self-Mailer w/FIO Watermark - No Sortation Required
-2019	2019-2A-EL-CLD#	2019 W1 2A EL NMO Package	<i>To be confirmed between StatCan and Contractor</i>	11,814	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL NMO Env. 4. 2A EL MB Env.	1. SAC 2. Booklet ID Barcode 3. SSID 4. CPC 4 State	- Not sealed - Sorted by Printer according to STC specifications for CLD Presort
-2019	2019-2A-FL-CLD#	2019 W1 2A FL NMO Package	<i>To be confirmed between StatCan and Contractor</i>	2,064	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL NMO Env. 4. 2A FL MB Env.	1. SAC 2. Booklet ID Barcode 3. SSID 4. CPC 4 State	- Not sealed - Sorted by Printer according to STC specifications for CLD Presort
-2019	2019-2A-EL-STA	2019 W1 2A EL NMO Package Static	<i>To be confirmed between StatCan and Contractor</i>	3,808	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL NMO Env. 4. 2A EL MB Env.	N/A	- Not sealed - No Sortation Required
-2019	2019-2A-FL-STA	2019 W1 2A FL NMO Package Static	<i>To be confirmed between StatCan and Contractor</i>	711	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL NMO Env. 4. 2A FL MB Env.	N/A	- Not sealed - No Sortation Required
-2019	2019-2A-EL-FIO	2019 W1 2A EL NMO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	135	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL NMO Env. 4. 2A EL MB Env.	N/A	- Not Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Requirements	Production Instructions
-2019	2019-2A-FL-FIO	2019 W1 2A FL NMO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	110	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL NMO Env. 4. 2A FL MB Env.	N/A	- Not Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-EL-CLD#	2019 W1 2A-L EL NMO Package	<i>To be confirmed between StatCan and Contractor</i>	3,939	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL MO Env. 6. 2A-L EL MB Env.	1. SAC 2. Booklet ID Barcode 3. SSID 4. CPC 4 State	- Not sealed - Sorted by Printer according to STC specifications for CLD Presort
-2019	2019-2L-FL-CLD#	2019 W1 2A-L FL NMO Package	<i>To be confirmed between StatCan and Contractor</i>	688	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL MO Env. 6. 2A-L FL MB Env.	1. SAC 2. Booklet ID Barcode 3. SSID 4. CPC 4 State	- Not sealed - Sorted by Printer according to STC specifications for CLD Presort
-2019	2019-2L-EL-STA	2019 W1 2A-L EL NMO Package Static	<i>To be confirmed between StatCan and Contractor</i>	1,269	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL MO Env. 6. 2A-L EL MB Env.	N/A	- Not sealed - No Sortation Required
-2019	2019-2L-FL-STA	2019 W1 2A-L FL NMO Package Static	<i>To be confirmed between StatCan and Contractor</i>	238	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL MO Env. 6. 2A-L FL MB Env.	N/A	- Not sealed - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Requirements	Production Instructions
-2019	2019-2L-EL-FIO	2019 W1 2A-L EL NMO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	145	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL MO Env. 6. 2A-L EL MB Env.	N/A	- Not Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-FL-FIO	2019 W1 2A-L FL NMO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	120	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL MO Env. 6. 2A-L FL MB Env.	N/A	- Not Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A-EL-WQ	2019 2A QRS EN Unilingual MO Package	<i>To be confirmed between StatCan and Contractor</i>	8,705	1. 2A En. PQ 2. 2A EL MO Env. 3. 2A EL MB Env.	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	- Sealed - No Sortation Required
-2019	2019-2A-FL-WQ	2019 2A QRS FR Unilingual MO Package	<i>To be confirmed between StatCan and Contractor</i>	6,704	1. 2A Fr. PQ 2. 2A FL MO Env. 3. 2A FL MB Env.	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	- Sealed - No Sortation Required
-2019	2019-2A-EL-WQ-FIO	2019 2A QRS EN Unilingual MO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	145	1. 2A En. PQ 2. 2A EL MO Env. 3. 2A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A-FL-WQ-FIO	2019 2A QRS FR Unilingual MO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	110	1. 2A Fr. PQ 2. 2A FL MO Env. 3. 2A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Requirements	Production Instructions
-2019	2019-2L-EL-WQ	2019 2A-L QRS EN Unilingual MO Package	<i>To be confirmed between StatCan and Contractor</i>	2,904	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L-FL-WQ	2019 2A-L QRS FR Unilingual MO Package	<i>To be confirmed between StatCan and Contractor</i>	2,238	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L-EL-WQ-FIO	2019 2A-L QRS EN Unilingual MO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	135	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-FL-WQ-FIO	2019 2A-L QRS FR Unilingual MO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	110	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-3A-EL-WQ	2019 3A QRS EL MO Package	<i>To be confirmed between StatCan and Contractor</i>	125	1. 3A EL PQ 2. 3A EL MO Env. 3. 3A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-3A-FL-WQ	2019 3A QRS FL MO Package	<i>To be confirmed between StatCan and Contractor</i>	63	1. 3A FL PQ 2. 3A FL MO Env. 3. 3A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Requirements	Production Instructions
-2019	2019-3A-EL-WQ-FIO	2019 3A EL QRS MO FIO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	135	1. 3A EL PQ 2. 3A EL MO Env. 3. 3A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-3A-FL-WQ-FIO	2019 3A FL QRS MO FIO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	110	1. 3A FL PQ 2. 3A FL MO Env. 3. 3A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A-EN-STA	2019 2A EN Questionnaire Static	<i>To be confirmed between StatCan and Contractor</i>	250	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A-FR-STA	2019 2A FR Questionnaire Static	<i>To be confirmed between StatCan and Contractor</i>	200	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A-EN-LOO	2019 2A EN Questionnaire Loose (w/ Alt. Booklet ID)	<i>To be confirmed between StatCan and Contractor</i>	28,940	1. Questionnaire	1. Booklet ID Barcode (Alt.)	- No Sortation Required
-2019	2019-2A-FR-LOO	2019 2A FR Questionnaire Loose (w/ Alt. Booklet ID)	<i>To be confirmed between StatCan and Contractor</i>	22,918	1. Questionnaire	1. Booklet ID Barcode (Alt.)	- No Sortation Required
-2019	2019-2A-EN-FIO	2019 2A EN Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	558	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A-FR-FIO	2019 2A FR Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	495	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-EN-STA	2019 2A-L EN Questionnaire Static	<i>To be confirmed between StatCan and Contractor</i>	250	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L-FR-STA	2019 2A-L FR Questionnaire Static	<i>To be confirmed between StatCan and Contractor</i>	200	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L-EN-LOO	2019 2A-L EN Questionnaire Loose (w/ Alt. Booklet ID)	<i>To be confirmed between StatCan and Contractor</i>	8,424	1. Questionnaire	1. Booklet ID Barcode (Alt.)	- No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Requirements	Production Instructions
-2019	2019-2L-FR-LOO	2019 2A-L FR Questionnaire Loose (w/ Alt. Booklet ID)	<i>To be confirmed between StatCan and Contractor</i>	6,628	1. Questionnaire	1. Booklet ID Barcode (Alt.)	- No Sortation Required
-2019	2019-2L-EN-FIO	2019 2A-L EN Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	484	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-FR-FIO	2019 2A-L FR Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	421	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-3A-BI-STA	2019 3A BI Questionnaire Static	<i>To be confirmed between StatCan and Contractor</i>	8,848	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-3A-BI-FIO	2019 3A BI Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	268	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-BI-GUIDE-STA	2019 2A-L Guide BI Tumble	<i>To be confirmed between StatCan and Contractor</i>	145	1. Guide	N/A	- No Sortation Required
-2019	2019-2A.E1	2019 2A Wave 1 EL NMO Envelope	<i>To be confirmed between StatCan and Contractor</i>	105	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.F1	2019 2A Wave 1 FL NMO Envelope	<i>To be confirmed between StatCan and Contractor</i>	100	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.EB	2019 2A EL MB Envelope	<i>To be confirmed between StatCan and Contractor</i>	105	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FB	2019 2A FL MB Envelope	<i>To be confirmed between StatCan and Contractor</i>	100	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.E1	2019 2A-L Wave 1 EL NMO Envelope	<i>To be confirmed between StatCan and Contractor</i>	1,255	1. Envelope	N/A	- No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Requirements	Production Instructions
-2019	2019-2L.F1	2019 2A-L Wave 1 FL NMO Envelope	<i>To be confirmed between StatCan and Contractor</i>	625	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.EB	2019 2AL EL MB Envelope	<i>To be confirmed between StatCan and Contractor</i>	105	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.FB	2019 2AL FL MB Envelope	<i>To be confirmed between StatCan and Contractor</i>	100	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.EQ	2019 2A Wave QRS EL MO Envelope	<i>To be confirmed between StatCan and Contractor</i>	105	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FQ	2019 2A Wave QRS FL MO Envelope	<i>To be confirmed between StatCan and Contractor</i>	100	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.EQ	2019 2A-L Wave QRS EL MO Envelope	<i>To be confirmed between StatCan and Contractor</i>	693	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.FQ	2019 2AL Wave QRS FL MO Envelope	<i>To be confirmed between StatCan and Contractor</i>	375	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.E1	2019 3A Wave 1 NMO Privacy EL Envelope	<i>To be confirmed between StatCan and Contractor</i>	5,105	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.F1	2019 3A Wave 1 NMO Privacy FL Envelope	<i>To be confirmed between StatCan and Contractor</i>	3,600	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.EQ	2019 3A Wave QRS EL MO Envelope	<i>To be confirmed between StatCan and Contractor</i>	105	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.FQ	2019 3A Wave QRS FL MO Envelope	<i>To be confirmed between StatCan and Contractor</i>	100	1. Envelope	N/A	- No Sortation Required

BT-3 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Requirements	Production Instructions
-2019	2019-3A.EB	2019 3A EL MB Envelope	<i>To be confirmed between StatCan and Contractor</i>	130	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.FB	2019 3A FL MB Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required

Appendix C –

BT-4 Schedule of Quantities by Form Type

This appendix contains product requirements, specifications, and quantities as projected at the time this document was produced and are subject to change.

Estimated Dwelling Count: 140,797

Estimated Total Volume of Printed Materials Required: TBD

BT-4 Schedule of Quantities by Form Type							
Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-IL-EL-W1	Invitation Letter W1 MO EL Control	<i>To be confirmed between StatCan and Contractor</i>	36,325	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL-FL-W1	Invitation Letter W1 MO FL Control	<i>To be confirmed between StatCan and Contractor</i>	250	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL-EL-W1-FIO	Invitation Letter W1 MO EL Control FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-IL-FL-W1-FIO	Invitation Letter W1 MO FL Control FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-IL.1-EL-W1	Invitation Letter W1 MO EL V.1	<i>To be confirmed between StatCan and Contractor</i>	36,325	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL.1-FL-W1	Invitation Letter W1 MO FL V.1	<i>To be confirmed between StatCan and Contractor</i>	250	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL.1-EL-W1-FIO	Invitation Letter W1 MO EL V.1 FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-IL.1-FL-W1-FIO	Invitation Letter W1 MO FL V.1 FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-IL-F6-EL-W1	CEAG Invitation Letter W1 MO EL	<i>To be confirmed between StatCan and Contractor</i>	6,500	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL-F6-FL-W1	CEAG Invitation Letter W1 MO FL	<i>To be confirmed between StatCan and Contractor</i>	6,500	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL-F6-EL-W1-FIO	CEAG Invitation Letter W1 MO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	294	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-IL-F6-FL-W1-FIO	CEAG Invitation Letter W1 MO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	263	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-RL-EL-W2	Reminder Letter W2 MO EL Control	<i>To be confirmed between StatCan and Contractor</i>	27,303	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL-FL-W2	Reminder Letter W2 MO FL Control	<i>To be confirmed between StatCan and Contractor</i>	250	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL-EL-W2-FIO	Reminder Letter W2 MO EL Control FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-RL-FL-W2-FIO	Reminder Letter W2 MO FL Control FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-RL.1-EL-W2	Reminder Letter W2 MO EL V.1	<i>To be confirmed between StatCan and Contractor</i>	27,303	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL.1-FL-W2	Reminder Letter W2 MO FL V.1	<i>To be confirmed between StatCan and Contractor</i>	250	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL.1-EL-W2-FIO	Reminder Letter W2 MO EL FIO V.1	<i>To be confirmed between StatCan and Contractor</i>	206	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-RL.1-FL-W2-FIO	Reminder Letter W2 MO FL FIO V.1	<i>To be confirmed between StatCan and Contractor</i>	175	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-RL.2-EL-W2	Reminder Letter W2 MO EL V.2	<i>To be confirmed between StatCan and Contractor</i>	88,133	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL.2-FL-W2	Reminder Letter W2 MO FL V.2	<i>To be confirmed between StatCan and Contractor</i>	250	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL.2-EL-W2-FIO	Reminder Letter W2 MO EL FIO V.2	<i>To be confirmed between StatCan and Contractor</i>	169	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-RL.2-FL-W2-FIO	Reminder Letter W2 MO FL FIO V.2	<i>To be confirmed between StatCan and Contractor</i>	138	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-FN-EL-W3	Final Notice Letter W3 MO EL	<i>To be confirmed between StatCan and Contractor</i>	12,278	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-FN-FL-W3	Final Notice Letter W3 MO FL	<i>To be confirmed between StatCan and Contractor</i>	250	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-FN-EL-W3-FIO	Final Notice Letter W3 MO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	206	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-FN-FL-W3-FIO	Final Notice Letter W3 MO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	175	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2019	2019-2A-EL-W1	2A Wave 1 EL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	11,719	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A-FL-W1	2A Wave 1 FL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A-EL-W1-ATD	2A Wave 1 EL MO Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A-FL-W1-ATD	2A Wave 1 FL MO Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A-EL-W1-FIO	2A Wave 1 EL MO Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	181	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A-FL-W1-FIO	2A Wave 1 FL MO Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	150	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A.1-EL-W1	2A Wave 1 EL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	14,049	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A.1-FL-W1	2A Wave 1 FL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A.1-EL-W1-ATD	2A Wave 1 EL MO Package Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.1-FL-W1-ATD	2A Wave 1 FL MO Package Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.1-EL-W1-FIO	2A Wave 1 EL MO Package Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	181	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A.1-FL-W1-FIO	2A Wave 1 FL MO Package Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	150	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A.2-EL-W1	2A Wave 1 EL MO Package Version 2	<i>To be confirmed between StatCan and Contractor</i>	14,049	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A.2-FL-W1	2A Wave 1 FL MO Package Version 2	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A.2-EL-W1-ATD	2A Wave 1 EL MO Package Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.2-FL-W1-ATD	2A Wave 1 FL MO Package Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A.2-EL-W1-FIO	2A Wave 1 EL MO Package Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	181	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A.2-FL-W1-FIO	2A Wave 1 FL MO Package Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	150	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-EL-W1	2A-L Wave 1 EL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	20,694	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L-FL-W1	2A-L Wave 1 FL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L-EL-W1-ATD	2A-L Wave 1 EL MO Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L-FL-W1-ATD	2A-L Wave 1 FL MO Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L-EL-W1-FIO	2A-L Wave 1 EL MO Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	181	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-FL-W1-FIO	2A-L Wave 1 FL MO Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	150	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.1-EL-W1	2A-L Wave 1 EL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	21,666	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L.1-FL-W1	2A-L Wave 1 FL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L.1-EL-W1-ATD	2A-L Wave 1 EL MO Package Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.1-FL-W1-ATD	2A-L Wave 1 FL MO Package Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.1-EL-W1-FIO	2A-L Wave 1 EL MO Package Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	181	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L.1-FL-W1-FIO	2A-L Wave 1 FL MO Package Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	150	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.2-EL-W1	2A-L Wave 1 EL MO Package Version 2	<i>To be confirmed between StatCan and Contractor</i>	21,666	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L.2-FL-W1	2A-L Wave 1 FL MO Package Version 2	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L.2-EL-W1-ATD	2A-L Wave 1 EL MO Package Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L.2-FL-W1-ATD	2A-L Wave 1 FL MO Package Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.2-EL-W1-FIO	2A-L Wave 1 EL MO Package Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	181	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.2-FL-W1-FIO	2A-L Wave 1 FL MO Package Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	150	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-E&L-EL-W3	2019 W3 #9 Env. & Letter EL Package Combination	<i>To be confirmed between StatCan and Contractor</i>	12,028	1. EL #9 Envelope 2. EL Wave 3 Lett. Ins.	1. Booklet ID Barcode 2. SAC	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-E&L-FL-W3	2019 W3 #9 Env. & Letter FL Package Combination	<i>To be confirmed between StatCan and Contractor</i>	0	1. FL #9 Envelope 2. FL Wave 3 Lett. Ins.	1. Booklet ID Barcode 2. SAC	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-E&L-EL-W3-ATD	2019 W3 #9 Env. & Letter EL Package Combination ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. EL #9 Envelope 2. EL Wave 3 Lett. Ins.	1. Booklet ID Barcode 2. SAC	- Sealed - Lett. Ins. w/ATD Watermark - No Sortation Required
-2019	2019-E&L-FL-W3-ATD	2019 W3 #9 Env. & Letter FL Package Combination ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. FL #9 Envelope 2. FL Wave 3 Lett. Ins.	1. Booklet ID Barcode 2. SAC	- Sealed - Lett. Ins. w/ATD Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-E&L-EL-W3-FIO	2019 W3 #9 Env. & Letter EL Package Combination FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. EL #9 Envelope 2. EL Wave 3 Lett. Ins.	N/A	- Sealed - Lett. Ins. w/FIO Watermark - No Sortation Required
-2019	2019-E&L-FL-W3-FIO	2019 W3 #9 Env. & Letter FL Package Combination FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. FL #9 Envelope 2. FL Wave 3 Lett. Ins.	N/A	- Sealed - Lett. Ins. w/FIO Watermark - No Sortation Required
-2019	2019-2A-EL-W3	2A Wave 3 EL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	6,445	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A-FL-W3	2A Wave 3 FL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A-EL-W3-ATD	2A Wave 3 EL MO Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A-FL-W3-ATD	2A Wave 3 FL MO Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A-EL-W3-FIO	2A Wave 3 EL MO Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A-FL-W3-FIO	2A Wave 3 FL MO Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A.1-EL-W3	2A Wave 3 EL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	7,726	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A.1-FL-W3	2A Wave 3 FL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A.1-EL-W3-ATD	2A Wave 3 EL MO Package Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.1-FL-W3-ATD	2A Wave 3 FL MO Package Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.1-EL-W3-FIO	2A Wave 3 EL MO Package Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A.1-FL-W3-FIO	2A Wave 3 FL MO Package Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A.2-EL-W3	2A Wave 3 EL MO Package Version 2	<i>To be confirmed between StatCan and Contractor</i>	7,726	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A.2-FL-W3	2A Wave 3 FL MO Package Version 2	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A.2-EL-W3-ATD	2A Wave 3 EL MO Package Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.2-FL-W3-ATD	2A Wave 3 FL MO Package Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.2-EL-W3-FIO	2A Wave 3 EL MO Package Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A-2-FL-W3-FIO	2A Wave 3 FL MO Package Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-EL-W3	2A-L Wave 3 EL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	13,563	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L-FL-W3	2A-L Wave 3 FL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L-EL-W3-ATD	2A-L Wave 3 EL MO Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L-FL-W3-ATD	2A-L Wave 3 FL MO Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L-EL-W3-FIO	2A-L Wave 3 EL MO Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-FL-W3-FIO	2A-L Wave 3 FL MO Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.1-EL-W3	2A-L Wave 3 EL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	15,136	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L.1-FL-W3	2A-L Wave 3 FL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L.1-EL-W3-ATD	2A-L Wave 3 EL MO Package Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
					6. 2A-L EL MB Env.		
-2019	2019-2L.1-FL-W3-ATD	2A-L Wave 3 FL MO Package Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.1-EL-W3-FIO	2A-L Wave 3 EL MO Package Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.1-FL-W3-FIO	2A-L Wave 3 FL MO Package Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.2-EL-W3	2A-L Wave 3 EL MO Package Version 2	<i>To be confirmed between StatCan and Contractor</i>	15,136	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L.2-FL-W3	2A-L Wave 3 FL MO Package Version 2	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L.2-EL-W3-ATD	2A-L Wave 3 EL MO Package Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.2-FL-W3-ATD	2A-L Wave 3 FL MO Package Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.2-EL-W3-FIO	2A-L Wave 3 EL MO Package Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.2-FL-W3-FIO	2A-L Wave 3 FL MO Package Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
					6. 2A-L FL MB Env.		
-2019	2019-2A-EL-WQ	2A Wave QRS EL Unilingual MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A-FL-WQ	2A Wave QRS FL Unilingual MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A-EL-WQ-ATD	2A Wave QRS EL Unilingual MO Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A-EL-WQ-ATD	2A Wave QRS FL Unilingual MO Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A-EL-WQ-FIO	2A Wave QRS EL Unilingual MO Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A-FL-WQ-FIO	2A Wave QRS FL Unilingual MO Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A.1-EL-WQ	2A Wave QRS EL Unilingual MO Package V.1	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.1-FL-WQ	2A Wave QRS FL Unilingual MO Package V.1	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.1-EL-WQ-ATD	2A Wave QRS EL Unilingual MO Package V.1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.1-EL-WQ-ATD	2A Wave QRS FL Unilingual MO Package V.1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.1-EL-WQ-FIO	2A Wave QRS EL Unilingual MO Package V.1 FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.1-FL-WQ-FIO	2A Wave QRS FL Unilingual MO Package V.1 FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.2-EL-WQ	2A Wave QRS EL Unilingual MO Package V.2	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A.2-FL-WQ	2A Wave QRS FL Unilingual MO Package V.2	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.2-EL-WQ-ATD	2A Wave QRS EL Unilingual MO Package V.2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.2-EL-WQ-ATD	2A Wave QRS FL Unilingual MO Package V.2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.2-EL-WQ-FIO	2A Wave QRS EL Unilingual MO Package V.2 FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.2-FL-WQ-FIO	2A Wave QRS FL Unilingual MO Package V.2 FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L-EL-WQ	2A-L Wave QRS EL MO Unilingual Package Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L En. PQ 2. 2A-L EL Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L-FL-WQ	2A-L Wave QRS FL MO Unilingual Package Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L Fr. PQ 2. 2A-L FL Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
					5. 2A-L FL MB Env.		
-2019	2019-2L-EL-WQ-ATD	2A-L Wave QRS EL MO Unilingual Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L-FL-WQ-ATD	2A-L Wave QRS FL MO Unilingual Package Control ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L-EL-WQ-FIO	2A-L Wave QRS EL MO Unilingual Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-FL-WQ-FIO	2A-L Wave QRS FL MO Unilingual Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L.1-EL-WQ	2A-L Wave QRS EL MO Unilingual Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L.1-FL-WQ	2A-L Wave QRS FL MO Unilingual Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L.1-EL-WQ-ATD	2A-L Wave QRS EL MO Unilingual Package Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.1-FL-WQ-ATD	2A-L Wave QRS FL MO Unilingual Package Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.1-EL-WQ-FIO	2A-L Wave QRS EL MO Unilingual Package Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L.1-FL-WQ-FIO	2A-L Wave QRS FL MO Unilingual Package Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.2-EL-WQ	2A-L Wave QRS EL MO Unilingual Package Version 2	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L.2-FL-WQ	2A-L Wave QRS FL MO Unilingual Package Version 2	<i>To be confirmed between StatCan and Contractor</i>	0	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L.2-EL-WQ-ATD	2A-L Wave QRS EL MO Unilingual Package Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.2-FL-WQ-ATD	2A-L Wave QRS FL MO Unilingual Package Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L.2-EL-WQ-FIO	2A-L Wave QRS EL MO Unilingual Package Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	169	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.2-FL-WQ-FIO	2A-L Wave QRS FL MO Unilingual Package Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	138	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	3A-EL-WQ	3A QRS EL MO Package	<i>To be confirmed between StatCan and Contractor</i>	0	1. 3A EL PQ 2. 3A EL MO Env. 3. 3A EL MB Env.	1. Booklet ID Barcode	- Sealed - No Sortation Required
-2019	3A-FL-WQ	3A QRS FL MO Package	<i>To be confirmed between StatCan and Contractor</i>	0	1. 3A FL PQ 2. 3A FL MO Env. 3. 3A FL MB Env.	1. Booklet ID Barcode	- Sealed - No Sortation Required
-2019	2019-3A-EL-WQ-ATD	2019 3A QRS EL MO Package ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 3A EL PQ 2. 3A EL MO Env. 3. 3A EL MB Env.	1. Booklet ID Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-3A-FL-WQ-ATD	2019 3A QRS FL MO Package ATD	<i>To be confirmed between StatCan and Contractor</i>	375	1. 3A FL PQ 2. 3A FL MO Env. 3. 3A FL MB Env.	1. Booklet ID Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	3A-EL-WQ-FIO	3A EL QRS MO FIO Package	<i>To be confirmed between StatCan and Contractor</i>	169	1. 3A EL PQ 2. 3A EL MO Env. 3. 3A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2019	3A-FL-WQ-FIO	3A FL QRS MO FIO Package	<i>To be confirmed between StatCan and Contractor</i>	138	1. 3A FL PQ 2. 3A FL MO Env. 3. 3A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A-EL-MB-ATD	2A MB EL Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A EL PQ 2. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A-FL-MB-ATD	2A MB FL Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A FL PQ 2. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L-EL-MB-ATD	2A-L MB EL Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L EL PQ 2. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L-FL-MB-ATD	2A-L MB FL Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	375	1. 2A-L FL PQ 2. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	3A-EL-MB-ATD	3A MB EL Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	375	1. 3A EL PQ 2. 3A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	3A-FL-MB-ATD	3A MB FL Package Control FIO	<i>To be confirmed between StatCan and Contractor</i>	375	1. 3A FL PQ 2. 3A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A-EN-STA	2A Static EN Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	375	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A-FR-STA	2A Static FR Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	188	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A-EN-LOO	2A Loose EN Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2A-FR-LOO	2A Loose FR Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2A-EN-ATD	2A Loose EN Questionnaire Control ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A-FR-ATD	2A Loose FR Questionnaire Control ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A-EN-FIO	2A Static EN Questionnaire Control FIO	<i>To be confirmed between StatCan and Contractor</i>	231	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A-FR-FIO	2A Static FR Questionnaire Control FIO	<i>To be confirmed between StatCan and Contractor</i>	200	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A.1-EN-STA	2A Static EN Questionnaire Version 1	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A.1-FR-STA	2A Static FR Questionnaire Version 1	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A.1-EN-LOO	2A Loose EN Questionnaire Version 1 (w/ Alt. Booklet ID)	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2A.1-FR-LOO	2A Loose FR Questionnaire Version 1 (w/ Alt. Booklet ID)	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2A.1-EN-ATD	2A Loose EN Questionnaire Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.1-FR-ATD	2A Loose FR Questionnaire Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.1-EN-FIO	2A Static EN Questionnaire Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	231	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A.1-FR-FIO	2A Static FR Questionnaire Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	200	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A.2-EN-STA	2A Static EN Questionnaire Version 2	<i>To be confirmed between StatCan and Contractor</i>	188	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A.2-FR-STA	2A Static FR Questionnaire Version 2	<i>To be confirmed between StatCan and Contractor</i>	188	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A.2-EN-LOO	2A Loose EN Questionnaire Version 2	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A.2-FR-LOO	2A Loose FR Questionnaire Version 2	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2A.2-EN-ATD	2A Loose EN Questionnaire Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.2-FR-ATD	2A Loose FR Questionnaire Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2A.2-EN-FIO	2A EN Static Questionnaire Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	231	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2A.2-FR-FIO	2A Static FR Questionnaire Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	200	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-EN-STA	2A-L Static EN Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	188	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L-FR-STA	2A-L Static FR Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	188	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L-EN-LOO	2A-L Loose EN Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2L-FR-LOO	2A-L Loose FR Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2L-EN-ATD	2A-L Loose EN Questionnaire Control ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L-FR-ATD	2A-L Loose FR Questionnaire Control ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L-EN-FIO	2A-L Static EN Questionnaire Control FIO	<i>To be confirmed between StatCan and Contractor</i>	231	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L-FR-FIO	2A-L Static FR Questionnaire Control FIO	<i>To be confirmed between StatCan and Contractor</i>	200	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L.1-EN-STA	2A-L Static EN Questionnaire Version 1	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L.1-FR-STA	2A-L Static FR Questionnaire Version 1	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L.1-EN-LOO	2A-L Loose EN Questionnaire Version 1 (w/ Alt. Booklet ID)	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2L.1-FR-LOO	2A-L Loose FR Questionnaire Version 1 (w/ Alt. Booklet ID)	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2L.1-EN-ATD	2A-L Loose EN Questionnaire Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.1-FR-ATD	2A-L Loose FR Questionnaire Version 1 ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.1-EN-FIO	2A-L Static EN Questionnaire Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	231	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.1-FR-FIO	2A-L Static FR Questionnaire Version 1 FIO	<i>To be confirmed between StatCan and Contractor</i>	200	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.2-EN-STA	2A-L Static EN Questionnaire Version 2	<i>To be confirmed between StatCan and Contractor</i>	188	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L.2-FR-STA	2A-L Static FR Questionnaire Version 2	<i>To be confirmed between StatCan and Contractor</i>	188	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L.2-EN-LOO	2A-L Loose EN Questionnaire Version 2	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2L.2-FR-LOO	2A-L Loose FR Questionnaire Version 2	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-2L.2-EN-ATD	2A-L Loose EN Questionnaire Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2L.2-FR-ATD	2A-L Loose FR Questionnaire Version 2 ATD	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L.2-EN-FIO	2A-L Static EN Questionnaire Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	231	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-2L.2-FR-FIO	2A-L Static FR Questionnaire Version 2 FIO	<i>To be confirmed between StatCan and Contractor</i>	200	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2019	2019-3A-BI-STA	3A Static BI Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	125	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-3A-BI-LOO	3A Loose BI Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2019	2019-3A-BI-ATD	2019 3A Bi Questionnaire ATD	<i>To be confirmed between StatCan and Contractor</i>	0	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-3A-BI-FIO	2019 3A Bi Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	244	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2019	2019-2L-GUIDE-BI-STA	2A-L Guide BI Tumble	<i>To be confirmed between StatCan and Contractor</i>	181	1. Guide	N/A	- No Sortation Required
-2019	2019-2A.E1	2A Wave 1 EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.F1	2A Wave 1 FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.E3	2A Wave 3 EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.F3	2A Wave 3 FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.EQ.VC	2A Wave QRS EL MO Static Envelope Control	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FQ.VC	2A Wave QRS FL MO Static Envelope Control	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A.EQ.V1	2A Wave QRS EL MO Static Envelope Version 1	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FQ.V1	2A Wave QRS FL MO Static Envelope Version 1	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.EQ.V2	2A Wave QRS EL MO Static Envelope Version 2	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FQ.V2	2A Wave QRS FL MO Static Envelope Version 2	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.EB	2A EL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FB	2A FL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.E1	2A-L Wave 1 EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.F1	2A-L Wave 1 FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.E3	2A-L Wave 3 EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.F3	2A-L Wave 3 FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.EQ.VC	2A-L Wave QRS EL MO Static Envelope Control	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.FQ.VC	2A-L Wave QRS FL MO Static Envelope Control	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.EQ.V1	2A-L Wave QRS EL MO Static Envelope Version 1	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.FQ.V1	2A-L Wave QRS FL MO Static Envelope Version 1	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.EQ.V2	2A-L Wave QRS EL MO Static Envelope Version 2	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.FQ.V2	2A-L Wave QRS FL MO Static Envelope Version 2	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Quantities	Components	Imaging Required	Instructions
-2019	2019-2A.EB	2A-L EL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FB	2A-L FL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.E1	3A Wave 1 NMO Privacy EL Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.F1	3A Wave 1 NMO Privacy FL Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.EQ	3A Wave QRS EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.FQ	3A Wave QRS FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.EB	3A EL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-3A.FB	3A FL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required
-2019	2019-9.E3	2019 W3 #9 EL Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	131	1. Envelope	N/A	- No Sortation Required
-2019	2019-9.F3	2019 W3 #9 FL Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	125	1. Envelope	N/A	- No Sortation Required

Appendix D –

BT-5 Schedule of Quantities by Form Type

This appendix contains quantities as projected at the time this document was produced and are subject to change.

Dwelling Count: 40,000

Total Volume of Printed Materials Required: TBD

BT-5 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Required	Instructions
-2019	2019-IL-EL-W1	Invitation Letter W1 MO EL Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL-FL-W1	Invitation Letter W1 MO FL Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL.1-EL-W1	Invitation Letter W1 MO EL V.1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL.1-FL-W1	Invitation Letter W1 MO FL V.1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL-EL-W2	Reminder Letter W2 MO EL Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL-FL-W2	Reminder Letter W2 MO FL Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL.1-EL-W2	Reminder Letter W2 MO EL V.1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL.1-FL-W2	Reminder Letter W2 MO FL V.1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Self-Mailer	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A-EL-W1	2A Wave 1 EL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A-FL-W1	2A Wave 1 FL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-5 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Required	Instructions
-2019	2019-2A.1-EL-W1	2A Wave 1 EL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 1 MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A.1-FL-W1	2A Wave 1 FL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 1 MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L-EL-W1	2A-L Wave 1 EL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L-FL-W1	2A-L Wave 1 FL MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide 3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L.1-EL-W1	2A-L Wave 1 EL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Wave 1 Lett. Ins. 4. 2A-L EL Bi. Guide 3. 2A-L EL Wave 1 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L.1-FL-W1	2A-L Wave 1 FL MO Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Wave 1 Lett. Ins. 4. 2A-L FL Bi. Guide	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-5 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Required	Instructions
					3. 2A-L FL Wave 1 MO Env. 6. 2A-L FL MB Env.		
-2019	2019-2A-EL-WQ	2A Wave QRS EL Unilingual MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A-FL-WQ	2A Wave QRS FL Unilingual MO Package Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.1-EL-WQ	2A Wave QRS EL Unilingual MO Package V.1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.1-FL-WQ	2A Wave QRS FL Unilingual MO Package V.1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L-EL-WQ	2A-L Wave QRS EL MO Unilingual Package Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A-L En. PQ 2. 2A-L EL Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L-FL-WQ	2A-L Wave QRS FL MO Unilingual Package Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A-L Fr. PQ 2. 2A-L FL Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-5 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Required	Instructions
-2019	2019-2L.1-EL-WQ	2A-L Wave QRS EL MO Unilingual Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L.1-FL-WQ	2A-L Wave QRS FL MO Unilingual Package Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A-EN-STA	2A Static EN Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A-FR-STA	2A Static FR Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A.1-EN-STA	2A Static EN Questionnaire Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2A.1-FR-STA	2A Static FR Questionnaire Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L-EN-STA	2A-L Static EN Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L-FR-STA	2A-L Static FR Questionnaire Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L.1-EN-STA	2A-L Static EN Questionnaire Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L.1-FR-STA	2A-L Static FR Questionnaire Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Questionnaire	N/A	- No Sortation Required
-2019	2019-2L-GUIDE-BI-STA	2A-L Guide Bi Tumble	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Guide	N/A	- No Sortation Required
-2019	2019-2A.E1	2A Wave 1 EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.F1	2A Wave 1 FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-5 Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Required	Instructions
-2019	2019-2A.EQ.VC	2A Wave QRS EL MO Static Envelope Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FQ.VC	2A Wave QRS FL MO Static Envelope Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.EQ.V1	2A Wave QRS EL MO Static Envelope Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FQ.V1	2A Wave QRS FL MO Static Envelope Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.EB	2A EL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FB	2A FL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.E1	2A-L Wave 1 EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.F1	2A-L Wave 1 FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.EQ.VC	2A-L Wave QRS EL MO Static Envelope Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.FQ.VC	2A-L Wave QRS FL MO Static Envelope Control	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.EQ.V1	2A-L Wave QRS EL MO Static Envelope Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2L.FQ.V1	2A-L Wave QRS FL MO Static Envelope Version 1	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.EB	2A-L EL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required
-2019	2019-2A.FB	2A-L FL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	Tbd	1. Envelope	N/A	- No Sortation Required

Appendix E –

2021 Census Schedule of Quantities by Form Type

This appendix contains quantities as projected at the time this document was produced and are subject to change.

Dwelling Count: TBD

Total Volume of Printed Materials Required: TBD

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
-2021	IL-EL-W1	Invitation Letter W1 MO EL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	IL-FL-W1	Invitation Letter W1 MO FL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	IL-EL-W1-FIO	Invitation Letter W1 MO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	IL-FL-W1-FIO	Invitation Letter W1 MO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	IL-F6-EL-W1	CEAG Invitation Letter W1 MO EL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	IL-F6-FL-W1	CEAG Invitation Letter W1 MO FL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	IL-F6-EL-W1-FIO	CEAG Invitation Letter W1 MO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	IL-F6-FL-W1-FIO	CEAG Invitation Letter W1 MO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	RL-EL-W2	Reminder Letter W2 MO EL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	RL-FL-W2	Reminder Letter W2 MO FL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
-2021	RL-EL-W2-FIO	Reminder Letter W2 MO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	RL-FL-W2-FIO	Reminder Letter W2 MO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	FN-EL-W3	Final Notice Letter W3 MO EL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	FN-FL-W3	Final Notice Letter W3 MO FL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	FN-EL-W3-FIO	Final Notice Letter W3 MO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	FN-FL-W3-FIO	Final Notice Letter W3 MO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	RL-F6-EL-W3	CEAG Reminder Letter W3 MO EL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	RL-F6-FL-W3	CEAG Reminder Letter W3 MO FL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	RL-F6-EL-W3-FIO	CEAG Reminder Letter W3 MO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	RL-F6-FL-W3-FIO	CEAG Reminder Letter W3 MO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	IL-F6-EL-WD	CEAG Invitation Letter WD MO EL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	IL-F6-FL-WD	CEAG Invitation Letter WD MO FL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	IL-F6-EL-WD-FIO	CEAG Invitation Letter WD MO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	IL-F6-FL-WD-FIO	CEAG Invitation Letter WD MO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
-2021	FN-F6-EL-WZ	CEAG Final Notice Letter WZ MO EL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	FN-F6-FL-WZ	CEAG Final Notice Letter WZ MO FL	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	1. SAC 2. Address 3. Linear Barcode	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	FN-F6-EL-WZ-FIO	CEAG Final Notice Letter WZ MO EL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	FN-F6-FL-WZ-FIO	CEAG Final Notice Letter WZ MO FL FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Self-Mailer	N/A	- Sealed - SM w/FIO Watermark - No Sortation Required
-2021	E&L-EL-W3	2019 W3 #9 Env. & Letter EL Package Combination	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. EL #9 Envelope 2. EL Wave 3 Lett. Ins.	1. Booklet ID Barcode 2. SAC	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	E&L-FL-W3	2019 W3 #9 Env. & Letter FL Package Combination	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. FL #9 Envelope 2. FL Wave 3 Lett. Ins.	1. Booklet ID Barcode 2. SAC	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	E&L-EL-W3-ATD	2019 W3 #9 Env. & Letter EL Package Combination ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. EL #9 Envelope 2. EL Wave 3 Lett. Ins.	1. Booklet ID Barcode 2. SAC	- Sealed - Lett. Ins. w/ATD Watermark - No Sortation Required
-2021	E&L-FL-W3-ATD	2019 W3 #9 Env. & Letter FL Package Combination ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. FL #9 Envelope 2. FL Wave 3 Lett. Ins.	1. Booklet ID Barcode 2. SAC	- Sealed - Lett. Ins. w/ATD Watermark - No Sortation Required
-2021	E&L-EL-W3-FIO	2019 W3 #9 Env. & Letter EL Package Combination FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. EL #9 Envelope 2. EL Wave 3 Lett. Ins.	N/A	- Sealed - Lett. Ins. w/FIO Watermark - No Sortation Required
-2021	E&L-FL-W3-FIO	2019 W3 #9 Env. & Letter FL Package Combination FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. FL #9 Envelope 2. FL Wave 3 Lett. Ins.	N/A	- Sealed - Lett. Ins. w/FIO Watermark - No Sortation Required
-2021	2A-EL-W3	2A Wave 3 EL MO Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	2A-FL-W3	2A Wave 3 FL MO Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
					5. 2A FL MB Env.		
-2021	2A-EL-W3-ATD	2A Wave 3 EL MO Package ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2021	2A-FL-W3-ATD	2A Wave 3 FL MO Package ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2021	2A-EL-W3-FIO	2A Wave 3 EL MO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A En. PQ 2. 2A Fr. PQ 3. 2A EL Wave 3 Lett. Ins. 4. 2A EL Wave 3 MO Env. 5. 2A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2021	2A-FL-W3-FIO	2A Wave 3 FL MO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A Fr. PQ 2. 2A En. PQ 3. 2A FL Wave 3 Lett. Ins. 4. 2A FL Wave 3 MO Env. 5. 2A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2021	2L-EL-W3	2A-L Wave 3 EL MO Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
-2021	2L-FL-W3	2A-L Wave 3 FL MO Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2021	2L-EL-W3-ATD	2A-L Wave 3 EL MO Package ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2021	2L-FL-W3-ATD	2A-L Wave 3 FL MO Package ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2021	2L-EL-W3-FIO	2A-L Wave 3 EL MO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L En. PQ 2. 2A-L Fr. PQ 3. 2A-L EL Lett. Ins. 4. 2A-L EL Bi. Guide 5. 2A-L EL Wave 3 MO Env. 6. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2021	2L-FL-W3-FIO	2A-L Wave 3 FL MO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L Fr. PQ 2. 2A-L En. PQ 3. 2A-L FL Lett. Ins. 4. 2A-L FL Bi. Guide 5. 2A-L FL Wave 3 MO Env. 6. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
-2021	2A-EL-WQ	2A Wave QRS EL Unilingual MO Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2021	2A-FL-WQ	2A Wave QRS FL Unilingual MO Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2021	2A-EL-WQ-ATD	2A Wave QRS EL Unilingual MO Package ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2021	2A-EL-WQ-ATD	2A Wave QRS FL Unilingual MO Package ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2021	2A-EL-WQ-FIO	2A Wave QRS EL Unilingual MO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A En. PQ 2. 2A EL QRS Lett. Ins. 3. 2A EL Wave QRS MO Env. 4. 2A EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2021	2A-FL-WQ-FIO	2A Wave QRS FL Unilingual MO Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A Fr. PQ 2. 2A EL QRS Lett. Ins. 3. 2A FL Wave QRS MO Env. 4. 2A FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2021	2L-EL-WQ	2A-L Wave QRS EL MO Unilingual Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L En. PQ 2. 2A-L EL Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
-2021	2L-FL-WQ	2A-L Wave QRS FL MO Unilingual Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L Fr. PQ 2. 2A-L FL Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2021	2L-EL-WQ-ATD	2A-L Wave QRS EL MO Unilingual Package ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2021	2L-FL-WQ-ATD	2A-L Wave QRS FL MO Unilingual Package ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2021	2L-EL-WQ-FIO	2A-L Wave QRS EL MO Unilingual Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L En. PQ 2. 2A-L EL QRS Lett. Ins. 3. 2A-L EL Bi. Guide 4. 2A-L EL Wave QRS MO Env. 5. 2A-L EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2021	2L-FL-WQ-FIO	2A-L Wave QRS FL MO Unilingual Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 2A-L Fr. PQ 2. 2A-L FL QRS Lett. Ins. 3. 2A-L FL Bi. Guide 4. 2A-L FL Wave QRS MO Env. 5. 2A-L FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2021	3A-EL-WQ	3A QRS EL MO Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 3A EL PQ 2. 3A EL MO Env. 3. 3A EL MB Env.	1. Booklet ID Barcode	- Sealed - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
-2021	3A-FL-WQ	3A QRS FL MO Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 3A FL PQ 2. 3A FL MO Env. 3. 3A FL MB Env.	1. Booklet ID Barcode	- Sealed - No Sortation Required
-2021	3A-EL-WQ-ATD	2019 3A QRS EL MO Package ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 3A EL PQ 2. 3A EL MO Env. 3. 3A EL MB Env.	1. Booklet ID Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2021	3A-FL-WQ-ATD	2019 3A QRS FL MO Package ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 3A FL PQ 2. 3A FL MO Env. 3. 3A FL MB Env.	1. Booklet ID Barcode	- Sealed - Quest. w/ATD Watermark - No Sortation Required
-2021	3A-EL-WQ-FIO	3A EL QRS MO FIO Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 3A EL PQ 2. 3A EL MO Env. 3. 3A EL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2021	3A-FL-WQ-FIO	3A FL QRS MO FIO Package	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. 3A FL PQ 2. 3A FL MO Env. 3. 3A FL MB Env.	N/A	- Sealed - Quest. w/FIO Watermark - No Sortation Required
-2021	2A-EL-MB-ATD	2A MB EL Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- No Sortation Required
-2021	2A-FL-MB-ATD	2A MB FL Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- No Sortation Required
-2021	2L-EL-MB-ATD	2A-L MB EL Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2021	2L-FL-MB-ATD	2A-L MB FL Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2021	3A-EL-MB-ATD	3A MB EL Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2021	3A-FL-MB-ATD	3A MB FL Package FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2021	2A-EN-STA	2A Static EN Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2021	2A-FR-STA	2A Static FR Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
-2021	2A-EN-LOO	2A Loose EN Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- No Sortation Required
-2021	2A-FR-LOO	2A Loose FR Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- No Sortation Required
-2021	2A-EN-ATD	2A Loose EN Questionnaire ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2021	2A-FR-ATD	2A Loose FR Questionnaire ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2021	2A-EN-FIO	2A Static EN Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2021	2A-FR-FIO	2A Static FR Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2021	2L-EN-STA	2A-L Static EN Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2021	2L-FR-STA	2A-L Static FR Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2021	2L-EN-LOO	2A-L Loose EN Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2021	2L-FR-LOO	2A-L Loose FR Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2021	2L-EN-ATD	2A-L Loose EN Questionnaire ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2021	2L-FR-ATD	2A-L Loose FR Questionnaire ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2021	2L-EN-FIO	2A-L Static EN Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2021	2L-FR-FIO	2A-L Static FR Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- Quest. w/FIO Watermark - No Sortation Required
-2021	3A-BI-STA	3A Static BI Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	N/A	- No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
-2021	3A-BI-LOO	3A Loose BI Questionnaire	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode	- No Sortation Required
-2021	3A-BI-ATD	2019 3A Bi Questionnaire ATD	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2021	3A-BI-FIO	2019 3A Bi Questionnaire FIO	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Questionnaire	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Quest. w/ATD Watermark - No Sortation Required
-2021	2L-GUIDE-BI-STA	2A-L Guide Bi Tumble	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Guide	N/A	- No Sortation Required
-2021	2A.E1	2A Wave 1 EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2A.F1	2A Wave 1 FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2A.E3	2A Wave 3 EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2A.F3	2A Wave 3 FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2A.EQ.VC	2A Wave QRS EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2A.FQ.VC	2A Wave QRS FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2A.EB	2A EL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2A.FB	2A FL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2L.E1	2A-L Wave 1 EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2L.F1	2A-L Wave 1 FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2L.E3	2A-L Wave 3 EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2L.F3	2A-L Wave 3 FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Schedule of Quantities by Form Type

Product Number	SKU#	Product Name	Completion Date	Est. Required Quantities	Components	Imaging Requirements	Production/Printer Instructions
-2021	2L.EQ.VC	2A-L Wave QRS EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2L.FQ.VC	2A-L Wave QRS FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2A.EB	2A-L EL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	2A.FB	2A-L FL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	3A.E1	3A Wave 1 NMO Privacy EL Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	3A.F1	3A Wave 1 NMO Privacy FL Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	3A.EQ	3A Wave QRS EL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	3A.FQ	3A Wave QRS FL MO Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	3A.EB	3A EL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	3A.FB	3A FL MB Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	9.E3	2019 W3 #9 EL Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required
-2021	9.F3	2019 W3 #9 FL Static Envelope	<i>To be confirmed between StatCan and Contractor</i>	TBD	1. Envelope	N/A	- No Sortation Required

Appendix F –

BT-3 Data File Delivery Schedule & Imaging Requirements

This appendix contains quantities as projected at the time this document was produced and are subject to change.

Delivery schedule to be finalized with printer based on production priority.

Please note, the “Geographic Identifier” or “GEO ID” will be referred to as the SSID.

StatCan will provide data files to the Contractor in electronic format according to the following schedule:

BT-3 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-LL-IL-EL-CLD#	2019 Invitation Letter W1 NMO EL	Wave 1 Non Mail-Out Door Dropper	NMO	1	1. SAC 2. SSID 3. Linear Barcode	TBD
-2019	2019-LL-IL-FL-CLD#	2019 Invitation Letter W1 NMO FL	Wave 1 Non Mail-Out Door Dropper	NMO	1	1. SAC 2. SSID 3. Linear Barcode	TBD
-2019	2019-LL-IL-EL-FIO	2019 Invitation Letter W1 NMO EL FIO	Wave 1 Non Mail-Out Door Dropper	NMO	1	N/A	TBD
-2019	2019-LL-IL-FL-FIO	2019 Invitation Letter W1 NMO FL FIO	Wave 1 Non Mail-Out Door Dropper	NMO	1	N/A	TBD
-2019	2019-MD-IL-EL-CLD#	2019 Invitation Letter W1 MODO EL	Wave 1 Non Mail-Out Door Dropper	NMO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-MD-IL-FL-CLD#	2019 Invitation Letter W1 MODO FL	Wave 1 Non Mail-Out Door Dropper	NMO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-MD-IL-EL-FIO	2019 Invitation Letter W1 MODO EL FIO	Wave 1 Non Mail-Out Door Dropper	NMO	1	N/A	TBD
-2019	2019-MD-IL-FL-FIO	2019 Invitation Letter W1 MODO FL FIO	Wave 1 Non Mail-Out Door Dropper	NMO	1	N/A	TBD
-2019	2019-IL.1-EL-W1	Invitation Letter W1 MO EL V.1	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-IL.1-FL-W1	Invitation Letter W1 MO FL V.1	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-IL.1-EL-W1-FIO	Invitation Letter W1 MO EL V.1 FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-IL.1-FL-W1-FIO	Invitation Letter W1 MO FL V.1 FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD
-2019	2019-2A.1-EL-CLD#	2019 2A EL Quest. For Wave 1 Packages Version 1	Quest. For Wave 1 Packages	NMO	1	1. SAC 2. Booklet ID Barcode 3. SSID 4. CPC 4 State	TBD
-2019	2019-2A.1-FL-CLD#	2019 2A FL Quest. For Wave 1 Packages Version 1	Quest. For Wave 1 Packages	NMO	1	1. SAC 2. Booklet ID Barcode 3. SSID 4. CPC 4 State	TBD
-2019	2019-2A.1-EL-WQ	2019 2A EL Quest. For QRS Packages Version 1	Quest. For Wave QRS Packages	MO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2A.1-FL-WQ	2019 2A FL Quest. For QRS Packages Version 1	Quest. For Wave QRS Packages	MO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2A.1-EN-STA	2A Static EN Questionnaire Version 1	Static Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A.1-FR-STA	2A Static FR Questionnaire Version 1	Static Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A.1-EN-LOO	2019 2A EN Questionnaire Loose Version 1 (w/ Alt. Booklet ID)	Questionnaire	N/A	N/A	1. Booklet ID Barcode (Alt.)	TBD
-2019	2019-2A.1-FR-LOO	2019 2A FR Questionnaire Loose Version 1 (w/ Alt. Booklet ID)	Questionnaire	N/A	N/A	1. Booklet ID Barcode (Alt.)	TBD
-2019	2019-2A.1-EN-ATD	2A Loose EN Questionnaire Version 1 ATD	Loose Questionnaire (w/Imaging)	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2A.1-FR-ATD	2A Loose FR Questionnaire Version 1 ATD	Loose Questionnaire (w/Imaging)	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-2A.1-EN-ATD	2019 2A EN Questionnaire Version 1 ATD (Folded)	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2A.1-FR-ATD	2019 2A FR Questionnaire Version 1 ATD (Folded)	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2A.1-EN-FIO	2A Static EN Questionnaire Version 1 FIO	Static Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A.1-FR-FIO	2A Static FR Questionnaire Version 1 FIO	Static Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L-EL-CLD#	2019 2A-L EL NMO Quest. For Wave 1 Packages	Quest. For Wave 1 Packages	NMO	1	1. SAC 2. Booklet ID Barcode 3. SSID 4. CPC 4 State	TBD
-2019	2019-2L-FL-CLD#	2019 2A-L FL NMO Quest. For Wave 1 Packages	Quest. For Wave 1 Packages	NMO	1	1. SAC 2. Booklet ID Barcode 3. SSID 4. CPC 4 State	TBD
-2019	2019-2L-EL-WQ	2019 2A-L EL NMO Quest. For QRS Packages	Quest. For Wave QRS Packages	MO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2L-FL-WQ	2019 2A-L FL NMO Quest. For QRS Packages	Quest. For Wave QRS Packages	MO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2L.1-EN-STA	2A-L Static EN Questionnaire Version 1	Static Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L.1-FR-STA	2A-L Static FR Questionnaire Version 1	Static Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L.1-EN-LOO	2019 2A-L EN Questionnaire Loose Version 1 (w/ Alt. Booklet ID)	Questionnaire	N/A	N/A	1. Booklet ID Barcode (Alt.)	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-2L.1-FR-LOO	2019 2A-L FR Questionnaire Loose Version 1 (w/ Alt. Booklet ID)	Questionnaire	N/A	N/A	1. Booklet ID Barcode (Alt.)	TBD
-2019	2019-2L.1-EN-ATD	2A-L Loose EN Questionnaire Version 1 ATD	Loose Questionnaire (w/Imaging)	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2L.1-FR-ATD	2A-L Loose FR Questionnaire Version 1 ATD	Loose Questionnaire (w/Imaging)	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2L.1-EN-FIO	2A-L Static EN Questionnaire Version 1 FIO	Static Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L.1-FR-FIO	2A-L Static FR Questionnaire Version 1 FIO	Static Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-3A-EL-WQ	2019 3A EL NMO Quest. For QRS Packages	Quest. For Wave QRS Packages	NMO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-3A-FL-WQ	2019 3A FL NMO Quest. For QRS Packages	Quest. For Wave QRS Packages	NMO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-3A-BI-STA	2019 3A Bi Questionnaire Static	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-3A-BI-LOO	2019 3A Bi Questionnaire Loose (w/ Alt. Booklet ID)	Questionnaire	N/A	N/A	1. Booklet ID Barcode (Alt.)	TBD
-2019	2019-3A-BI-ATD	2019 3A Bi Questionnaire ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-3A-EL-ATD	2019 3A EL Questionnaire ATD (Folded)	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-3 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-3A-FL-ATD	2019 3A FL Questionnaire ATD (Folded)	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-3A-BI-FIO	2019 3A Bi Questionnaire FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L-BI-GUIDE-STA	2019 2A-L Guide Bi Tumble Static	Static Guide	N/A	N/A	N/A	TBD
-2019	N/A	2A-L Wave 1 Cover Letter Insert	Cover Letter Insert	N/A	N/A	N/A	TBD
-2019	2019-2A.E1	2019 2A Wave 1 EL NMO Envelope Static	Static Envelope	NMO	1	N/A	TBD
-2019	2019-2A.F1	2019 2A Wave 1 FL NMO Envelope Static	Static Envelope	NMO	1	N/A	TBD
-2019	2019-2A.EQ	2019 2A Wave QRS EL MO Envelope Static	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2A.FQ	2019 2A Wave QRS FL MO Envelope Static	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2A.EB	2019 2A EL MB Envelope Static	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-2A.FB	2019 2A FL MB Envelope Static	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-2L.E1	2019 2A-L Wave 1 EL NMO Envelope Static	Static Envelope	NMO	1	N/A	TBD
-2019	2019-2L.F1	2019 2A-L Wave 1 FL NMO Envelope Static	Static Envelope	NMO	1	N/A	TBD
-2019	2019-2L.EQ	2019 2A-L Wave QRS EL MO Envelope Static	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2L.FQ	2019 2A-L Wave QRS FL MO Envelope Static	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2L.EB	2019 2A-L EL MB Envelope Static	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-2L.FB	2019 2A-L FL MB Envelope Static	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-3A.E1	2019 3A Wave 1 NMO Privacy EL Envelope Static	Static Envelope	NMO	1	N/A	TBD
-2019	2019-3A.F1	2019 3A Wave 1 NMO Privacy FL Envelope Static	Static Envelope	NMO	1	N/A	TBD
-2019	2019-3A.EQ	2019 3A Wave QRS EL MO Envelope Static	Static Envelope	MO	QRS	N/A	TBD

BT-3 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-3A.FQ	2019 3A Wave QRS FL MO Envelope Static	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-3A.EB	2019 3A EL MB Envelope Static	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-3A.FB	2019 3A FL MB Envelope Static	Static Envelope	N/A	N/A	N/A	TBD

Appendix G –

BT-4 Data File Delivery Schedule and Imaging Requirements

This appendix contains quantities as projected at the time this document was produced and are subject to change.

Delivery schedule to be finalized with printer based on production priority.

Please note, the “Geographic Identifier” or “GEO ID” will be referred to as the SSID.

StatCan will provide data files to the Contractor in electronic format according to the following schedule:

BT-4 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-IL-EL-W1	Invitation Letter W1 MO EL Control	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-IL-FL-W1	Invitation Letter W1 MO FL Control	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-IL-EL-W1-FIO	Invitation Letter W1 MO EL Control FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD
-2019	2019-IL-FL-W1-FIO	Invitation Letter W1 MO FL Control FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD
-2019	2019-IL.1-EL-W1	Invitation Letter W1 MO EL V.1	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-IL.1-FL-W1	Invitation Letter W1 MO FL V.1	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-IL.1-EL-W1-FIO	Invitation Letter W1 MO EL V.1 FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD
-2019	2019-IL.1-FL-W1-FIO	Invitation Letter W1 MO FL V.1 FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD
-2019	2019-IL-F6-EL-W1	CEAG Invitation Letter W1 MO EL	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-IL-F6-FL-W1	CEAG Invitation Letter W1 MO FL	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-IL-F6-EL-W1-FIO	CEAG Invitation Letter W1 MO EL FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-IL-F6-FL-W1-FIO	CEAG Invitation Letter W1 MO FL FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD
-2019	2019-RL-EL-W2	Reminder Letter W2 MO EL Control	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-RL-FL-W2	Reminder Letter W2 MO FL Control	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-RL-EL-W2-FIO	Reminder Letter W2 MO EL Control FIO	Wave 2 Mail-Out Self-Mailer	MO	2	N/A	TBD
-2019	2019-RL-FL-W2-FIO	Reminder Letter W2 MO FL Control FIO	Wave 2 Mail-Out Self-Mailer	MO	2	N/A	TBD
-2019	2019-RL.1-EL-W2	Reminder Letter W2 MO EL V.1	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-RL.1-FL-W2	Reminder Letter W2 MO FL V.1	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-RL.1-EL-W2-FIO	Reminder Letter W2 MO EL FIO V.1	Wave 2 Mail-Out Self-Mailer	MO	2	N/A	TBD
-2019	2019-RL.1-FL-W2-FIO	Reminder Letter W2 MO FL FIO V.1	Wave 2 Mail-Out Self-Mailer	MO	2	N/A	TBD
-2019	2019-RL.2-EL-W2	Reminder Letter W2 MO EL V.2	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-RL.2-FL-W2	Reminder Letter W2 MO FL V.2	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-RL.2-EL-W2-FIO	Reminder Letter W2 MO EL FIO V.2	Wave 2 Mail-Out Self-Mailer	MO	2	N/A	TBD
-2019	2019-RL.2-FL-W2-FIO	Reminder Letter W2 MO FL FIO V.2	Wave 2 Mail-Out Self-Mailer	MO	2	N/A	TBD
-2019	2019-FN-EL-W3	Final Notice Letter W3 MO EL	Wave 3 Mail-Out Self-Mailer	MO	3	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-FN-FL-W3	Final Notice Letter W3 MO FL	Wave 3 Mail-Out Self-Mailer	MO	3	1. SAC 2. Address 3. Linear Barcode	TBD
-2019	2019-FN-EL-W3-FIO	Final Notice Letter W3 MO EL FIO	Wave 3 Mail-Out Self-Mailer	MO	3	N/A	TBD
-2019	2019-FN-FL-W3-FIO	Final Notice Letter W3 MO FL FIO	Wave 3 Mail-Out Self-Mailer	MO	3	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-2A-EL	2019 2A EL Quest. For Packages Control	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2A-FL	2019 2A FL Quest. For Packages Control	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2A-EN-STA	2A Static EN Questionnaire Control	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A-FR-STA	2A Static FR Questionnaire Control	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A-EN-LOO	2A Loose EN Questionnaire Control	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2A-FR-LOO	2A Loose FR Questionnaire Control	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2A-EN-ATD	2A Loose EN Questionnaire Control ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2A-FR-ATD	2A Loose FR Questionnaire Control ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2A-EN-FIO	2A Static EN Questionnaire Control FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A-FR-FIO	2A Static FR Questionnaire Control FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A.1-EL	2019 2A EL Quest. For Packages Version 1	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2A.1-FL	2019 2A FL Quest. For Packages Version 1	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2A.1-EN-STA	2A Static EN Questionnaire Version 1	Questionnaire	N/A	N/A	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-2A.1-FR-STA	2A Static FR Questionnaire Version 1	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A.1-EN-LOO	2A Loose EN Questionnaire Version 1 (w/ Alt. Booklet ID)	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2A.1-FR-LOO	2A Loose FR Questionnaire Version 1 (w/ Alt. Booklet ID)	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2A.1-EN-ATD	2A Loose EN Questionnaire Version 1 ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2A.1-FR-ATD	2A Loose FR Questionnaire Version 1 ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2A.1-EN-FIO	2A Static EN Questionnaire Version 1 FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A.1-FR-FIO	2A Static FR Questionnaire Version 1 FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A.2-EL	2019 2A EL Quest. For Packages Version 2	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2A.2-FL	2019 2A FL Quest. For Packages Version 2	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2A.2-EN-STA	2A Static EN Questionnaire Version 2	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A.2-FR-STA	2A Static FR Questionnaire Version 2	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A.2-EN-LOO	2A Loose EN Questionnaire Version 2	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2A.2-FR-LOO	2A Loose FR Questionnaire Version 2	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-2A.2-EN-ATD	2A Loose EN Questionnaire Version 2 ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2A.2-FR-ATD	2A Loose FR Questionnaire Version 2 ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2A.2-EN-FIO	2A EN Static Questionnaire Version 2 FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2A.2-FR-FIO	2A Static FR Questionnaire Version 2 FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L-EL	2019 2A-L EL Quest. For Packages Version Control	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2L-FL	2019 2A-L FL Quest. For Packages Version Control	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2L-EN-STA	2A-L Static EN Questionnaire Control	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L-FR-STA	2A-L Static FR Questionnaire Control	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L-EN-LOO	2A-L Loose EN Questionnaire Control	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2L-FR-LOO	2A-L Loose FR Questionnaire Control	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2L-EN-ATD	2A-L Loose EN Questionnaire Control ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2L-FR-ATD	2A-L Loose FR Questionnaire Control ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-2L-EN-FIO	2A-L Static EN Questionnaire Control FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L-FR-FIO	2A-L Static FR Questionnaire Control FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L.1-EL	2019 2A-L EL Quest. For Packages Version 1	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2L.1-FL	2019 2A-L FL Quest. For Packages Version 1	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2L.1-EN-STA	2A-L Static EN Questionnaire Version 1	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L.1-FR-STA	2A-L Static FR Questionnaire Version 1	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L.1-EN-LOO	2A-L Loose EN Questionnaire Version 1 (w/ Alt. Booklet ID)	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2L.1-FR-LOO	2A-L Loose FR Questionnaire Version 1 (w/ Alt. Booklet ID)	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2L.1-EN-ATD	2A-L Loose EN Questionnaire Version 1 ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2L.1-FR-ATD	2A-L Loose FR Questionnaire Version 1 ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2L.1-EN-FIO	2A-L Static EN Questionnaire Version 1 FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L.1-FR-FIO	2A-L Static FR Questionnaire Version 1 FIO	Questionnaire	N/A	N/A	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-2L.2-EL	2019 2A-L EL Quest. For Packages Version 2	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2L.2-FL	2019 2A-L FL Quest. For Packages Version 2	Quest. For Packages	MO	1,3,QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-2L.2-EN-STA	2A-L Static EN Questionnaire Version 2	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L.2-FR-STA	2A-L Static FR Questionnaire Version 2	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L.2-EN-LOO	2A-L Loose EN Questionnaire Version 2	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2L.2-FR-LOO	2A-L Loose FR Questionnaire Version 2	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-2L.2-EN-ATD	2A-L Loose EN Questionnaire Version 2 ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2L.2-FR-ATD	2A-L Loose FR Questionnaire Version 2 ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2L.2-EN-FIO	2A-L Static EN Questionnaire Version 2 FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-2L.2-FR-FIO	2A-L Static FR Questionnaire Version 2 FIO	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-3A-EL	2019 3A EL Quest. For Packages	Quest. For Packages	MO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2019	2019-3A-FL	2019 3A FL Quest. For Packages	Quest. For Packages	MO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-3A-BI-STA	3A Static BI Questionnaire	Questionnaire	N/A	N/A	N/A	TBD
-2019	2019-3A-BI-LOO	3A Loose BI Questionnaire	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2019	2019-3A-BI-ATD	2019 3A Bi Questionnaire ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-3A-BI-FIO	2019 3A Bi Questionnaire FIO	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2019	2019-2L-GUIDE-BI-STA	2A-L Guide Bi Tumble	Static Guide	N/A	N/A	N/A	TBD
-2019	N/A	2A-L Wave 1 Cover Letter Insert	Cover Letter Insert	N/A	1	N/A	TBD
-2019	N/A	2A-L Wave 3 Cover Letter Insert	Cover Letter Insert	N/A	3	N/A	TBD
-2019	N/A	2A-L Wave QRS Cover Letter Insert	Cover Letter Insert	N/A	QRS	N/A	TBD
-2019	N/A	Wave Cover Letter Insert for #9 Envelope Comb.	Cover Letter Insert	N/A	3	1. Linear Barcode 2. SAC	TBD
-2019	2019-2A.E1	2A Wave 1 EL MO Static Envelope	Static Envelope	MO	1	N/A	TBD
-2019	2019-2A.F1	2A Wave 1 FL MO Static Envelope	Static Envelope	MO	1	N/A	TBD
-2019	2019-2A.E3	2A Wave 3 EL MO Static Envelope	Static Envelope	MO	3	N/A	TBD
-2019	2019-2A.F3	2A Wave 3 FL MO Static Envelope	Static Envelope	MO	3	N/A	TBD
-2019	2019-2A.EQ.VC	2A Wave QRS EL MO Static Envelope Control	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2A.FQ.VC	2A Wave QRS FL MO Static Envelope Control	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2A.EQ.V1	2A Wave QRS EL MO Static Envelope Version 1	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2A.FQ.V1	2A Wave QRS FL MO Static Envelope Version 1	Static Envelope	MO	QRS	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-2A.EQ.V2	2A Wave QRS EL MO Static Envelope Version 2	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2A.FQ.V2	2A Wave QRS FL MO Static Envelope Version 2	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2A.EB	2A EL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-2A.FB	2A FL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-2L.E1	2A-L Wave 1 EL MO Static Envelope	Static Envelope	MO	1	N/A	TBD
-2019	2019-2L.F1	2A-L Wave 1 FL MO Static Envelope	Static Envelope	MO	1	N/A	TBD
-2019	2019-2L.E3	2A-L Wave 3 EL MO Static Envelope	Static Envelope	MO	3	N/A	TBD
-2019	2019-2L.F3	2A-L Wave 3 FL MO Static Envelope	Static Envelope	MO	3	N/A	TBD
-2019	2019-2L.EQ.VC	2A-L Wave QRS EL MO Static Envelope Control	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2L.FQ.VC	2A-L Wave QRS FL MO Static Envelope Control	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2L.EQ.V1	2A-L Wave QRS EL MO Static Envelope Version 1	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2L.FQ.V1	2A-L Wave QRS FL MO Static Envelope Version 1	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2L.EQ.V2	2A-L Wave QRS EL MO Static Envelope Version 2	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2L.FQ.V2	2A-L Wave QRS FL MO Static Envelope Version 2	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-2A.EB	2A-L EL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-2A.FB	2A-L FL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-3A.E1	3A Wave 1 NMO Privacy EL Static Envelope	Static Envelope	NMO	1	N/A	TBD
-2019	2019-3A.F1	3A Wave 1 NMO Privacy FL Static Envelope	Static Envelope	NMO	1	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-4 Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2019	2019-3A.EQ	3A Wave QRS EL MO Static Envelope	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-3A.FQ	3A Wave QRS FL MO Static Envelope	Static Envelope	MO	QRS	N/A	TBD
-2019	2019-3A.EB	3A EL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-3A.FB	3A FL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2019	2019-9.E3	2019 W3 #9 EL Static Envelope	Static Envelope	MO	3	N/A	TBD
-2019	2019-9.F3	2019 W3 #9 FL Static Envelope	Static Envelope	MO	3	N/A	TBD

Appendix H –

BT-5 Date File Delivery Schedule and Imaging Requirements

This appendix contains quantities as projected at the time this document was produced and are subject to change.

Delivery schedule to be finalized with printer based on production priority.

Please note, the “Geographic Identifier” or “GEO ID” will be referred to as the SSID.

StatCan will provide data files to the Contractor in electronic format according to the following schedule:

BT-5 Date File Delivery Schedule and Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Required	Data File Delivery Date(s)
-2019	2019-IL-EL-W1	Invitation Letter W1 MO EL Control	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL-FL-W1	Invitation Letter W1 MO FL Control	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL.1-EL-W1	Invitation Letter W1 MO EL V.1	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-IL.1-FL-W1	Invitation Letter W1 MO FL V.1	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL-EL-W2	Reminder Letter W2 MO EL Control	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL-FL-W2	Reminder Letter W2 MO FL Control	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-RL.1-EL-W2	Reminder Letter W2 MO EL V.1	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address	- Sorted by Printer according to CPC

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-5 Date File Delivery Schedule and Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Required	Data File Delivery Date(s)
							specifications for Lettermail Presort
-2019	2019-RL.1-FL-W2	Reminder Letter W2 MO FL V.1	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address	- Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A-EL-W1	2A Wave 1 EL MO Package Control	Wave 1 Mail-Out Package	MO	1	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A-FL-W1	2A Wave 1 FL MO Package Control	Wave 1 Mail-Out Package	MO	1	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A.1-EL-W1	2A Wave 1 EL MO Package Version 1	Wave 1 Mail-Out Package	MO	1	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2A.1-FL-W1	2A Wave 1 FL MO Package Version 1	Wave 1 Mail-Out Package	MO	1	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L-EL-W1	2A-L Wave 1 EL MO Package Control	Wave 1 Mail-Out Package	MO	1	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L-FL-W1	2A-L Wave 1 FL MO Package Control	Wave 1 Mail-Out Package	MO	1	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L.1-EL-W1	2A-L Wave 1 EL MO Package Version 1	Wave 1 Mail-Out Package	MO	1	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC specifications for Lettermail Presort
-2019	2019-2L.1-FL-W1	2A-L Wave 1 FL MO Package Version 1	Wave 1 Mail-Out Package	MO	1	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - Sorted by Printer according to CPC

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-5 Date File Delivery Schedule and Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Required	Data File Delivery Date(s)
							specifications for Lettermail Presort
-2019	2019-2A-EL-WQ	2A Wave QRS EL Unilingual MO Package Control	Wave QRS Mail-Out Package	MO	QRS	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A-FL-WQ	2A Wave QRS FL Unilingual MO Package Control	Wave QRS Mail-Out Package	MO	QRS	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.1-EL-WQ	2A Wave QRS EL Unilingual MO Package V.1	Wave QRS Mail-Out Package	MO	QRS	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A.1-FL-WQ	2A Wave QRS FL Unilingual MO Package V.1	Wave QRS Mail-Out Package	MO	QRS	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L-EL-WQ	2A-L Wave QRS EL MO Unilingual Package Control	Wave QRS Mail-Out Package	MO	QRS	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L-FL-WQ	2A-L Wave QRS FL MO Unilingual Package Control	Wave QRS Mail-Out Package	MO	QRS	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L.1-EL-WQ	2A-L Wave QRS EL MO Unilingual Package Version 1	Wave QRS Mail-Out Package	MO	QRS	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2L.1-FL-WQ	2A-L Wave QRS FL MO Unilingual Package Version 1	Wave QRS Mail-Out Package	MO	QRS	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	- Sealed - No Sortation Required
-2019	2019-2A-EN-STA	2A Static EN Questionnaire Control	Static Questionnaire	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2A-FR-STA	2A Static FR Questionnaire Control	Static Questionnaire	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2A.1-EN-STA	2A Static EN Questionnaire Version 1	Static Questionnaire	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2A.1-FR-STA	2A Static FR Questionnaire Version 1	Static Questionnaire	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2L-EN-STA	2A-L Static EN Questionnaire Control	Static Questionnaire	N/A	N/A	N/A	- No Sortation Required

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

BT-5 Date File Delivery Schedule and Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Required	Data File Delivery Date(s)
-2019	2019-2L-FR-STA	2A-L Static FR Questionnaire Control	Static Questionnaire	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2L.1-EN-STA	2A-L Static EN Questionnaire Version 1	Static Questionnaire	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2L.1-FR-STA	2A-L Static FR Questionnaire Version 1	Static Questionnaire	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2L-GUIDE-BI-STA	2A-L Guide Bi Tumble	Static Guide	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2A.E1	2A Wave 1 EL MO Static Envelope	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2A.F1	2A Wave 1 FL MO Static Envelope	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2A.EQ.VC	2A Wave QRS EL MO Static Envelope Control	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2A.FQ.VC	2A Wave QRS FL MO Static Envelope Control	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2A.EQ.V1	2A Wave QRS EL MO Static Envelope Version 1	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2A.FQ.V1	2A Wave QRS FL MO Static Envelope Version 1	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2A.EB	2A EL MB Static Envelope	Static Envelope	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2A.FB	2A FL MB Static Envelope	Static Envelope	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2L.E1	2A-L Wave 1 EL MO Static Envelope	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2L.F1	2A-L Wave 1 FL MO Static Envelope	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2L.EQ.VC	2A-L Wave QRS EL MO Static Envelope Control	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2L.FQ.VC	2A-L Wave QRS FL MO Static Envelope Control	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2L.EQ.V1	2A-L Wave QRS EL MO Static Envelope Version 1	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2L.FQ.V1	2A-L Wave QRS FL MO Static Envelope Version 1	Static Envelope	MO	N/A	N/A	- No Sortation Required
-2019	2019-2A.EB	2A-L EL MB Static Envelope	Static Envelope	N/A	N/A	N/A	- No Sortation Required
-2019	2019-2A.FB	2A-L FL MB Static Envelope	Static Envelope	N/A	N/A	N/A	- No Sortation Required

Appendix I – Census 2021 Data File Delivery Schedule and Imaging Requirements

This appendix contains quantities as projected at the time this document was produced and are subject to change.

Delivery schedule to be finalized with printer based on production priority.

Please note, the “Geographic Identifier” or “GEO ID” will be referred to as the SSID.

StatCan will provide data files to the Contractor in electronic format according to the following schedule:

2021 Census Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2021	IL-EL-W1	Invitation Letter W1 MO EL	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	IL-FL-W1	Invitation Letter W1 MO FL	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	IL-EL-W1-FIO	Invitation Letter W1 MO EL FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD
-2021	IL-FL-W1-FIO	Invitation Letter W1 MO FL FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD
-2021	IL-F6-EL-W1	CEAG Invitation Letter W1 MO EL	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	IL-F6-FL-W1	CEAG Invitation Letter W1 MO FL	Wave 1 Mail-Out Self-Mailer	MO	1	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	IL-F6-EL-W1-FIO	CEAG Invitation Letter W1 MO EL FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD
-2021	IL-F6-FL-W1-FIO	CEAG Invitation Letter W1 MO FL FIO	Wave 1 Mail-Out Self-Mailer	MO	1	N/A	TBD
-2021	RL-EL-W2	Reminder Letter W2 MO EL	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	RL-FL-W2	Reminder Letter W2 MO FL	Wave 2 Mail-Out Self-Mailer	MO	2	1. SAC 2. Address 3. Linear Barcode	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2021	RL-EL-W2-FIO	Reminder Letter W2 MO EL FIO	Wave 2 Mail-Out Self-Mailer	MO	2	N/A	TBD
-2021	RL-FL-W2-FIO	Reminder Letter W2 MO FL FIO	Wave 2 Mail-Out Self-Mailer	MO	2	N/A	TBD
-2021	FN-EL-W3	Final Notice Letter W3 MO EL	Wave 3 Mail-Out Self-Mailer	MO	3	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	FN-FL-W3	Final Notice Letter W3 MO FL	Wave 3 Mail-Out Self-Mailer	MO	3	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	FN-EL-W3-FIO	Final Notice Letter W3 MO EL FIO	Wave 3 Mail-Out Self-Mailer	MO	3	N/A	TBD
-2021	FN-FL-W3-FIO	Final Notice Letter W3 MO FL FIO	Wave 3 Mail-Out Self-Mailer	MO	3	N/A	TBD
-2021	RL-F6-EL-W3	CEAG Reminder Letter W3 MO EL	Wave 3 Mail-Out Self-Mailer	MO	3	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	RL-F6-FL-W3	CEAG Reminder Letter W3 MO FL	Wave 3 Mail-Out Self-Mailer	MO	3	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	RL-F6-EL-W3-FIO	CEAG Reminder Letter W3 MO EL FIO	Wave 3 Mail-Out Self-Mailer	MO	3	N/A	TBD
-2021	RL-F6-FL-W3-FIO	CEAG Reminder Letter W3 MO FL FIO	Wave 3 Mail-Out Self-Mailer	MO	3	N/A	TBD
-2021	IL-F6-EL-WD	CEAG Invitation Letter WD MO EL	Wave D Mail-Out Self-Mailer	MO	D	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	IL-F6-FL-WD	CEAG Invitation Letter WD MO FL	Wave D Mail-Out Self-Mailer	MO	D	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	IL-F6-EL-WD-FIO	CEAG Invitation Letter WD MO EL FIO	Wave D Mail-Out Self-Mailer	MO	D	N/A	TBD
-2021	IL-F6-FL-WD-FIO	CEAG Invitation Letter WD MO FL FIO	Wave D Mail-Out Self-Mailer	MO	D	N/A	TBD
-2021	FN-F6-EL-WZ	CEAG Final Notice Letter WZ MO EL	Wave Z Mail-Out Self-Mailer	MO	Z	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	FN-F6-FL-WZ	CEAG Final Notice Letter WZ MO FL	Wave Z Mail-Out Self-Mailer	MO	Z	1. SAC 2. Address 3. Linear Barcode	TBD
-2021	FN-F6-EL-WZ-FIO	CEAG Final Notice Letter WZ MO EL FIO	Wave Z Mail-Out Self-Mailer	MO	Z	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2021	FN-F6-FL-WZ-FIO	CEAG Final Notice Letter WZ MO FL FIO	Wave Z Mail-Out Self-Mailer	MO	Z	N/A	TBD
-2021	2A-EL	2A EL Quest. For Packages	Quest. For Packages	NMO, MO	1, QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2021	2A-FL	2A FL Quest. For Packages	Quest. For Packages	NMO, MO	1, QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2021	2A-EN-STA	2A Static EN Questionnaire	Questionnaire	N/A	N/A	N/A	TBD
-2021	2A-FR-STA	2A Static FR Questionnaire	Questionnaire	N/A	N/A	N/A	TBD
-2021	2A-EN-LOO	2A Loose EN Questionnaire	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2021	2A-FR-LOO	2A Loose FR Questionnaire	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2021	2A-EN-ATD	2A Loose EN Questionnaire ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2021	2A-FR-ATD	2A Loose FR Questionnaire ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2021	2A-EN-FIO	2A Static EN Questionnaire FIO	Questionnaire	N/A	N/A	N/A	TBD
-2021	2A-FR-FIO	2A Static FR Questionnaire FIO	Questionnaire	N/A	N/A	N/A	TBD
-2021	2L-EL	2A-L EL Quest. For Packages	Quest. For Packages	NMO, MO	1, QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2021	2L-FL	2A-L FL Quest. For Packages	Quest. For Packages	NMO, MO	1, QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2021	2L-EN-STA	2A-L Static EN Questionnaire	Questionnaire	N/A	N/A	N/A	TBD
-2021	2L-FR-STA	2A-L Static FR Questionnaire	Questionnaire	N/A	N/A	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2021	2L-EN-LOO	2A-L Loose EN Questionnaire	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2021	2L-FR-LOO	2A-L Loose FR Questionnaire	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2021	2L-EN-ATD	2A-L Loose EN Questionnaire ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2021	2L-FR-ATD	2A-L Loose FR Questionnaire ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2021	2L-EN-FIO	2A-L Static EN Questionnaire FIO	Questionnaire	N/A	N/A	N/A	TBD
-2021	2L-FR-FIO	2A-L Static FR Questionnaire FIO	Questionnaire	N/A	N/A	N/A	TBD
-2021	2R-EN-STA	2A-R Static EN Questionnaire	Questionnaire	N/A	N/A	N/A	TBD
-2021	2R-FR-STA	2A-R Static FR Questionnaire	Questionnaire	N/A	N/A	N/A	TBD
-2021	2R-EN-LOO	2A-R Loose EN Questionnaire	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2021	2R-FR-LOO	2A-R Loose FR Questionnaire	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2021	2R-EN-ATD	2A-R Loose EN Questionnaire ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2021	2R-FR-ATD	2A-R Loose FR Questionnaire ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2021	2R-EN-FIO	2A-R Static EN Questionnaire FIO	Questionnaire	N/A	N/A	N/A	TBD
-2021	2R-FR-FIO	2A-R Static FR Questionnaire FIO	Questionnaire	N/A	N/A	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2021	2C-EL	2C EL Quest. For Packages	Quest. For Packages	NMO	1	1. SAC 2. Booklet ID Barcode	TBD
-2021	2C-FL	2C FL Quest. For Packages	Quest. For Packages	NMO	1	1. SAC 2. Booklet ID Barcode	TBD
-2021	2C-EN-STA	2C Static EN Questionnaire	Questionnaire	N/A	N/A	N/A	TBD
-2021	2C-FR-STA	2C Static FR Questionnaire Control	Questionnaire	N/A	N/A	N/A	TBD
-2021	2C-EN-LOO	2C Loose EN Questionnaire Control	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2021	2C-FR-LOO	2C Loose FR Questionnaire Control	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2021	2C-EN-ATD	2C Loose EN Questionnaire Control ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC	TBD
-2021	2C-FR-ATD	2C Loose FR Questionnaire Control ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC	TBD
-2021	2C-EN-FIO	2C Static EN Questionnaire Control FIO	Questionnaire	N/A	N/A	N/A	TBD
-2021	2C-FR-FIO	2C Static FR Questionnaire Control FIO	Questionnaire	N/A	N/A	N/A	TBD
-2021	3A-EL	3A EL Quest. For Packages	Quest. For Packages	MO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2021	3A-FL	3A FL Quest. For Packages	Quest. For Packages	MO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2021	3A-BI-STA	3A Static BI Questionnaire	Questionnaire	N/A	N/A	N/A	TBD
-2021	3A-BI-LOO	3A Loose BI Questionnaire	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2021	3A-BI-ATD	3A Bi Questionnaire ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2021	3A-BI-FIO	3A Bi Questionnaire FIO	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2021	Form 6-EL	Form 6 EL Quest. For Packages	Quest. For Packages	MO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2021	Form 6-FL	Form 6 FL Quest. For Packages	Quest. For Packages	MO	QRS	1. SAC 2. Booklet ID Barcode 3. CPC 4 State	TBD
-2021	Form 6-EN-STA	Form 6 Static EN Questionnaire	Questionnaire	N/A	N/A	N/A	TBD
-2021	Form 6-FR-STA	Form 6 Static FR Questionnaire Control	Questionnaire	N/A	N/A	N/A	TBD
-2021	Form 6-EN-LOO	Form 6 Loose EN Questionnaire Control	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2021	Form 6-FR-LOO	Form 6 Loose FR Questionnaire Control	Questionnaire	N/A	N/A	1. Booklet ID Barcode	TBD
-2021	Form 6-EN-ATD	Form 6 Loose EN Questionnaire Control ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2021	Form 6-FR-ATD	Form 6 Loose FR Questionnaire Control ATD	Questionnaire	N/A	N/A	1. Booklet ID Barcode 2. SAC 3. CPC 4 State Barcode	TBD
-2021	Form 6-EN-FIO	Form 6 Static EN Questionnaire Control FIO	Questionnaire	N/A	N/A	N/A	TBD
-2021	Form 6-FR-FIO	Form 6 Static FR Questionnaire Control FIO	Questionnaire	N/A	N/A	N/A	TBD
-2021	2L-GUIDE-BI-STA	2A-L Guide Bi Tumble	Static Guide	N/A	N/A	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2021	N/A	2A-L Wave 1 Cover Letter Insert	Cover Letter Insert	N/A	1	N/A	TBD
-2021	N/A	2A-L Wave 3 Cover Letter Insert	Cover Letter Insert	N/A	3	N/A	TBD
-2021	N/A	2A-L Wave QRS Cover Letter Insert	Cover Letter Insert	N/A	QRS	N/A	TBD
-2021	N/A	Wave Cover Letter Insert for #9 Envelope Comb.	Cover Letter Insert	N/A	3	1. Linear Barcode 2. SAC	TBD
-2021	2A.E1	2A Wave 1 EL MO Static Envelope	Static Envelope	MO	1	N/A	TBD
-2021	2A.F1	2A Wave 1 FL MO Static Envelope	Static Envelope	MO	1	N/A	TBD
-2021	2A.E3	2A Wave 3 EL MO Static Envelope	Static Envelope	MO	3	N/A	TBD
-2021	2A.F3	2A Wave 3 FL MO Static Envelope	Static Envelope	MO	3	N/A	TBD
-2021	2A.EQ.VC	2A Wave QRS EL MO Static Envelope Control	Static Envelope	MO	QRS	N/A	TBD
-2021	2A.FQ.VC	2A Wave QRS FL MO Static Envelope Control	Static Envelope	MO	QRS	N/A	TBD
-2021	2A.EQ.V1	2A Wave QRS EL MO Static Envelope Version 1	Static Envelope	MO	QRS	N/A	TBD
-2021	2A.FQ.V1	2A Wave QRS FL MO Static Envelope Version 1	Static Envelope	MO	QRS	N/A	TBD
-2021	2A.EQ.V2	2A Wave QRS EL MO Static Envelope Version 2	Static Envelope	MO	QRS	N/A	TBD
-2021	2A.FQ.V2	2A Wave QRS FL MO Static Envelope Version 2	Static Envelope	MO	QRS	N/A	TBD
-2021	2A.EB	2A EL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2021	2A.FB	2A FL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2021	2L.E1	2A-L Wave 1 EL MO Static Envelope	Static Envelope	MO	1	N/A	TBD
-2021	2L.F1	2A-L Wave 1 FL MO Static Envelope	Static Envelope	MO	1	N/A	TBD
-2021	2L.E3	2A-L Wave 3 EL MO Static Envelope	Static Envelope	MO	3	N/A	TBD

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

2021 Census Data File Delivery Schedule & Imaging Requirements							
Product Number	SKU#	Product Name	Product Type	Delivery Metho.	Wave Metho.	Imaging Requirements	Data File Delivery Date(S)
-2021	2L.F3	2A-L Wave 3 FL MO Static Envelope	Static Envelope	MO	3	N/A	TBD
-2021	2L.EQ.VC	2A-L Wave QRS EL MO Static Envelope Control	Static Envelope	MO	QRS	N/A	TBD
-2021	2L.FQ.VC	2A-L Wave QRS FL MO Static Envelope Control	Static Envelope	MO	QRS	N/A	TBD
-2021	2L.EQ.V1	2A-L Wave QRS EL MO Static Envelope Version 1	Static Envelope	MO	QRS	N/A	TBD
-2021	2L.FQ.V1	2A-L Wave QRS FL MO Static Envelope Version 1	Static Envelope	MO	QRS	N/A	TBD
-2021	2L.EQ.V2	2A-L Wave QRS EL MO Static Envelope Version 2	Static Envelope	MO	QRS	N/A	TBD
-2021	2L.FQ.V2	2A-L Wave QRS FL MO Static Envelope Version 2	Static Envelope	MO	QRS	N/A	TBD
-2021	2A.EB	2A-L EL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2021	2A.FB	2A-L FL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2021	2C.E1	2C NMO EL Static Envelope	Static Envelope	NMO	N/A	N/A	TBD
-2021	2C.F1	2C NMO FL Static Envelope	Static Envelope	NMO	N/A	N/A	TBD
-2021	3A.E1	3A Wave 1 NMO Privacy EL Static Envelope	Static Envelope	NMO	1	N/A	TBD
-2021	3A.F1	3A Wave 1 NMO Privacy FL Static Envelope	Static Envelope	NMO	1	N/A	TBD
-2021	3A.EQ	3A Wave QRS EL MO Static Envelope	Static Envelope	MO	QRS	N/A	TBD
-2021	3A.FQ	3A Wave QRS FL MO Static Envelope	Static Envelope	MO	QRS	N/A	TBD
-2021	3A.EB	3A EL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2021	3A.FB	3A FL MB Static Envelope	Static Envelope	N/A	N/A	N/A	TBD
-2021	9.E3	W3 #9 EL Static Envelope	Static Envelope	MO	3	N/A	TBD
-2021	9.F3	W3 #9 FL Static Envelope	Static Envelope	MO	3	N/A	TBD

Appendix J – Detailed QRS Procedures

**Note: “Appendix J – Detailed QRS Procedures” is to be reviewed and confirmed by StatCan and the Contractor.*

These QRS Mail-Out procedures must be implemented on a daily basis during the QRS operation for all 2019 Behaviour Test periods, and for the 2021 Census.

The QRS operation must be in place and ready to be implemented on the day after the Wave 1 Invitation Mail-Out Self-Mailer drop date. All required QRS Mail-Out packages must be on-site and accessible for the commencement of operations. All processes included below are to be implemented on daily basis (excluding week-end and statutory holidays), on all applicable QRS materials, until the end of the QRS operation.

It is understood by both parties that the daily deadline to start Contractor QRS operations is 7:00 and every effort will be put forward to meet this deadline.

In order to avoid any delivery delays, The Contractor must sort the Wave QRS Mail-Out data files according to Canada Post specifications, (the Contractor must pre-sort geographically, starting with the furthest geographic points from the induction facility and then working inwards (e.g. BC, AB, NL, SK, NS, PEI, etc.), finishing with Toronto). These products will be picked-up at the print facility for immediate induction, and Canada Post will distribute these to all applicable, “mailable” dwellings across Canada.

The Contractor must receive, image, validate, and process each file for induction by Canada Post within a maximum of 72 hours.

2021 Census QRS Packages include...

- 2A QRS Unilingual (English and French)
- 2A-L QRS Unilingual (English and French)
- 3A QRS Bilingual (English Leading and French Leading)

Estimated required quantities are as follows...

- The estimated total of CPOP QRS packages for 2021 Census is TBD.
- The estimated total of CEAG QRS packages for 2021 Census is 80,000.

Required steps...

- a. StatCan will sort each data file by FSA, form type, and leading language.
- b. StatCan will send the encrypted data file(s) to the Contractor before 6:00 am.
- c. The Contractor will retrieve the encrypted file from the server before 6:00 am.

- Should any discrepancies be encountered (missing or un-operational file), the Contractor's Project Manager will immediately alert StatCan's QPT Task Manager and provide a complete description of the problem.
 - All operations will be put on hold by the Contractor until a resolution has been provided by StatCan. (Resolution could be a re-transmission of the file(s) by StatCan)
- d. If no anomalies are encountered with the file, the Contractor will download the encrypted file.
- e. Contractor will decrypt the file.
- f. Contractor will perform a detailed file verification.
- g. A frequency count of the number of fields in the records sent will be conducted; this will be summarized in an excel spreadsheet, detailing the total frequency of each field and the number of blanks for the total number of records by field. In addition to counting the frequency of occurrence of each field, a second check will be conducted to see if any scrambling of the fields may have occurred by counting the frequency of occurrence of each province by reading the first character of the postal code. This frequency count file will be sent to StatCan for verification prior to proceeding with the addressing of the packages.
- h. Frequency Count Report will be validated by StatCan on site by 6:30 am.
- i. StatCan will approve the accuracy of the Frequency Count and provide a written authorization to Contractor to start production by 7:00 am.
- j. Appropriate envelope packages are loaded into the machine to: image addresses, image applicable barcodes, scan and match the booklet ID barcodes to the Dwelling Frame ID barcode.
- k. Machine analyzes every barcode on every envelope (number of digits, Questionnaire type and language, Mad97 configuration), 8 digits within barcode identifies the questionnaire format.
- l. The bar code linkage file will be produced at the end of every shift (or later during the process that same day, by 22:00 at the latest, at the Contractor's discretion).
- m. Any package rejected by the scanner will be manually extracted and the information will be exported to the reprint file.
- n. Any package which is scanned but visually damaged and rejected by the operator will be placed in the reprint bin and all such packages will be scanned at the end of the shift (or later in the process at the Contractor's discretion) and the linkage files and reprint files will be updated.
- A physical match of the reprint file with the actual rejected envelopes will be performed to validate the quantities. Any mismatch or manually rejected envelope will be re-scanned with a hand held scanner attached to a separate workstation dedicated to re-scanning of damaged packages in order to adjust the Linkage File and produce the Reprint File to match the actual address count.
 - The Contractor will print the rejected addresses on fresh packages and re-introduce within the stream.
 - Contractor will update the barcode linkage file with reprint information at the end of the shift

Annex A – Statement of Work

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

- o. The Contractor will send the daily report of completed QRS data files (sorted by FSA, form type, and leading language) via encrypted email back to StatCan.
- p. StatCan will retrieve the encrypted file from the server, and immediately communicate the successful receipt of the data file(s) to the Contractor.
- q. Any leftover items that were not imaged during the daily QRS operations and not completed by 14:00, will be carried over to the next day's operations, be imaged prior to the start of the next day's data file, and will be included within the next day's reports.

DRAFT

Addendum B

Annex E - Evaluation Grid

2021 Census of Population & 2021 Census of Agriculture (Including 2019 Census Behaviour Tests)

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

ANNEX E - EVALUATION GRID**CENSUS 2021 AND THE ASSOCIATED 2019 Behavioural Tests****EVALUATION SUMMARY****BIDDER NAME:** _____**EVALUATOR NAME:** _____

	MANDATORY REQUIREMENTS	Met	Not Met
M1	Bidder Capability		
M2	Project Management		
M3			
M4			
M5			
	RATED REQUIREMENTS		
	Category / Catégorie	Max.Points	Score / Note
R1	Bidder Capacity	10	/10
R2	Reception and Processing of Data Files	50	/50
R3	Implementation of the Work	180	/180
R4	Business Continuity Plan	70	/70
R5	Environmental Practices	15	/15
R6	Quality Assurance and Quality Control	45	/ 45
R7	Company Experience	30	/30
		Minimum required points 300	Total Points _____/400

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

1.1 TECHNICAL EVALUATION - MANDATORY TECHNICAL CRITERIA

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

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to external clients. During the evaluation no corporate experience gained through internal clients will be accepted or reviewed. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

Definitions for the purposes of evaluation:

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

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

"Multiple" means two (2) or more.

M1. BIDDER CAPABILITY

To demonstrate capability to complete work in the timelines, quantities and number of operations required by the Census, the Bidder's proposal is required to demonstrate capability to produce the types and quantities of documents within the time stated below. Capability will be evaluated against the production requirements of a period of time where Census production requirements are particularly high.

The Bidder must demonstrate capability to produce the types and quantities of documents within the time stated. Bidders must demonstrate the capability to meet, or exceed, the stated production requirements. Proposals that do not demonstrate the capability to meet this minimum requirement will be considered non-responsive and will not be evaluated further.

Bidder proposals that demonstrate the capability to meet, or exceed, the minimum requirement will be assigned points according to an increasing scale as part of the rated requirements evaluation (R1).

The Census minimum requirement for evaluation consists of the following quantities of document types and operations completed within the times stated.

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Product	Volume questionnaires	Volume of mail-out envelopes	Total Number of items for insertion	Volume of finished packages	# calendar days
Wave 1 Invitation Letters produced as sealed “self-mailers” with variable imaging (including English and French leading)), postal, pre-sorted	BT3: xxx* BT4: xxx* 2021: xxx*	Not applicable	Not applicable	BT3: xxx* BT4: xxx* 2021: xxx*	15 – from receipt of data files from Statistics Canada to final delivery to loading dock;
Wave 2 Reminder Letters (Alternative 1), produced as sealed “self-mailers” with variable imaging (including English and French leading), postal, pre-sorted	BT3: xxx* BT4: xxx* 2021: xxx*	Not applicable	Not applicable	BT3: xxx* BT4: xxx* 2021: xxx*	7 – from receipt of first data files from Statistics Canada to last delivery. Note: daily suppression requirements
Wave 2 Reminder Letters (Alternative 2), produced as sealed “self-mailers” with variable imaging (including English and French leading), postal pre-sorted	9,100,000* (Receipt by Canada Post at: Montreal: 2,912,000* Toronto: 3,185,000* Calgary: 3,003,000*)	Not applicable	Not applicable	9,100,000*	3 – from receipt of data files from Statistics Canada to final delivery to Canada Post Montreal, Toronto, Calgary; (May. 7-9, 2021)* Note: No suppression requirements
Wave 2 Reminder Letters (Alternative 3), produced as sealed “self-mailers” with variable imaging (including English and French leading), postal pre-sorted	13,370,000* (Receipt by Canada Post at Toronto)	Not applicable	Not applicable	13,370,000*	7 – from receipt of data files from Statistics Canada to final delivery to loading dock; (Mar. 29-Apr. 4), 2021)* Note: No suppression requirements
Wave 3 2A packages: printing, data processing and variable imaging, insertion and assembly (including English leading and French leading)	6,834,000*	3,417,000*	(English leading and French leading questionnaires, mail-back envelope, letter)	3,417,500*	40

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Wave 3 2A-L packages: printing, data processing and variable imaging, insertion and assembly (including English leading and French leading)	2,682,600*	1,341,300*	(English leading and French leading questionnai res, mail-back envelope, letter, 6* page guide)	1,341,300*	70
---	------------	------------	---	------------	-----------

***Quantities and dates are subject to change**

Bidders must provide their response to M1 in the tables below. The information provided must demonstrate the total capability of the Bidder and also show a breakdown of how the quantities are produced. Where multiple facilities contribute to the overall total of documents produced each must be identified and the production capability shown. Evaluation will be done on the total quantities. However, if the Bidder does not show how the totals were arrived at, the proposal will be considered non-responsive and the proposal will not be evaluated further.

M.1.a Bidders must insert their total quantities under Bidders production capabilities in the table below.

Product	Bidders production capabilities	Stats Canada time frame (# days)
Wave 1 Invitation Letters (Alternative #1): produced as sealed "self-mailers" with variable imaging (including English and French leading)		15
Wave 2 Reminder Letters (Alternative 1), produced as sealed "self-mailers" with variable imaging (including English and French leading)		7
Wave 2 Reminder Letters (Alternative 2), produced as sealed "self-mailers" with variable imaging (including English and French leading), postal pre-sorted		3
Wave 2 Reminder Letters (Alternative 3), produced as sealed "self-mailers" with variable imaging (including English and French leading), postal pre-sorted		7
Wave 3 2A packages: printing, data processing and variable imaging, insertion and assembly (including English leading and French leading)		40

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Wave 3 2A-L packages: printing, data processing and variable imaging, insertion and assembly (including English leading and French leading)		70
---	--	----

M.1.b Bidders must show the breakdown of how the total quantities of each type of document were arrived at in the tables below.

Note to Bidders:

Any documents that are printed and imaged in line are not required to be listed in both the printing and imaging tables. Bidders may list these documents in the imaging table only.

Print/Bind			
Output by Facility			
Facility Address	Type of Document	Daily Output	Total Output within required time period

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Data Processing, Variable Imaging and Addressing as specified			
Output by Facility			
Facility Address	Type of Document (state if document is printed and imaged in-line)	Daily Output	Total Output within required timeframe

Assembly			
Output by Facility			
Facility Address	Type of Documents Handled	Daily Output of assembled, addressed envelope packages	Total Output of assembled envelopes within required timeframe

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

M1. Bidder Capability

Statistics Canada Requirement	Bidder's Quantities	Mandatory Quantity MET	Mandatory Quantity NOT MET
Wave 1 Invitation Letters (Alternative #1): produced as sealed "self-mailers" with variable imaging (including English and French leading) Volume of finished packages within required time period: Mandatory Quantity - 13,370,000			
Wave 2 Reminder Letters (Alternative 1), produced as sealed "self-mailers" with variable imaging (including English and French leading) Volume of finished packages within required time period: Mandatory Quantity - 9,100,000			
Wave 2 Reminder Letters (Alternative 2), produced as sealed "self-mailers" with variable imaging (including English and French leading), postal pre-sorted Volume of finished packages within required time period: Mandatory Quantity - 9,100,000			
Wave 2 Reminder Letters (Alternative 3), produced as sealed "self-mailers" with variable imaging (including English and French leading), postal pre-sorted Volume of finished packages within required time period: Mandatory Quantity - 13,370,000			
Wave 3 - 2A packages: printing, data processing and variable imaging, insertion and assembly (including English leading and French leading) Volume of finished packages within required time period: Mandatory Quantity - 3,417,500			
Wave 3- 2A-L packages: printing, data processing and variable imaging, insertion and assembly (including English leading and French leading) Volume of finished packages within required time period: Mandatory Quantity - 1,341,300			
Comments:			

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

M2. PROJECT MANAGEMENT

M.2.a The Bidder must provide the name of the overall Project Manager for this requirement. The Bidder must provide a concise summary of the Project Manager's experience with projects of comparable variety and complexity of required output. Responses must include a description of two (2) projects worked on by the person named, the size and duration of each of the projects and a client reference with contact information for each of the projects.

M.2.b The Bidder must provide the name of a Back-up Project Manager for this requirement. The Bidder must provide a concise summary of the Back-up Project Manager's previous experience with projects of comparable variety and complexity of required output. Responses must include a description of two (2) projects worked on by the person named and a client reference with contact information for each of the projects.

Bidder's proposals that do not provide the name and details requested for the Project Manager and the Back-up Project Manager will be deemed non-responsive and will not be evaluated further.

"Comparable variety and complexity of required output" is defined as: one (1) project involving two (2) or more of the following processes:

- a) Data processing and Variable Imaging of multiple items such as forms and booklets,
- b) Offset Printing of multiple items such as forms and booklets,
- c) Insertion, Assembly and Addressing for mailing of multiple items including forms and booklets.

M2.a Project Manager	Mandatory Met	Mandatory Not Met
Name and information of the Project Manager and back-up Project Manager		
<ul style="list-style-type: none"> Summary of the Project Manager's previous experience with projects of comparable variety and complexity of required output provided 		
<ul style="list-style-type: none"> Project 1: Client reference with contact information provided 		
The project involved two (2) or more of the following processes: <ol style="list-style-type: none"> a) Data processing and Variable Imaging of multiple items such as forms and booklets, b) Offset Printing of multiple items such as forms and booklets, c) Insertion, Assembly and Addressing for mailing of multiple items including forms and booklets. 		
<ul style="list-style-type: none"> Project 2: Client reference with contact information provided 		
The project involved two (2) or more of the following processes: <ol style="list-style-type: none"> d) Data processing and Variable Imaging of multiple items such as forms and booklets, e) Offset Printing of multiple items such as forms and booklets, f) Insertion, Assembly and Addressing for mailing of multiple items including forms and booklets. 		

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

M2.b Back-up Project Manager	Mandatory Met	Mandatory Not Met
Name and information of the Back-up Project Manager <ul style="list-style-type: none"> Summary of the Back-up Project Manager's previous experience with projects of comparable variety and complexity of required output provided 		
<ul style="list-style-type: none"> Project 1: Client reference with contact information provided 		
The project involved two (2) or more of the following processes: g) Data processing and Variable Imaging of multiple items such as forms and booklets, h) Offset Printing of multiple items such as forms and booklets, i) Insertion, Assembly and Addressing for mailing of multiple items including forms and booklets.		
<ul style="list-style-type: none"> Project 2: Client reference with contact information provided 		
The project involved two (2) or more of the following processes: j) Data processing and Variable Imaging of multiple items such as forms and booklets, k) Offset Printing of multiple items such as forms and booklets, l) Insertion, Assembly and Addressing for mailing of multiple items including forms and booklets.		
Comments		

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

PART 2 - TECHNICAL EVALUATION - POINT RATED TECHNICAL CRITERIA

Only those proposals which first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Technical Evaluation.

To be considered responsive, a proposal must obtain a minimum passing mark of 75% overall for the point rated criteria of the Technical Evaluation. Proposals scoring less than 75% overall for the point rated criteria of the Technical Evaluation will not be given further consideration.

Bidders are instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team.

Proposals will be evaluated on the completeness and level of detail by which they address the rated requirements. For example, if a description of a process or procedure is requested the various steps which the Bidder will perform in order to complete the requirement, as detailed in the Annex A Statement of Work, should be described.

General statements should be avoided. These do not provide details which can be compared to the description of the requirement, and therefore evaluated as to their relevancy in fulfilling the requirement, as detailed in the statement of work.

Assessment of proposals will be based solely on the information in the Proposal. Canada may seek further information or clarification from the bidder.

The points allocated for selected criteria will be multiplied by the specified weighting factor (w.f.).

R.1. BIDDER CAPACITY

Maximum 10 Points

Bidder's total quantities from M1 are to be entered into the table below.	
CAPACITY	
Bidders total capacity of printed/imaged documents 2A type = _____ 2A-L type = _____ Reminder Letter self-mailer format type = _____	Bidders total capacity of assembled envelope packages 2A type = _____ 2A-L type = _____ Reminder Letter self-mailer format type = _____
Bidders total capacity of assembled addressed envelope packages: _____	

R.1 Bidder Capacity				
Bidder total capacity meets Census requirement for each M1 product	Bidder total capacity exceeds Census requirement for each M1 product by up to 15%	Bidder total capacity exceeds Census requirement for each M1 product more than 15% up to 30%.	Bidder total capacity exceeds Census requirement for each M1 product more than 30% up to 50%.	Bidder total capacity exceeds Census requirements for each M1 product more than 50%
1 point _____	2 points _____	3 points _____	4 points _____	5 points _____

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Points Allocated for R.1: _____/5 multiplied by a weighting factor of 2 = _____/10
--

R.1 TOTAL POINTS = _____/10

R.2. RECEPTION AND PROCESSING OF DATA FILES

Maximum 50 Points

In the proposal, the Bidders should provide a description of their capability to receive, process and sort data files for variable imaging as stated in the Statement of Work. This description should include the maximum file size that can be managed by the Bidder (reception, transfer and processing) as well as a schematic diagram of the network(s) that will be used to fulfill this requirement. At a minimum, the description should address the following:

- The Bidder's capacity for electronic file reception.
- The Bidder's capacity for processing electronic data files.
- The Bidder's capacity for suppressing electronic data files.
- The Bidder's experience in encryption and decryption of electronic data files.
- The Bidder's capacity to transfer encrypted data from a web-accessible server or PC hosted by the Bidder to an isolated network.
- The procedures to be followed for receiving, verifying, identifying, suppressing and entering files into the production workflow.

R.2 Reception and processing of data files		
Description not provided Or The description demonstrates that the Bidder does not have any capability for electronic file reception.	The description demonstrates that the Bidder has the capability for electronic file reception. The description does not clearly demonstrate the Bidder's capability to meet the requirements as stated in the Statement of Work. Information may be incomplete or unclear.	The description clearly demonstrates that the Bidder has the capability for electronic file reception to meet the requirements as stated in the Statement of Work. Information clear and complete
0 points _____	1 point _____	2 points _____
Description not provided Or The description demonstrates that the Bidder does not have any capability for processing electronic data files. Or The description demonstrates that the Bidder has the capability for processing electronic data files of less than 2GB only.	The description demonstrates that the Bidder has the capability for processing electronic data files of a size of 2GB to less than 4GB. Does not meet the requirements as stated in the Statement of Work.	The description clearly demonstrates that the Bidder has the capability for processing electronic data files of a size of 4GB or larger. Meets the requirements as stated in the Statement of Work. Information clear and complete

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

	Information may be incomplete or unclear	
0 points _____	1 point _____	2 points _____
Description not provided Or The description demonstrates that the Bidder does not have any capability for suppressing electronic data files.	The description demonstrates that the Bidder has the capability for suppressing electronic data files. The description does not clearly demonstrate the Bidder's capability to meet the requirements as stated in the Statement of Work. Information may be incomplete or unclear.	The description clearly demonstrates that the Bidder has the capability for suppressing electronic data files as necessary to meet the requirements as stated in the Statement of Work. Information clear and complete.
0 points _____	1 point _____	2 points _____
Description not provided Or The description demonstrates that the Bidder does not have experience in encrypting and decrypting electronic data files.	The description demonstrates that the Bidder has experience in encrypting and decrypting electronic data files. Information may be incomplete or unclear	The description clearly demonstrates that the Bidder has experience in encrypting and decrypting electronic data files using Entrust software as stated in the Statement of Work. Information clear and complete
0 points _____	1 point _____	2 points _____
Description not provided Or The description demonstrates that the Bidder does not have any capability to transfer encrypted electronic data from a web-accessible server or PC hosted by the Bidder.	The description demonstrates that the Bidder has the capability to transfer encrypted electronic data from a web-accessible server or PC hosted by the Bidder. The description does not clearly demonstrate the Bidder's capability to meet the requirements as stated in the Statement of Work. Information may be incomplete or unclear.	The description clearly demonstrates that the Bidder has the capability to transfer encrypted electronic data from a web-accessible server or PC hosted by the Bidder to an isolated network as necessary to meet the requirements as stated in the Statement of Work. Information clear and complete.
0 points _____	1 point _____	2 points _____
The description does not provide details to describe the procedures to be followed for receiving electronic data files.	The description provides details to describe the procedures to be followed for receiving electronic data files. The description does not clearly demonstrate the Bidder's capability to meet the	The description provides clear details to describe the procedures to be followed for receiving electronic data files. The description clearly demonstrates the Bidder's capability to meet the

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

	requirements as stated in the Statement of Work. Information may be incomplete or unclear	requirements as stated in the Statement of Work. Information clear and complete
0 points _____	1 point _____	2 points _____
The description does not provide details to describe the procedures to be followed for verifying, identifying and suppressing electronic data files.	The description provides details to describe the procedures to be followed for verifying, identifying and suppressing electronic data files. The description does not clearly demonstrate the Bidder's capability to meet the requirements as stated in the Statement of Work. Information may be incomplete or unclear	The description provides clear details to describe the procedures to be followed for verifying, identifying and suppressing electronic data files. The description clearly demonstrates the Bidder's capability to meet the requirements as stated in the Statement of Work. Information clear and complete
0 points _____	1 point _____	2 points _____
The description does not provide details to describe the procedures to be followed for entering electronic files into the production workflow.	The description provides details to describe the procedures to be followed for entering electronic files into the production workflow. The description does not clearly demonstrate the Bidder's capability to meet the requirements as stated in the Statement of Work. Information may be incomplete or unclear	The description provides clear details to describe the procedures to be followed for entering electronic files into the production workflow. The description clearly demonstrates the Bidder's capability to meet the requirements as stated in the Statement of Work. Information clear and complete
0 points _____	1 point _____	2 points _____
Points Allocated for R.2: _____/16 multiplied by a weighting factor of 3.125 = _____/50		

R.2 TOTAL POINTS = _____/50

R.3. IMPLEMENTATION OF WORK
Maximum 180 Points

Bidders should provide a separate detailed work plan (including schedule) for each of the 2019 BT Field Procedures and 2021 production, for implementing and managing the complete process of, off-set printing, variable imaging, assembly, storage and the ongoing distribution of material and reporting of activity for this requirement as described in the Statement of Work.

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

The plan should clearly describe how the Bidder proposes to work with client representatives to meet the operational and management requirements in all areas related to this requirement over the term of the contract. In doing this, the plan should give a comprehensive description of all procedures and activities which will be carried out or managed by the Bidder for both the 2019 BT Field Procedures and 2021 production, as well as, how all of the activities are integrated in order to provide the required service.

The plan should separate each pertinent area of activity and production phase (i.e., Wave 1, Wave 2, Wave 3, QRS, and Static, FIO and ATD Questionnaires). The plan should clearly explain the processes occurring in each area and how they interact both within the area and with other areas necessary to complete the requirement. The plan should include but not necessarily be limited to the areas detailed below.

The proposed work plan must, at a minimum, provide a detailed description of all activities and procedures being conducted in the following areas:

- R.3.1 The plan should separate each required area of activity (printing, variable imaging, etc.) and production phase (i.e., Wave 1, Wave 2, Wave 3, QRS, and Static, FIO and ATD Questionnaires.) The plan should explain how the Bidder proposes to complete the stages of consultation, development and testing.
- R.3.2 The plan should provide a clear and detailed description of the procedures followed for the production of the required products starting from the reception of data and .pdf files, transfer of files to the production area, the assembling and packaging up to the distribution area.
- R.3.3 The plan should provide a clear and detailed description of how the Bidder will verify that all required quantities have been produced.
- R.3.4 The plan should provide a clear and detailed description of how the Bidder will verify the accuracy of the variable imaging.
- R.3.5 The plan should provide a clear and detailed description of how the Bidder will verify the accuracy of the contents of the questionnaire packages.
- R.3.6 The plan should provide a clear and detailed description of how the Bidder will verify the accuracy of the mail-matching process.
- R.3.7 The plan should demonstrate how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production.
- R.3.8 The plan should detail how the continuity and quality level of services will be maintained during production

R.3.1.1 - Required areas of activity (printing, variable imaging, etc.) for all products specified in the Annex A Statement of Work for each production phase.			
	Information not provided	Information incomplete or unclear	Information clear and complete
	OR		

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

The Bidder's Work Plan should provide the required information to describe the required areas of activity (i.e., printing, variable imaging, assembly, storage, distribution and reporting) for all products specified in the Annex A Statement of Work for each of the following production phases:	The plan does not address all of the required products specified in the Annex A Statement of Work.	The plan identifies all of the required products specified in the Annex A Statement of Work.	The plan identifies all of the required products specified in the Annex A Statement of Work.
	OR The plan does not provide details to describe any required areas of activity for the products specified in the Annex A Statement of Work.	The plan lacks details on one (1) or more areas of activity for all products specified in the Annex A Statement of Work.	The plan provides details to describe each required area of activity for all products specified in the Annex A Statement of Work.
	0 Points	1 Point	2 Points
Wave 1			
Wave 2			
Wave 3			
QRS			
Static, FIO and ATD Questionnaires			
Points Allocated for R.3.1.1: _____/16 multiplied by a weighting factor of 1 = _____/16			

R.3.1.2 2021 BT Field Procedures and 2021 requirements		
The Bidder's Work Plan does not provide information to identify the separate production requirements for both the 2019 BT Field Procedures and 2021 requirements.	The Bidder's Work Plan provides information to identify the separate production requirements for both the 2019 BT Field Procedures and 2021 requirements.	The Bidder's Work Plan provides clear details to identify the separate production requirements for both the 2019 BT Field Procedures and 2021 requirements.
	<p>The plan identifies all of the required products specified in the Annex A Statement of Work for both the 2019 BT Field Procedures and 2021 requirements.</p> <p>The plan lacks details on one (1) or more of the production phases for the 2019 BT Field Procedures.</p> <p>Information is incomplete or unclear.</p>	<p>The plan identifies all of the required products specified in the Annex A Statement of Work for both the 2019 BT Field Procedures and 2021 requirements.</p> <p>The plan clearly identifies all of the production phases for the 2019 BT Field Procedures.</p> <p>Information clear and complete.</p>
0 points _____	1 point _____	2 points _____
The Bidder's Work Plan does not include a description of how the Bidder proposes to incorporate the same production	The Bidder's Work Plan includes a description of how the Bidder proposes to incorporate the same production practices to be	The Bidder's Work Plan includes a description of how the Bidder proposes to incorporate the same production practices to be

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

practices to be used for the 2019 production requirements into the 2021 BT Field Procedures.	used for the 2019 production requirements into the 2019 BT Field Procedures. The description identifies the differences between the 2021 production requirements and the 2019 BT Field Procedures and the possible impact of the differences on the production practices.	used for the 2021 production requirements into the 2019 BT Field Procedures. The description identifies the differences between the 2021 production requirements and the 2019 BT Field Procedures and the possible impact of the differences on the production practices. The Work Plan addresses how the Bidder will incorporate “lessons learned” from the 2019 BT Field Procedures into the production practices to be used for the 2021 production requirements
0 points _____	1 point _____	2 points _____
Points Allocated for R.3.1.2: _____/4 multiplied by a weighting factor of 2 = _____/8		

R.3.1.3 - Consultation, development and testing stages			
The Work Plan should provide details to describe how the Bidder proposes to complete the stages of consultation, development and testing prior to production for both the 2019 BT Field Procedures and the 2021 production requirements. The Work Plan should describe all of the following:	Information not provided	Information incomplete or unclear	Information clear and complete
	OR The plan does not provide a schedule with timelines.	The schedule does not clearly demonstrate the timelines for all of the required for consultation.	Detailed schedule provided. The schedule clearly demonstrates the timelines required for consultation.
	OR The plan does not identify any interaction between the Bidder and Statistics Canada	OR The plan does not clearly demonstrate the interaction between the Bidder and Statistics Canada	The plan clearly demonstrates the interaction between the Bidder and Statistics Canada.
	0 Points	1 Point	2 Points
The required consultation between Statistics Canada and the Bidder regarding the production requirements of the 2019 BT Field Procedures.			
The required consultation between Statistics Canada and the Bidder regarding the 2021 production requirements.			

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

The development stages related to the 2019 BT Field Procedures production requirements.			
The development stages related to 2021 production requirements.			
The testing stages related to the 2019 BT Field Procedures production requirements.			
The testing stages related to 2021 production requirements.			
Points Allocated for R.3.1.3: _____/12 multiplied by a weighting factor of 1 = _____/12			

R.3.2 - Description of the procedures followed for the production of the required products starting from the reception of data and .pdf files, transfer of files to the production area, the assembling and packaging up to the distribution area			
	Information not provided OR The plan does not provide a description of the procedures to be followed for the production of all of the required products specified in the Annex A Statement of Work. OR The plan does not describe the separate production requirements for both the 2019 BT Field Procedures and the 2021 production requirements	Information incomplete or unclear The plan provides a description of the procedures to be followed for the production of all of the required products specified in the Annex A Statement of Work. The plan describes the separate production requirements for both the 2019 BT Field Procedures and the 2021 production requirements Does not clearly demonstrate capability to meet the requirements of the Annex A Statement of Work.	Information clear and complete The plan provides a clear description of the procedures to be followed for the production of all of the required products specified in the Annex A Statement of Work. The plan describes the separate production requirements for both the 2019 BT Field Procedures and the 2021 production requirements Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work
The Work Plan should provide the required information to describe the procedures to be followed for the production of all products specified in the Annex A Statement of Work starting from the reception of data and artwork files, transfer of files to the production area, printing, variable imaging, binding, folding, sortation, the assembling and packaging for each of the following production phases:			
	0 Points	1 Point	2 Points
Wave 1			
Wave 2			
Wave 3			
QRS			
Static, FIO and ATD Questionnaires			

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Points Allocated for R.3.2: _____/16 multiplied by a weighting factor of 3 = _____/48

R.3.3 - Description of how the Bidder will verify that all required quantities have been produced.

	Information not provided OR The plan does not describe how the Bidder will verify that all required quantities have been produced for all products specified in the Annex A Statement of Work OR The plan does not describe the separate production requirements for both the 2019 BT Field Procedures and the 2021 production requirements	Information incomplete or unclear The plan describes how the Bidder will verify that all required quantities have been produced for all products specified in the Annex A Statement of Work. The plan describes the separate production requirements for both the 2019 BT Field Procedures and the 2021 production requirements Does not clearly demonstrate capability to meet the requirements of the Annex A Statement of Work.	Information clear and complete The plan clearly describes how the Bidder will verify that all required quantities have been produced for all products specified in the Annex A Statement of Work. The plan describes the separate production requirements for both the 2019 BT Field Procedures and the 2021 production requirements Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work
The Work Plan should provide the required information to describe how the Bidder will verify that all required quantities have been produced for all products specified in the Annex A Statement of Work for each of the following production phases:			
	0 Points	1 Point	2 Points
Wave 1			
Wave 2			
Wave 3			
QRS			
Static, FIO and ATD Questionnaires			
Points Allocated for R.3.3: _____/16 multiplied by a weighting factor of 1 = _____/16			

R.3.4 - Description of how the Bidder will verify the accuracy of the variable imaging

	Information not provided OR The plan does not describe how the Bidder will verify the	Information incomplete or unclear The plan describes how the Bidder will verify the accuracy	Information clear and complete The plan clearly describes how the Bidder will verify
The Work Plan should provide the required information to describe how the Bidder will verify the			

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

accuracy of the variable imaging for all products specified in the Annex A Statement of Work for each of the following production phases:	accuracy of the variable imaging for all products specified in the Annex A Statement of Work	of the variable imaging for all products specified in the Annex A Statement of Work. Does not clearly demonstrate capability to meet the requirements of the Annex A Statement of Work.	the accuracy of the variable imaging for all products specified in the Annex A Statement of Work. Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work
	0 Points	1 Point	2 Points
Wave 1			
Wave 2			
Wave 3			
QRS			
Static, FIO and ATD Questionnaires			
Points Allocated for R.3.4: _____/16 multiplied by a weighting factor of 1 = _____/16			

R.3.5 - Description of how the Bidder will verify the accuracy of the contents of the questionnaire packages			
The Work Plan should provide the required information to describe how the Bidder will verify the accuracy of the contents of the questionnaire packages as specified in the Annex A Statement of Work for each of the following production phases:	Information not provided	Information incomplete or unclear	Information clear and complete
	OR The plan does not describe how the Bidder will verify of the contents of the questionnaire packages as specified in the Annex A Statement of Work.	The plan describes how the Bidder will verify of the contents of the questionnaire packages as specified in the Annex A Statement of Work. Does not clearly demonstrate capability to meet the requirements of the Annex A Statement of Work.	The plan clearly describes how the Bidder will verify of the contents of the questionnaire packages as specified in the Annex A Statement of Work. Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work
	0 Points	1 Point	2 Points
Wave 1			
Wave 2			
Wave 3			
QRS			
Static, FIO and ATD Questionnaires			
Points Allocated for R.3.5: _____/16 multiplied by a weighting factor of 1 = _____/16			

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

R.3.6 - Description of how the Bidder will verify the accuracy of the mail-matching process			
<p>The Work Plan should provide the required information to describe how the Bidder will verify the accuracy of the mail-matching process as specified in the Annex A Statement of Work for each of the following production phases:</p>	Information not provided	Information incomplete or unclear	Information clear and complete
	<p>OR</p> <p>The plan does not describe how the Bidder will verify the accuracy of the mail-matching process as specified in the Annex A Statement of Work</p>	<p>The plan describes how the Bidder will verify the accuracy of the mail-matching process as specified in the Annex A Statement of Work.</p> <p>Does not clearly demonstrate capability to meet the requirements of the Annex A Statement of Work.</p>	<p>The plan clearly describes how the Bidder will verify the accuracy of the mail-matching process as specified in the Annex A Statement of Work</p> <p>Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work</p>
	0 Points	1 Point	2 Points
Wave 1			
Wave 2			
Wave 3			
QRS			
Static, FIO and ATD Questionnaires			
Points Allocated for R.3.6: _____/16 multiplied by a weighting factor of 1 = _____/16			

R.3.7 - Description of how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production			
<p>The Work Plan should provide the required information to describe how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production of the products as specified in the Annex A Statement of Work for each of the following production phases:</p>	Information not provided	Information incomplete or unclear	Information clear and complete
	<p>OR</p> <p>The plan does not describe how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production of the products as specified in the Annex A Statement of Work</p>	<p>The plan describes how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production of the products as specified in the Annex A Statement of Work.</p>	<p>The plan clearly describes how the Bidder will manage and keep track of the spoiled or defective products and how replacement product will be introduced and managed during production of the products as specified in the Annex A Statement of</p>

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

		Does not clearly demonstrate capability to meet the requirements of the Annex A Statement of Work.	Work. Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work
	0 Points	1 Point	2 Points
Wave 1			
Wave 2			
Wave 3			
QRS			
Static, FIO and ATD Questionnaires			
Points Allocated for R.3.7: _____/16 multiplied by a weighting factor of 1 = _____/16			

R.3.8 - Description of how the continuity and quality level of services will be maintained during production			
The Work Plan should provide the required information to describe how the continuity and quality level of services will be maintained during production of all products specified in the Annex A Statement of Work for each of the following production phases:	Information not provided	Information incomplete or unclear	Information clear and complete
	OR The plan does not describe how the continuity and quality level of services will be maintained during production of all products specified in the Annex A Statement of Work	The plan describes how the continuity and quality level of services will be maintained during production of all products specified in the Annex A Statement of Work Does not clearly demonstrate capability to meet the requirements of the Annex A Statement of Work.	The plan clearly describes how the continuity and quality level of services will be maintained during production of all products specified in the Annex A Statement of Work. Clearly demonstrates capability to meet the requirements of the Annex A Statement of Work
	0 Points	1 Point	2 Points
Wave 1			
Wave 2			
Wave 3			
QRS			
Static, FIO and ATD Questionnaires			
Points Allocated for R.3.8: _____/16 multiplied by a weighting factor of 1 = _____/16			

--

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

R.3 TOTAL POINTS = _____/180

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

R4. BUSINESS CONTINUITY PLAN

Maximum 70 Points

Bidders should provide a Business Continuity Plan (BCP) for all operations required to complete the production and distribution of the Census 2021 Printing/Imaging/Assembly project. The BCP should not only provide for a recovery of services but also for the continued production and distribution of products for the Census 2021 Printing/Imaging/Assembly project, within the required timeline as specified in the Statement of Work, while the recovery to normal operations is underway. Bidders should address at a minimum the following elements: mechanical breakdown, hardware failures, system failures and service outages. The plan should specifically detail all provisions for: The functioning of the production facility and any backup facilities; staffing; production equipment and distribution.

R.4.1 Bidders should provide a Business Continuity Plan (BCP) for each facility identified in their proposal.

R.4.2 Corporate BCP

Bidders should describe the extent to which a corporate BCP has been developed and implemented within the Bidder's organization.

The information provided should clearly demonstrate the Bidder has implemented a corporate BCP that:

- Is part of the corporate policies and procedures, tested for "real world" relevance and reviewed and revised as required in order to be current;
- Demonstrates the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities;
- Demonstrates the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery;
- Is communicated throughout the company.

R.4.3 The BCP for each facility identified in the proposal as necessary to complete the work should address threats that could interrupt production of the Census 2021 Printing/Imaging/Assembly project, the mitigation strategy for each and an estimated timeframe for resuming production in each of the following areas:

- Facility
- Personnel
- Data processing and management as described in the Annex A Statement of Work
- Print production (including finishing) as described in the Annex A Statement of Work
- Variable Imaging as described in the Annex A Statement of Work
- Printing and fabrication of envelopes as described in the Annex A Statement of Work
- Assembly and Preparation for distribution/mailing as described in the Annex A Statement of Work
- Warehousing and management of printed material as described in the Annex A Statement of Work

Bidders should address at a minimum the following elements: mechanical breakdown, hardware failures, system failures and service outages.

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

R.4.1 Business Continuity Plan (BCP) for each facility identified in the proposal.		
No BCP provided for any facility identified in the proposal.	The BCP is incomplete. BCP provided for some facilities identified in the proposal.	The BCP is complete. BCP provided for all facilities identified in the proposal
0 Points	1 Point	2 Points
Points Allocated for R.4.1: _____/2 multiplied by a weighting factor of 5 = _____/10		

R.4.2 The extent to which a corporate BCP has been developed and implemented within the organization.			
The description of the extent to which a corporate BCP has been developed and implemented within the bidder's organization should provide sufficient details to demonstrate:	Information not provided	Information incomplete or unclear.	Information clear and complete.
	0 Points	1 Point	2 Points
That the BCP is a part of the Bidder's corporate policies and procedures			
That the BCP is tested for "real world" relevance			
That the BCP is reviewed and revised as required in order to be current			
That the Bidder has established a corporate management team for Business Continuity with defined roles and responsibilities			
That the Bidder has established protocols for Business Continuity for escalating levels of incident management up to disaster recovery			
That the BCP is communicated throughout the company.			
Points Allocated for R.4.2: _____/12 multiplied by a weighting factor of 1 = _____/12			

R.4.3.1 Threats that could interrupt production of the production of the Census 2021 Printing/Imaging/Assembly project. Bidders should address at a minimum the following elements: mechanical breakdown, hardware failures, system failures and service outages.			
The BCP for each facility identified in the proposal should provide the required information to address threats that could interrupt production of production of the Census 2021 Printing/Imaging/Assembly project as described in the Annex A Statement of Work for all of the following areas:	Information not provided	Information incomplete or unclear.	Information complete.
	0 Points	1 Point	2 Points
Facility			
Personnel			
Data processing and management			
Print production (including finishing)			
Variable Imaging			
Printing and fabrication of envelopes			
Assembly and Preparation for distribution/mailing			
Warehousing and management of printed material			
Points Allocated for R.4.3.1: _____/16 multiplied by a weighting factor of 1 = _____/16			

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

R.4.3.2 The mitigation strategy for each threat identified for R.4.3.1		
The BCP for each facility identified in the proposal as necessary to complete the work should provide the required information to describe the mitigation strategy for each threat identified for R.4.3.1 in all of the following areas:		
Facility		
Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate capability to maintain production. 1 Point	Information clear and complete. Clearly demonstrates capability to maintain production in alternate facilities. 2 Points
Personnel		
Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate sufficient production staff to maintain production. 1 Point	Information clear and complete. Clearly demonstrates sufficient production staff and staffing flexibility to maintain production. 2 Points
Data processing and management as described in the Annex A Statement of Work		
Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate capability to protect and retain data to maintain production. 1 Point	Information clear and complete. Clearly demonstrates capability to protect and retain data to maintain production. 2 Points
Print production (including finishing) as described in the Annex A Statement of Work		
Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate capability to maintain production. Some clarification required. 1 Point	Information clear and complete. Clearly demonstrates capability to maintain production in alternate facilities. 2 Points
Variable Imaging as described in the Annex A Statement of Work		
Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate capability to maintain production. Some clarification required. 1 Point	Information clear and complete. Clearly demonstrates capability to maintain production in alternate facilities. 2 Points
Printing and conversion of envelopes as described in the Annex A Statement of Work		
Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate capability to maintain production. 1 Point	Information clear and complete. Clearly demonstrates capability to maintain production in alternate facilities. 2 Points
Assembly and Preparation for distribution as described in the Annex A Statement of Work		
Information not provided 0 Points	Information incomplete or unclear Does not clearly demonstrate capability to maintain production. 1 Point	Information clear and complete. Clearly demonstrates capability to maintain production in alternate facilities. 2 Points
Warehousing and management of printed material		
Information not provided	Information incomplete or unclear	Information clear and complete.

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

0 Points	Does not clearly demonstrate capability to maintain warehousing and management of printed material. 1 Point	Clearly demonstrates capability to maintain warehousing and management of printed material in alternate facilities. 2 Points
Points Allocated for R.4.3.2: _____/16 multiplied by a weighting factor of 1 = _____/16		

R.4.3.3 Estimated timeframe for resuming production			
The BCP for each facility identified in the proposal as necessary to complete the work should provide the required information to demonstrate the estimated timeframe for resuming production for each mitigation strategy identified in R.4.3.2 for all of the following areas:	Information not provided	Information incomplete or unclear Does not clearly demonstrate capability to meet deadline	Information complete. Clearly demonstrates capability to meet deadline
	0 Points	1 Point	2 Points
Facility			
Personnel			
Data processing and management			
Print production (including finishing)			
Variable Imaging			
Printing and fabrication of envelopes			
Assembly and Preparation for distribution/mailing			
Warehousing and management of printed material			
Points Allocated for R.4.3.3: _____/16 multiplied by a weighting factor of 1 = _____/16			

R.4 TOTAL POINTS = _____/70

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

R5. ENVIRONMENTAL PRACTICES

Maximum 15 points

The Bidder should respond to R.5 by providing the information required **for either R.5.a OR for R.5.b.**

R5.a Environmental program(s) under which the Bidder is certified.

Should the Bidder hold certification from recognized Environmental programs, they should provide a copy of any current, relevant certifications that are claimed as part of their proposal.

Should the Bidder hold either Environmental Choice Program certification for Lithographic or Digital Printing Services, Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) or ISO 14001 certification **they are not required to respond to R.5.b.**

Bidders claiming certification and failing to provide a copy of the certification will receive 0 points for R.5.

R.5.a The Environmental program(s) under which the Bidder is certified :	
Environmental Choice Program, certification for Lithographic and/or Digital Printing Services And/Or Chain of Custody certification from a Forest Management Program (FSC, SFI, CSA/SFMS) And/Or ISO 14001	_____ 15 Points
Points Allocated for R.5.1.a _____ / 15	

OR**R.5.b Environmental Practices**

Bidders should describe the environmental practices implemented within the Bidder's organization related to purchasing of materials, production, recycling and waste disposal.

Bidders must incorporate all formal environmental practices that are being followed and all current certifications held by the Bidder's suppliers.

R.5.b Environmental practices	
The description demonstrates the following elements of the evaluation:	
The Bidder :	
Recycles all scrap paper	_____ 1 Point
Recycles all scrap packaging and shipping material	_____ 1 Point
Recycles or uses environmentally safe methods of disposing of all scrap plastic and metal binding material.	_____ 1 Point
Recycles or uses environmentally safe methods of disposal of metal plates.	_____ 1 Point
Recycles or uses environmentally safe methods of disposal of waste printing and finishing inks.	_____ 1 Point
Recycles or uses environmentally safe methods of disposal of waste chemicals and binding adhesives.	_____ 1 Point

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Uses vegetable based inks	_____ 1 Point
Purchases and promotes the use of recycled paper, paper made by FSC, SFI or CSA/SFMS certified manufacturers	_____ 1 Point
Uses packaging material containing recycled content	_____ 1 Point
Has automated equipment that enters standby mode after one hour	_____ 1 Point
Has a company policy requires that non-automated equipment to be turned off when not in use	_____ 1 Point
Captures potentially harmful VOCs or dust from production processes	_____ 1 Point
Points Allocated for R.5.b: _____/12 multiplied by a weighting factor of 1.25 = _____/15	

R.5 TOTAL POINTS = _____/15

R6. QUALITY ASSURANCE AND QUALITY CONTROL

Maximum 45 Points

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures it has in place and how this program and these procedures meet the requirements as specified in the Statement of Work.

The Bidder should identify all facilities where work will be carried out and the work completed in each.

R.6.1 Quality Assurance Program and quality control procedures

The Bidder should respond to R.6.1 by providing the information required **for either R.6.1.a ISO certification OR for R.6.1.b.**

The points allocated for R.6.1 will be based on the Bidder's response for R.6.1.a *ISO certification* **OR** for R.6.1.b

R.6.2 The Bidder should provide a detailed description of its capacity to provide space on its premises for client conducted quality control processes.**R.6.1 Quality Assurance Program and quality control procedures****R.6.1.a ISO Certification**

The Bidder should demonstrate ISO certification relevant to data processing, variable imaging, printing and finishing, printing and manufacturing of envelopes, mail matching, insertion, mail assembly and

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

storage. The Bidder should identify all facilities where the work activities will be conducted and which work activities would be completed by sub-contractors.

R.3.a.1 The Bidder should provide a copy of their current ISO certification related to the required services. Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, **a copy of the current ISO certification for each facility should be submitted with the proposal.**

16 points will be allocated for R.6.1.a.1, certification

R.6.1.a.2 The Bidder should provide copies of the ISO work procedures relevant to each phase of the requirement - data processing, variable imaging, and printing and finishing, printing and manufacturing of envelopes, mail matching, insertion, mail assembly and storage. Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, **a copy of the of the ISO work procedures relevant to the work completed in the facility should be submitted with the proposal.**

A maximum of 24 points will be allocated for R.3.1.a.2, supplied copies of the ISO work procedures

R.6.1.a Quality Assurance - Single Facility OR Multiple Facilities (includes sub-contractors)	
R.6.1.a.1 - ISO certification relevant to data processing, variable imaging, printing and finishing, printing and manufacturing of envelopes, mail matching, insertion, mail assembly and storage.	
Copy of current ISO certification supplied - Copy of current ISO certification(s) supplied for each facility identified.	
_____ 16 Points	
R.6.1.a.2 Copy of ISO work procedures relevant to facility supplied for:	
Data processing	_____ 4 Points
Variable imaging	_____ 4 Points
Printing and finishing	_____ 4 Points
Printing and manufacturing of envelopes	_____ 4 Points
mail matching, insertion, mail assembly	_____ 4 Points
Storage of material	_____ 4 Points
Points awarded for R.6.1.a ISO certification: _____ / 40	

Should the Bidder not hold ISO certification relevant to this requirement, or, propose to utilize multiple facilities, where at least one (1) does not hold ISO certification relevant to this requirement, then the Bidder should provide their response as stated in R.6.1.b. In this case, only the information provided for R.6.1.b will be evaluated.

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

3.6.1.b Quality Assurance: Single Facility or Multiple Facilities (includes sub-contractors)

The Bidder should provide a detailed description of the Quality Assurance Program and quality control procedures the Bidder proposes to utilize in the identified facilities for data processing, variable imaging, printing and finishing, printing and manufacturing of envelopes, mail matching, insertion, mail assembly and storage of material.

R.6.1.b.1 The Bidder should identify all facilities where work will be carried out and the work completed in each.

R.6.1.b.2 The Bidder should describe the quality control procedures that the Bidder proposes to utilize in all relevant facilities identified to complete the work for the following activities:

- the quality control procedures for data processing from initial acceptance and verification of the data through establishing and verifying the controls for sortation and matching as required in the Statement of Work.
- the print quality control procedures for acceptance and verification of the print files and monitoring of production.
- the mailing quality control procedures for acceptance and verification of the print outputs, setup and monitoring of the insertion and handling of the completed product for shipment to Canada Post. The Bidder must ensure that the quality assurance procedures for the matching and sortation requirements are included in the description.
- the quality control procedures for printing and manufacturing of envelopes including provision of proofs, monitoring of production and final acceptance into the warehouse.
- the quality control procedures for the Storage of material.

R.6.1.b.3 The Bidder should describe how they will manage the quality control procedures for data processing, variable imaging, printing and finishing, printing and manufacturing of envelopes, mail matching, insertion, mail assembly and storage of material between relevant facilities.

R.6.1.b.4 The Bidder should describe the degree to which the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees.

R.6.1.b.1 The facilities where work will be carried out and the work completed in each		
The description should identify all facilities where the following activities will be carried out:	The description does not identify the facility where the work will be carried out.	The description identifies the facility where the work will be carried out.
	0 Points	1 Point
Data processing and Variable printing		
Printing and finishing		
Printing and manufacturing of envelopes		
Mail matching, insertion and mail assembly		
Storage of material		
Points awarded for R.6.1.b.1: ____ / 5		

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

R.6.1.b.2 The quality control procedures the Bidder proposes to utilize in all relevant facilities identified to complete the work:			
The description should provide the required information to describe the following elements of the evaluation for each facility used to complete the requirement:	Information not provided	Information incomplete or unclear. Does not clearly demonstrate capability to complete the Quality Assurance required for this requirements.	Information clear and complete. Demonstrates capability to fully complete Quality Assurance requirements.
	0 Points	1 Point	2 Points
the quality control procedures for data processing from initial acceptance and verification of the data through establishing and verifying the controls for imaging and matching as required in the Statement of Work.			
the print quality control procedures for variable imaging.			
the print quality control procedures for acceptance and verification of the print files including provision of proofs and monitoring of print production and finishing operations.			
the quality control procedures for printing and manufacturing of envelopes including provision of proofs, monitoring of production.			
the quality control procedures for mail matching, insertion and mail assembly. The Bidder must ensure that the quality assurance procedures for the matching and sortation requirements are included in the description			
the quality control procedures for the storage of material.			
Points Allocated for R.6.1.b.2: _____/12 multiplied by a weighting factor of 1.25 = _____/15			

R.6.1.b.3 How the Bidder will manage the quality control procedures in all facilities identified as necessary to complete the requirement			
The description should provide the required information to describe how the Bidder will manage the quality control procedures for the following activities in all facilities identified as necessary to complete the requirement:	Information not provided.	Information incomplete or unclear	Information clear and complete.
	0 Points	1 Point	2 Points
Data processing and Variable printing			
Printing and finishing			

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

Printing and manufacturing of envelopes			
Mail matching, insertion and mail assembly			
Storage of material			
Points Allocated for R.6.1.b.3: _____/10 multiplied by a weighting factor of 1.4 = _____/14			

R.6.1.b.4 The degree to which the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees.			
Description not provided. 0 Points	The description does not demonstrate that the Bidder's Quality Assurance Program has been formalized as corporate policy. 1 Point	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy. 2 Points	The description demonstrates that the Bidder's Quality Assurance Program has been formalized as corporate policy and communicated to employees 3 Points
Points Allocated for R.6.1.b.4: _____/3 multiplied by a weighting factor of 2 = _____/6			

R.6.2 The Bidder should provide a detailed description of its capacity to provide space on its premises for client conducted quality control processes.

Description not provided. 0 Points	The description does not clearly demonstrate that the Bidder provide space on its premises for client conducted quality control processes. 1 Point	The description does not clearly demonstrate that the Bidder provide space on its premises for client conducted quality control processes. 2 Points
Points Allocated for R.6.2: _____/2 multiplied by a weighting factor of 2.5 = _____/5		

R.6 TOTAL POINTS = _____/45

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

R7. COMPANY EXPERIENCE

Maximum 30 points

To demonstrate their capability, bidders should provide the names of two (2) different client organizations for which the Bidder was under contract or is currently under contract to provide services that include printing with variable imaging in both single and booklet form; insertion activities including requirements for preparation of English and French leading packages containing multiple, variably imaged products.

R.7.1: For **each** identified client the Bidder should provide the following information:

1. The name of the Client Organization; and
2. The Contract reference number or title.

R.7.2: For **each** identified client the Bidder should provide a description of the services provided by the Bidder for the Contract. The description of the services provided by the Bidder for the Contract should demonstrate all of the following;

1. The services provided by the Bidder for the Contract include or included:
 - a. data processing;
 - b. printing with variable imaging in both single and booklet form;
 - c. insertion activities including mail preparation of English and French leading packages containing multiple, variably imaged products;
2. the client requirements for accuracy; and
3. the required deadline(s) for distribution of the inserted packages.

R.7.3: For **each** identified client, the Bidder should provide a letter from the identified client organization to confirm the all of the following:

1. The services provided by the Bidder for the Contract include or included data processing and printing with variable imaging in both single and booklet form;
2. The services provided by the Bidder include or included insertion activities including mail preparation of English and French leading packages containing multiple, variably imaged products;
3. The Bidder met or is meeting the client requirements for accuracy; and
4. The Bidder met or is meeting the required deadline(s) for distribution of the inserted packages.

Failure to provide a letter from the Client organization as specified in R.7.3 for each Contract identified for R.7.1 will result in "O" points being allocated for R.7.3.

The information provided will be evaluated to determine whether the Bidder has successfully processed, produced and assembled a variety of products with similar characteristics (i.e., data processing, printing, variable imaging, mail assembly) as those specified in the Statement of Work for the Census Printing/Imaging/Assembly.

R.7.1		
The Bidder did not provide the names of the client organizations as specified for R.7.1 .	The Bidder provided the name of only one (1) client organization as specified for R.7.1	The Bidder provided the names of two (2) client organizations as specified for R.7.1
0 points _____	1 point _____	2 points _____
The Bidder did not provide the Contract reference number or title for any of the identified client organizations.	The Bidder provided the Contract reference number or title for only one (1) of the identified client organizations.	The Bidder provided the Contract reference number or title for two (2) of the identified client organizations.

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

0 points _____	1 point _____	2 points _____
Points Allocated for R.7.1: _____ /4 multiplied by a weighting factor of 1.25 = _____ /5		

R.7.2		
<p>The description of the services provided by the Bidder does not demonstrate that the Bidder provided printing with variable imaging in both single and booklet form for any of the Contracts described for R.7.2.</p> <p>0 points _____</p>	<p>The description of the services provided by the Bidder for only one (1) of the Contracts described for R.7.2 demonstrates that the Bidder provided printing with variable imaging in both single and booklet form.</p> <p>1 Point _____</p>	<p>The description of the services provided by the Bidder for the two (2) Contracts described for R.7.2 demonstrates that the Bidder provided printing with variable imaging in both single and booklet form.</p> <p>2 points _____</p>
<p>The description of the services provided by the Bidder does not demonstrate that the Bidder provided insertion activities including mail preparation of English and French leading packages containing multiple, variably imaged products for any of the Contracts described for R.7.2.</p> <p>0 points _____</p>	<p>The description of the services provided by the Bidder for only one (1) of the Contracts described for R.7.2 demonstrates that the Bidder provided insertion activities including mail preparation of English and French leading packages containing multiple, variably imaged products.</p> <p>1 Point _____</p>	<p>The description of the services provided by the Bidder for the two (2) Contracts described for R.7.2 demonstrates that the Bidder provided insertion activities including mail preparation of English and French leading packages containing multiple, variably imaged products.</p> <p>2 points _____</p>
<p>The description does not demonstrate the client requirements for accuracy for any of the Contracts described for R.7.2.</p> <p>0 points _____</p>	<p>The description demonstrates the client requirements for accuracy for only one (1) of the Contracts described for R.7.2</p> <p>1 Point _____</p>	<p>The description demonstrates the client requirements for accuracy for the two (2) Contracts described for R.7.2</p> <p>2 points _____</p>
<p>The description does not demonstrate the required deadline(s) for distribution of the inserted packages for any of the Contracts described for R.7.2.</p> <p>0 points _____</p>	<p>The description demonstrates the required deadline(s) for distribution of the inserted packages for only one (1) of the Contracts described for R.7.2</p> <p>1 Point _____</p>	<p>The description demonstrates the required deadline(s) for distribution of the inserted packages for the two (2) Contracts described for R.7.2</p> <p>2 points _____</p>
Points Allocated for R.7.2: _____ /8 multiplied by a weighting factor of 1.25 = _____ /10		

2021 Census of Population and 2021 Census of Agriculture (Including 2019 BT Tests)

R.7.3		
Letters for the two (2) identified client organizations identified for R.7.1 not provided:		
_____/0 points for R.7.3		
<p>The letters from the identified client organizations do not confirm that the Bidder provided printing with variable imaging in both single and booklet form for any of the Contracts described for R.7.2.</p> <p>0 points _____</p>	<p>The letter from only one (1) of the identified client organizations confirms that the Bidder provided printing with variable imaging in both single and booklet form.</p> <p>1 Point _____</p>	<p>The letter from the two (2) identified client organizations confirm that the Bidder provided printing with variable imaging in both single and booklet form.</p> <p>2 points _____</p>
<p>The letters from the identified client organizations do not confirm that the Bidder provided insertion activities including mail preparation of English and French leading packages containing multiple, variably imaged products for any of the Contracts described for R.7.2.</p> <p>0 points _____</p>	<p>The letter from only one (1) of the identified client organizations confirms that the Bidder provided insertion activities including mail preparation of English and French leading packages containing multiple, variably imaged products.</p> <p>1 Point _____</p>	<p>The letter from the two (2) identified client organizations confirm that the Bidder provided insertion activities including mail preparation of English and French leading packages containing multiple, variably imaged products.</p> <p>2 points _____</p>
<p>The letters from the identified client organizations do not confirm that the Bidder met or is meeting the client requirements for accuracy for any of the Contracts described for R.7.2.</p> <p>0 points _____</p>	<p>The letter from only one (1) of the identified client organizations confirms that the Bidder met or is meeting the client requirements for accuracy.</p> <p>1 Point _____</p>	<p>The letter from the two (2) identified client organizations confirm that the Bidder met or is meeting the client requirements for accuracy.</p> <p>2 points _____</p>
<p>The letters from the identified client organizations do not confirm that the Bidder met or is meeting the required deadline(s) for distribution of the inserted packages for any of the Contracts described for R.7.2.</p> <p>0 points _____</p>	<p>The letter from only one (1) of the identified client organizations confirms that the Bidder met or is meeting the required deadline(s) for distribution of the inserted packages.</p> <p>1 Point _____</p>	<p>The letter from the two (2) identified client organizations confirm that the Bidder met or is meeting the required deadline(s) for distribution of the inserted packages.</p> <p>2 points _____</p>
<p>Points Allocated for R.7.3: _____/8 multiplied by a weighting factor of 1.875 = _____/15</p>		

R.7 TOTAL POINTS = _____/30



Statistics
Canada

Statistique
Canada

Canada

ADDENDUM C

Annex C - Security Requirements

**2021 Census of Population &
2021 Census of Agriculture
(Including 2019 Census
Behaviour Tests)**



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)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction operations	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Printing			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PROTECTED
XXXXXXXX

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 | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <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 EMPLACEMENTS | | | |

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

PROTECTED
XXXXXXXX

Canada



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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

jt

1. DEFINITIONS AND ACRONYMS	2
1.1. DEFINITIONS	2
1.2. ACRONYMS	2
2. INTRODUCTION	3
3. MANDATORY PREREQUISITES	3
3.1. PWGSC VALIDATION FOR PHYSICAL SECURITY OF PREMISES	3
3.2. PERSONNEL SECURITY.....	3
3.3. INFORMATION SECURITY	3
3.4. SECURITY POLICY COMPLIANCE MONITORING	4
3.5. DISPOSAL OF SPOILED CENSUS PAPER MATERIALS.....	4
3.6. INSPECTION PROCEEDING A PRINT RUN	4
3.7. PHYSICAL SECURITY – EXTERIOR.....	4
3.8. PHYSICAL SECURITY – INTERIOR	4
4. MINIMUM IT SECURITY REQUIREMENTS	5
4.1. IT SECURITY POLICY COMPLIANCE AND MONITORING	5
4.1.1. Adherence to Government of Canada Policies.....	5
4.1.2. <i>Prevention</i>	5
4.1.3. Physical Security within the IT Security Environment.....	5
4.1.4. Storage, Disposal and Destruction of IT Media	6
4.1.5. Authorization and Access Control.....	6
4.1.6. Mobile Computing and Teleworking.....	6
4.1.7. Emanations Security	6
4.1.8. Telecommunications Cabling.....	7
4.1.9. Software Integrity and Security Configuration.....	7
4.1.10. Malicious Code.....	7
4.1.11. <i>Detection</i>	7
4.1.12. <i>Response and Recovery</i>	7
5. INCIDENT REPORTING	8
6. RECOVERY	8
APPENDIX 1 – SECURITY REQUIREMENTS CHECK LIST (SRCL) FORM	9
APPENDIX 2 - (RCMP SECURITY EQUIPMENT GUIDE)	9
APPENDIX 3 - ANNEX A ‘STATEMENT OF WORK’	9

1. DEFINITIONS AND ACRONYMS

1.1. Definitions

Classification of information	Government information is classed based on its sensitivity as public, protected (A and B), and classified (Protected C, Secret and Top Secret).
Information	<p>Any document or data held by or produced by Statistics Canada. It includes (but not limited to)</p> <p>The Detailed Accounts comprising confidential (under the Federal STATISTICS Act), unsuppressed Input-Output accounts and other System of National Accounts information Ontario and any aggregation of the Detailed Accounts that could directly or indirectly identify an individual person, business or organization.</p>
Deemed employees/contractors	A person employed by Statistics Canada under the provincial/territorial Statistical Act who has been designated as a deemed employee of Statistics Canada pursuant to Section 10 of the Federal Statistics Act. The Agency may also request, on occasion, that a contractor/consultant become a deemed employee of Statistics Canada.
Contractor	The person responsible on behalf of the company/organization engaged to perform the contract.
Visitor	A person other than approved personnel as designated within the contract or by Statistics Canada, who has been invited onto the premises.

1.2. Acronyms

CISD	Canadian Industrial Security Directorate
DSO	Departmental Security Officer
FISO	Field Industrial Security Officer
STC - ITS	Statistics Canada Information Technology Security
STC - ITSC	Statistics Canada Information Technology Security Coordinator
PWGSC	Public Works and Government Services Canada
RCMP	Royal Canadian Mounted Police
TRA	Threat Risk Assessment

2. INTRODUCTION

This document outlines the Security requirements for the potential Print Contractor for the processing of sensitive data up to and including the level of (*Protected B*). In absence of a formal Threat-Risk Assessment (TRA) and due to the IT portion of the Security clearance being contract specific, the intent of this document is to state the minimum safeguards required in order that the processing of sensitive information be approved by the Department's IT Security Coordinator (ITSC) and the Departmental Security Officer (DSO)

Security is based upon layers of protection; that is, in order for the requirements of the IT Security (ITS) to effectively safeguard the information, they must be preceded and supported by other aspects of security and the associated policies. The physical, personnel and information security safeguards in accordance with the Policy on Government Security and ITS related Standards must exist *prior* to the implementation of ITS safeguards.

3. MANDATORY PREREQUISITES

3.1. PWGSC Validation for Physical Security of premises

The application of the security safeguards listed in this document are based on the *mandatory requirement* that the physical premises have been inspected, certified and accredited to process and store sensitive information by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services. The Departmental Security Officer's (DSO) office will validate the certification and notify the ITSC.

A CISD Field Industrial Security Officer (FISO) will perform a bi-annual inspection to ensure that premises PWGSC certification is maintained.

3.2. Personnel Security

The Contractor's personnel who have access to the material being processed must hold valid Government of Canada security clearance at the appropriate level (dictated by the sensitivity of the material) and have the "*need to know*". In order to comply with this requirement for Contractor's employee(s) needing a security clearance, please refer to Appendix 1 [Security Requirements Check List \(SRCL\) form](#).

All of the Contractor's personnel handling Statistics Canada Government of Canada sensitive information must attend a training/briefing session coordinated and delivered by Statistics Canada DSO and ITSC.

3.3. Information Security

All hard copy documents and other media formats must be handled and transported in accordance with Government of Canada guidelines. All hard copy documents and other media will be marked with the appropriate security classification as provided by Statistics Canada. Any covering letter, transmittal form or circulation slip will be marked to indicate the highest level of classification of the attachments.

Transportation of information associated with this contract into or out of the physical premises must adhere to RCMP G1-009 "[Transport and Transmittal of Protected and Classified Information](#)". The personnel may only transport documents associated with a Statistics Canada contract into or out of the *security zone* with the approval of the Statistics Canada DSO.

3.4. Security Policy Compliance Monitoring

On a frequency to be determined by the Safety, Security and Emergency Management Division (SSEMD), Statistics Canada retains the right to conduct inspections of the facility to ensure compliance with Government of Canada standards and policies with respect to the handling, storage and processing of sensitive information.

3.5. Disposal of Spoiled Census Paper Materials

Statistics Canada employs a Papersave program through PWGSC to destroy protected (aka confidential) waste, whose services conform to destruction criteria as outlined in Section 4 and 6 of the RCMP Security Equipment Guide (specifically for high volume).

All spoiled Census paper material must be destroyed using equipment that conforms to Section 2 of the RCMP Security Equipment Guide (http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/page_0068_e.htm) and /or with use of a private service that meets Section 4 and 6 of the guide. Please refer to Appendix 2.

3.6. Inspection Proceeding a Print Run

Upon the completion of a printing run for testing, production or otherwise of Census related materials the Print Contractor shall ensure the printer is clear of all Census materials before commencing another run. A Statistics Canada employee (when on site) or a Deemed Statistics Canada employee, by way of Oath shall ensure that the Printer is free for all Census related materials prior to the Print Contractor commencing a print run not in relation to Census.

3.7. Physical Security – Exterior

The print contractor shall ensure such measures are in place to secure the exterior of the building as deemed by Departmental Security Officer's (DSO). This may require the parking area to be well lit, monitored security cameras with a 90 day retention period, alarms with motion detectors, security patrol and exits be free of any items which may obstruct views of these locations.

3.8. Physical Security – Interior

Due to the confidential and serious nature of the Census materials in question, the Contractor must ensure that all work/production spaces where the Contractor's employees are engaged in any production and print process associated with Census materials are physically identified, separated, and quarantined from all other work areas. Census materials must not be removed or exported from these separated work areas in question.

In addition to this, no outside materials associated with any other task or project being concurrently completed by the Contractor are to be brought into or imported into the affected area of the facility (ies) where the Census production is being performed. This area must have controlled access by way of card readers, security or a system in place to allow only permitted employees access in to the deemed Census area.

4. MINIMUM IT SECURITY REQUIREMENTS

4.1. IT Security Policy Compliance and Monitoring

On a frequency to be determined by Technology Services Division/Information Technology Security, Statistics Canada retains the right to conduct inspections of the Print Contractor's facility to ensure compliance with Government of Canada standards and policies with respect to prevention, detection, response and recovery requirements in the [Operational Security Standard: Management of Information Technology Security](#).

4.1.1. Adherence to Government of Canada Policies

All information technology related operations must adhere to the overall requirements outlined in the [Operational Security Standard: Management of Information Technology Security](#). Specifically, sections 16-18 referring to prevention, detection, response and recovery.

4.1.2. Prevention

Prevention safeguards protect the confidentiality, integrity, and availability of information and IT assets.

4.1.3. Physical Security within the IT Security Environment

The Print Contractor will provide Statistics Canada ITSC with the list of physical safeguards which are implemented in the facility which is used to process and store sensitive information. All equipment processing sensitive information is to reside in a **security zone** as (RCMP-GRC G1-026) [Guide to the Application of Physical Security Zones](#)".

The equipment within the security zone, which is used to process the sensitive information, must be either standalone or on an '*island*' network (self-contained, used for the purposes of processing the information related to the contract and have no external connection to the internet or other network, internal or otherwise).

The *island* network must only be used for the processing and storage of information related to contracts with Statistics Canada and no other party.

The use of wireless technology for the processing of sensitive information is prohibited.

4.1.4. Storage, Disposal and Destruction of IT Media

All material such as CD/DVDs, flash/thumb drives, workstation hard disks, server hard disks, backup tapes and any other devices used to process or store sensitive information must be identified and itemized by model and serial number for hard disks, and by label for any other media which cannot be identified by model or serial number. These devices or material must be retained and properly stored or disposed of by Statistics Canada IT Security personnel in the event of failure and replacement of the equipment or termination of the final contract.

The Statistics Canada ITSC must be provided with the list of equipment and media being used. In addition, only equipment and media that has been identified, itemized and documented may be used to process sensitive information associated with Statistics Canada contracts.

In the event that equipment requires maintenance, support or replacement, no hardware associated with the processing or storage of sensitive information may be given to an outside vendor.

All media, when not in use, must be stored in a storage container which is RCMP-approved for the storage of sensitive information to the level of (Protected B) (G1-001 "*Security Equipment Guide*" access is restricted to Government of Canada departments and agencies). The storage container must be verified by CISC and validated by Statistics Canada DSO's Office.

4.1.5. Authorization and Access Control

The Print Contractor must provide the Statistics Canada ITSC team with a list of all individuals who have access to the sensitive information being processed for the Department, along with current policies and procedures for adding individuals to the environment and the process followed when an individual is removed from the environment.

In following the 'principle of least-privilege', the Print Contractor must provide only the minimum access required for individuals to perform their duties and must be security cleared.

4.1.6. Mobile Computing and Teleworking

Due to the fact that the requirements have stipulated an island-network configuration, mobile computing and teleworking need not be expressly addressed; however, it is important to state that the processing of sensitive information associated with Statistics Canada-related contracts *may only* be performed in the facility which has been validated by Statistics Canada DSO.

4.1.7. Emanations Security

The *Operational Security Standard: Management of Information Technology Security* states that organizations *should* use TEMPEST protection for Top Secret and Protected C information, when justified by a Threat and Risk Assessment. A TRA *should* be performed in order to ascertain whether or not TEMPEST protection is appropriate.

4.1.8. Telecommunications Cabling

In the event an island network is used (rather than standalone equipment), it is important to control and monitor access to telecommunications wiring, spaces and pathways to avoid inadvertent or deliberate connection to any other network.

4.1.9. Software Integrity and Security Configuration

The Print Contractor must configure the security of their operating systems and application software being used to process sensitive information in accordance with security best practices (such as the Microsoft Security Compliance Toolkits for servers and clients, documentation.) The Print Contractor must implement safeguards to "harden" servers and workstations processing sensitive information, and detail that information in a document to be delivered to the Statistics Canada ITSC.

4.1.10. Malicious Code

Due to the isolation of the systems being used to process sensitive information (standalone or island network) these systems are less exposed to malicious code such as viruses, Trojan horses, and network worms; however, without proper procedures for introducing new equipment or information into the environment, they are still vulnerable. Therefore, the Print Contractor must install, use and regularly update antivirus software and conduct scans on all electronic files from external systems.

4.1.11. Detection

It is important to have the ability to detect security related issues within the operating environment which processes sensitive information. Even though the systems are isolated, it is still useful to use sources such as system logs (event viewer), virus protection software and other system tools to monitor systems. In order to adequately protect information there must exist the ability to detect activity such as unauthorized access, unplanned disruption of systems or services or unauthorized changes to system hardware, firmware, or software. Detection mechanisms which are used by the Print Contractor must be documented and provided to the Statistics Canada ITSC.

4.1.12. Response and Recovery

The Policy on Government Security requires departments to 'establish mechanisms to respond effectively to IT incidents and exchange incident-related information with designated lead departments in a timely fashion'. Similarly, the Statistics Canada requires the Print Contractor to have a documented incident response process. All documentation pertaining to incident response must be provided to the Statistics Canada ITSC.

5. INCIDENT REPORTING

It is paramount that the Statistics Canada_DSO and ITSC are made aware of any security-related incidents with respect to the facilities and equipment used to process and store sensitive information associated with Statistics Canada contracts.

The Print Contractor must report any security-related incidents to the Statistics Canada DSO and ITSC within *two hours* of an incident being detected or reported.

6. RECOVERY

The ability to recover systems and information is extremely important in any IT environment. Statistics Canada_requires the Print Contractor to demonstrate the ability to address systems recovery by providing documentation relating to systems and server backup policies (e.g. processes used, tests restores, retention periods and storage of backup media). This documentation shall be forwarded to the Statistics Canada ITSC.

APPENDIX 1 – SECURITY REQUIREMENTS CHECK LIST (SRCL) FORM



350-103-nf.pdf

Transmission of Protected Information (http://icn-rci.statcan.ca/31/31b/31b_022-eng.html)



Directive on the
Transmission of Prot

APPENDIX 2 - (RCMP SECURITY EQUIPMENT GUIDE)

Selection of destruction equipment

http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/page_0068_e.htm

Guide to the Application of Physical Security Zones

<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-026-eng.htm>

Transport and Transmittal of Protected and Classified Information

<http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/g1-009-eng.htm>

APPENDIX 3 – FOR REFERENCE ONLY ANNEX A ‘STATEMENT OF WORK’

5.1.1 The Administration of the StatCan Oath of Secrecy

In addition to the mandatory security pre-requisite requirements outlined in Annex C, StatCan will also require the administration of the StatCan Oath of Secrecy. Due to the confidential and serious nature of the materials in question, any employee of the Contractor that will be engaged in working with, or come into contact with, Census Products must agree to complete and abide by the StatCan Oath of Secrecy. Working in conjunction with StatCan employees, the Contractor must provide an opportunity, and on-site location(s), for all applicable Contractor employees to take and sign the Oath prior to beginning any Census related activities. A StatCan employee will administer the Oath, provide the Contractor and Contractor employees with printed copies of said Oath, and will collect signed copies of the Oath upon completion.

5.1.2 The Provision of Physically Separated Work Spaces

Due to the confidential and serious nature of the Census materials in question, the Contractor must ensure that all work/production spaces where the Contractor's employees are engaged in any production and print process associated with Census materials are physically identified, separated, and quarantined from all other work areas. Census materials must not be removed or exported from these separated work areas in question.

In addition to this, no outside materials associated with any other task or project being concurrently completed by the Contractor are to be brought into or imported into the affected area of the facility(ies) where the Census production is being performed.

Upon the completion of all Census related activities, these separated work area(s) must be inspected, checked, and swept by a designated StatCan representative, or a delegate from the Contractor, to ensure that all Census related materials have been removed and/or disposed of, according to StatCan disposal requirements outline in Annex C.

5.1.3. Data Files & Electronic Communications

Throughout the 2019 Behaviour Tests and the 2021 Census, there will be a requirement that StatCan transfer 'live' respondent information to the Contractor. StatCan will provide electronic data files containing all of the information to be imaged onto questionnaires. During both the 2019 Behaviour Tests, and the 2021 Census, this information will be sent during multiple stages of the Wave Methodology, and will take place over the course of several months.

Data file transmissions could be required at any hour during the day, and on any day during the week. Although a transmission schedule will be created, implemented and adhered to, the Contractor should prepare for the likelihood of overnight or weekend data file transmissions.

The Contractor must have a secure email system in place in order to successfully send and receive, encrypted and secure email. This secure email system will need to be verified, validated, and certified by StatCan's Internal Security Group in accordance with the requirements outlined in Annex C. There will also be several testing requirements between StatCan and the Contractor in order to ensure the capabilities of the required encrypted email system. The Contractor must ensure the integrity and security of the data files transmitted during operations. The Contractor must also meet all of StatCan's security requirements as stated in *Annex C – Security Requirements* that pertain to the storage, transfer, and disposal/destruction of these data files.

To ensure the successful reading and understanding of each data file, StatCan will provide the Contractor with a data file record layout, and an illustration or map indicating where each of the fields is to be physically imaged on the questionnaire by form type. The Contractor must provide to StatCan the expected volume of data files to be verified/validated in a consistent format, naming convention, and record layout.

In order to meet the requirements for reception and processing of each individual data file:

- a. The Contractor must have the capability to process a data file to a maximum size of 4GB.

- b. The Contractor must encrypt and decrypt the data files using a licensed copy of Entrust software that will be provided by StatCan. The Contractor must delete this software from all servers, at the end of production.
- c. The Contractor must host a secure web-accessible server or PC to which StatCan will transfer encrypted electronic data.
- d. The Contractor must transfer encrypted electronic data from the secure web-accessible server to an isolated network for processing, in accordance with the documentation provided in Annex C.

All of the .pdf files for all of the applicable Census materials will be delivered to the Contractor according to the schedules in Appendices F, G, H, and I. StatCan and the Contractor will work together to complete these appendices and establish a schedule for all of the data file transfers.

5.1.3.1 Delivery of Imaging Data Files from StatCan to the Contractor

For all applicable Mail-Out and Non Mail-Out products where imaging is required, StatCan will send electronic data files to the Contractor containing information to be imaged onto the materials. A record layout and a 'map' indicating where each of the fields is to be imaged on the form will also be provided to the Contractor at a later date.

All files must be sent to, and accepted by, the Contractor in accordance with the security requirements specified in this contract.

Within two (2) hours of receiving the files from StatCan, the Contractor must confirm via email, to the StatCan Technical Authority or designated delegate at StatCan, that the files have been received. Within six (6) hours following receipt of the data file, the Contractor must confirm via email that all of the necessary fields required for the imaging process are included on the supplied data file.

In the case of Imaging Address Data Files that are intended for use with Self-Mailers or QRS packages; following receipt and sortation of the data files and prior to the imaging process, the Contractor must inform the StatCan Technical Authority or his/her designated delegate of any addresses that are incompatible with Canada Post mail-out requirements. In the case of incompatible addresses, StatCan will attempt to correct and re-send a separate data file to the Contractor. The Contractor must then complete the imaging of these products.

As StatCan's data file will contain data for barcodes, the Contractor must convert each set of barcode characters into a Booklet ID, and in some cases a 4-State barcode;

- a. The Contractor must image one set of eye-readable characters beneath the 20 digit Booklet ID barcode within a specified area on each questionnaire.

The Contractor must also complete the imaging process as follows:

- b. In the case of Self-Mailers; the Secure Access Code and the dwelling/mailling address must be imaged within the pre-specified areas of the Self-Mailer.
- c. In the case of Questionnaires; where applicable, the SSID, Secure Access Code, Booklet ID Barcode, and/or 4-State barcode must be imaged, within the specified pre-printed boxes on the front page of all relevant questionnaires.

- d. In the case of Questionnaires; where applicable for mail-matching and letter-shopping procedures, the equivalent information must be imaged on both the English and French versions of the questionnaires in the quantities specified in the applicable appendices.
- e. Within two (2) hours of completion of the imaging of each data file, the Contractor must confirm via email to the StatCan Technical Authority that uniquely imaged questionnaires have been prepared for each record provided on the data file. This confirmation must be completed for each data file.

5.1.3.2 Delivery of .pdf Questionnaire Design Files to the Contractor

StatCan will provide the final .pdf files to the Contractor in a secure, encrypted, electronic format.

Upon receipt of the above .pdf files, the Contractor must:

- a. Confirm receipt of the PDF files via telephone or email to the StatCan Technical Authority or the designated delegate within two (2) hours of its receipt.
- b. Provide the StatCan QPT designate with three (3) proofs of each PDF for signoff.
- c. Print all questionnaires required for Mail-Out and Non Mail-Out operations, according to the schedule in Appendices F, G, H, and I.
- d. Meet the technical print specifications as detailed in [Appendix A](#).

5.1.3.3 Delivery of .pdf Self-Mailer Design Files to the Contractor

StatCan will provide the final .pdf files to the Contractor in a secure, encrypted, electronic format.

Upon receipt of the above .pdf files, the Contractor must...

- a. Confirm receipt of the PDF files via telephone or email to the StatCan Technical Authority or the designated delegate within two (2) hours of its receipt.
- b. Provide the StatCan QPT designate with three (3) proofs of each PDF for signoff.
- c. Print all self-mailers required for Mail-Out and Non Mail-Out operations, according to the schedule in Appendices F, G, H, and I.
- d. Meet the technical print specifications as detailed in [Appendix A](#).

5.1.2.4 Delivery of .pdf Envelope Design Files to the Contractor

StatCan will provide the final .pdf files to the Contractor in a secure, encrypted, electronic format.

Upon receipt of the above .pdf files, the Contractor must...

- a. Confirm receipt of the PDF files via telephone or email to the StatCan Technical Authority or the designated delegate within two (2) hours of its receipt.
- b. Provide the StatCan QPT designate with three (3) proofs of each PDF for signoff.

- c. Print all envelopes required for Mail-Out and Non Mail-Out operations, according to the schedule in Appendices F, G, H, and I.
- d. Meet the technical print specifications as detailed in [Appendix A](#).

5.1.3.5 Delivery of .pdf Cover Letter Insert Design Files to the Contractor

StatCan will provide the final .pdf files to the Contractor in a secure, encrypted, electronic format.

Upon receipt of the above .pdf files, the Contractor must...

- a. Confirm receipt of the PDF files via telephone or email to the StatCan Technical Authority or the designated delegate within two (2) hours of its receipt.
- b. Provide the StatCan QPT designate with three (3) proofs of each PDF for signoff.
- c. Print all cover letter inserts required for Mail-Out and Non Mail-Out operations, according to the schedule in Appendices F, G, H, and I.
- d. Meet the technical print specifications as detailed in [Appendix A](#).

5.1.3.6 Delivery of .pdf Insert Guide Design Files to the Contractor

StatCan will provide the final .pdf files to the Contractor in a secure, encrypted, electronic format.

Upon receipt of the above .pdf files, the Contractor must...

- e. Confirm receipt of the PDF files via telephone or email to the StatCan Technical Authority or the designated delegate within two (2) hours of its receipt.
- f. Provide the StatCan QPT designate with three (3) proofs of each PDF for signoff.
- g. Print all insert guides required for Mail-Out and Non Mail-Out operations, according to the schedule in Appendices F, G, H, and I.
- h. Meet the technical print specifications as detailed in [Appendix A](#).



Statistics
Canada

Statistique
Canada

Canada

ADDENDUM D

Annex B - Basis of Payment

2021 Census of Population & 2021 Census of Agriculture (Including 2019 Census Behaviour Tests)

ANNEX “B” - BASIS OF PAYMENT

1.0 PRICING SCHEDULE

Bidders must provide pricing in the format specified, for each component identified in this ANNEX "B" - Basis of Payment.

Failure to price one of the components in the format specified will render the bid non-responsive.

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

Bidders must submit firm, all inclusive, prices for the quantities of items specified in the MS Excel spreadsheet distributed through (BuyandSell.gc.ca), FOB plant, GST/HST extra if applicable.

The all-inclusive prices must include but are not limited to: all operations and materials for the completion of the final printed products as specified for each item, creation and delivery of proofs, equipment set ups, printing operations and bindery operations, project management, assembling, mail preparation, shipping preparation and warehousing.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE ANNEX B MS EXCEL SPREADSHEET BEING DISTRIBUTED THROUGH GETS (BuyandSell.gc.ca) AND RETURN IT ON A USB KEY ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR PROPOSAL

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

2.0 PAPER – PRICE ADJUSTMENT CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the 2.1 P2010 – T – Paper- Price Adjustment - Bid Clause and include it with their Bid. If the Bidder does not complete and provide the 2.1 P2010 – T – Paper- Price Adjustment - Bid Clause with the Bid, no Escalation Clause will be included in the Contract and no price escalation will be granted based on increased paper costs during the period of the Contract.

2.1 P2010 - T – Paper – Price Adjustment - Bid

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.
2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:
 - a. cover stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
 - b. text stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

2.2 P2010 - C - Paper – Price Adjustment - Contract

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before _____ (insert the date corresponding to the end of the 30-day period after contract award). The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.
3. The base transaction cost of paper subject to price adjustment is as follows:
 - a. cover stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
 - b. text stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.
5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.