



**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**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Typesetting -Supreme Court Reports	
<b>Solicitation No. - N° de l'invitation</b> 1N001-173702/A	<b>Date</b> 2018-06-27
<b>Client Reference No. - N° de référence du client</b> 1N001-17-3702	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-020-75038	
<b>File No. - N° de dossier</b> cw020.1N001-173702	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-07-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Werk(cw), Janet	<b>Buyer Id - Id de l'acheteur</b> cw020
<b>Telephone No. - N° de téléphone</b> (613) 998-3968 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

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

**Title: Supreme Court of Canada - Desktop Publishing/Typesetting**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six (6) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment, the Evaluation criteria, SCC Formatting Standards and Guidelines, Tolerance levels, and R.1 Typesetting/desktop publishing – sample instructions.

### **1.2 Summary**

The Supreme Court of Canada (SCC) requires typesetting, page formatting and page layout services, preparation of page proofs, page corrections and pre-press related to each Part of the Supreme Court Report (SCR). The page layout will be produced in in bilingual side by side format, and, depending on the component of the Part, with separate English and French pages.

The typesetting, page formatting and page layout required must follow the standards as set out in the *SCC Formatting Standards and Guidelines* (SCC Standards) and samples from previous productions.

The SCC also requires preparation of Portable Document Format (PDF) files for each component of the Part.

The Contractor is expected to use the latest version of all required software to perform the work; including Adobe Acrobat Professional and Microsoft Word recent version (i.e. MS Word to deal with issues Contractor might experience with Raw Text provided).

The period of the Contract is from award to 31/08/2021 with the irrevocable option to extend the term of the contract by 2 additional 1 year periods.

There is no security requirement associated with this requirement.

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

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

This procurement is not subject to the Comprehensive Land Claims Agreement(s)

### **1.3 Debriefings**

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

## 1.4 Key Terms

For the purposes of this Request for Proposal and resultant contract the following definitions will apply:

**Part:** Each Part consists of reasons for judgment rendered along with headnotes (summaries) of reasons, printed in their entirety, and preliminary pages.

**Volume:** Each volume consists of three (3) or four (4) Parts.

**Typesetting:** Setting up of supplied raw text for the body text, headnotes, footnotes and variable header text in the specified type font, style and size. Creation and set up of rules, pagination and paragraph numbers as per the SCC Standards provided by the Project Authority and samples from previous publications.

**Page Formatting:** Positioning of pagination, typeset text, spaces, creation and positioning of columns (English and French text in bilingual side by side format) and positioning of paragraph numbers as per samples from previous publications.

**Page Layout:** Alignment of formatted paragraph numbers, pagination, variable header text, rules, text, columns and margins from page to page as per the SCC Standards provided by the Project Authority and samples from previous publications.

**Raw Text:** MS Word file of reasons for judgment as delivered by the Project Authority. It is the sole responsibility of the Contractor to create a final document that reflects the relative line spacing, text formatting and styles etc. as are in the original file sent by the Project Authority. Files provided are the same nature as files published on Lexum website when judgments are rendered (scc-csc.lexum.org). The Project Authority will not perform any coding, decoding, formatting or cleaning of the files as it is the sole responsibility of the Contractor to do so.

**Author's Alterations:** Changes to the content of the PDF documents incorporated at the request of the Project Authority. Author's Alterations do not include corrections resulting from issues with the layout, hyphenation or formatting (use of bold, italic etc.) that did not exist in the original documents provided to the Contractor.

**Contractor Error:** Deviation from the SCC typesetting, page formatting and page layout requirements as specified in the Annex "A" Statement of Work and SCC Standards provided by the Project Authority and samples from previous publications. Errors include, but are not limited to, corrections resulting from issues with the spelling, hyphenation (line breaks) or formatting (use of bold, italic etc) that did not exist in the original documents provided to the Contractor or in the layout, alignment, spacing, etc. as specified in the Annex "A" Statement of Work and SCC Standards. For example, discrepancies of bold, italics, or underlining between the Contractor supplied proofs or final documents and the MS Word file of the raw text as sent by the Project Authority are considered Contractor Errors and must be corrected by the Contractor at no additional cost.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

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

Public Works and Government Services Canada  
Bid Receiving Unit  
Portage III - Floor: 0B2  
11 Laurier Street  
Gatineau, Quebec K1A 0S5 **courier postal code is J8X 4A6**  
Telephone: (819) 956-3370 Fax : (819) 997-9776

Due to the nature of the solicitation, submissions by fax to PWGSC **will** be accepted.

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement](#)

Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

#### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority ([TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)) and ([janet.werk@tpsgc-pwgsc.gc.ca](mailto:janet.werk@tpsgc-pwgsc.gc.ca)) **no later than eight (8) calendar days before bid closing**. Enquiries received after that time may not be answered.

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

Solicitation No. - N° de l'invitation  
1N001-173702/A  
Client Ref. No. - N° de réf. du client  
1N001-173702

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CW020. 1N001-173702

Buyer ID - Id de l'acheteur  
CW020  
CCC No./N° CCC - FMS No./N° VME

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## **2.5 Applicable Laws**

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

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

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

If the Bidder is simultaneously providing a paper copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the electronic copy and the paper copy, the wording of the electronic copy will have priority over the wording of the paper copy.

- If the Bidder chooses to submit its bid in paper copies, Canada requests that the Bidder submits its bid in separately sections as follows:

Section I: Technical Bid (**2 paper copies and 1 electronic copy on a USB Key\***)

Section II: Financial Bid - (**1 paper copy and 1 electronic copy on a USB Key\***)

Section III: Certifications (**1 paper copy and 1 electronic copy on a USB Key\***)

Section IV: Additional Information (**1 paper copy and 1 electronic copy on a USB Key\***)

\*All the Sections may be saved on the same USB Key as long as each section is a separate file.

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

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

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

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

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

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

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## Section I: Technical Bid (Mandatory and rated requirements)

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

### 3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

## Section III: Certifications

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

## Section IV: Additional Information Precedent to Contract Award

### 3.1.3 Bidder's Proposed Site(s)

The Bidder must provide the full address(es) of the Bidder's site(s) or premises for which are required for Work Performance:

Location Street Number / Street Name, City, Province, Territory Postal Code	What work will be performed at this location?

### 3.1.4 List of Subcontractor(s)

If the Work includes the use of subcontractors, the names and locations of the subcontractors shall be listed as part of the bid with particulars of the Work to be performed or material to be purchased. The Contracting Authority is to be notified, in writing, of any changes to the list of subcontractors prior to their commencing the Work.

For the purposes of this clause, there is no requirement to report the purchase of off-the-shelf items and software and such standard articles and materials as are ordinarily produced by manufacturers in the

normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

<b>Subcontractors' name(s)</b>	<b>Location</b> Street Number / Street Name, City, Province, Territory Postal Code	<b>What work will be performed at this location?</b>

### 3.1.5 Integrity Provisions – List of Names

All suppliers must submit the following information:

- i. suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. suppliers that are a partnership do not need to provide a list of names.

If the list of names has not been received by the time the evaluation of bids is completed, the contracting authority will inform the supplier of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract. Failure to provide the list of names within the time specified will render a bid, or the supplier otherwise disqualified for award of a contract.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

See Annex "F" – Evaluation Grid

**BIDS NOT MEETING THE MANDATORY TECHNICAL CRITERIA WILL BE DECLARED NON-RESPONSIVE AND WILL NOT BE EVALUATED FURTHER.**

##### **4.1.1.2 Rated requirements Criteria**

See Annex "F" – Evaluation Grid

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, all applicable taxes excluded; FOB destination, Canadian customs duties and excise taxes included.

For evaluation purposes only, each price provided for in Annex B - Basis of Payment will be multiplied by the quantities stated in the Excel spreadsheet distributed with Annex B – Basis of Payment distributed by the Government Electronic Tendering Service (GETS). All the Items will be added to obtain the aggregate price. The Evaluated Price will include the aggregate price for the contract period and all the option periods.

##### **4.1.2.1 Mandatory Financial Criteria**

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

### **4.2 Basis of Selection**

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory evaluation criteria; and
  - (c) obtain the required minimum 75 points for each technical criteria which are subject to point rating.
1. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Precedent to Contract Award and Additional Information

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

#### 5.1.1 Integrity Provisions – Required Documentation

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

#### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/5#annex-5.1) <https://buyandsell.gc.ca/policy-and-guidelines/supply-manual/section/5#annex-5.1>.

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

#### 5.1.3 Additional Certifications Precedent to Contract Award

##### 5.1.3.1 Canadian Content Certification

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

5.1.3.1.2. This procurement is limited to Canadian services.

The Bidder certifies that:

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

#### 5.1.4 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed for the requirement is capable of performing the Work described in the resulting contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### 5.1.5 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

### **6.1 Statement of Work**

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

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

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

#### **6.2.1 General Conditions**

[2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### **6.2.2 Supplemental General Conditions**

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

### **6.3 Security Requirements**

**6.3.1** There is no security requirement applicable to this Contract.

### **6.4 Term of Contract**

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

The period of the Contract is from date of award to August 31, 2021 inclusive.

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

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### **6.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Contract is **not** subject to any Comprehensive Land Claims Agreement(s).

#### **6.4.4 Delivery Points**

Delivery of the requirement will be made to delivery point specified at Annex "A" of the Contract.

## 6.5 Authorities

### 6.5.1 Contracting Authority

Janet Werk (or designated replacement)  
 Communication Procurement Directorate  
 Public Works and Government Services Canada  
 12th Floor, 360 Albert Street  
 Ottawa, ON K1A 0S5 Telephone: 613-998-3968 E-mail: [TPSGC.padgamiace-appbpmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbpmpace.PWGSC@tpsgc-pwgsc.gc.ca) & [janet.werk@pwgsc-tpsgc.gc.ca](mailto:janet.werk@pwgsc-tpsgc.gc.ca)

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

### 6.5.2 Project / Technical Authority

The Project/Technical Authority for the Contract is:

Name:	
Title:	<b>Manager, Editorial Services</b>
Organization:	Supreme Court of Canada
Address:	<b>NCR</b>
Telephone:	<b>613 943-20xx</b>
E-mail address:	<b>@scc-csc.ca</b>

In its absence, the Project/Technical Authority is:

Name:	
Title:	<b>Technical Revisor</b>
Organization:	Supreme Court of Canada
Address:	<b>NCR</b>
Telephone:	<b>613 996-76xx</b>
E-mail address:	<b>@scc-csc.ca</b>

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

### 6.5.3 Invoice Authority

The Invoice Authority for the Contract is: (provided in the Contract)

### 6.5.4 Contractor's Representative (to be filled out)

Account/Project Manager		Back up to the Account/Project Manager and delivery follow up	
Name:		Name:	
Title:		Title:	
Telephone no.:		Telephone no.:	
E-mail address:		E-mail address:	

**Contractor's PBN:**

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment Limitation of Expenditure

1. The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of **\$xxx**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.2 Method of Payment

Payment by Canada to the Contractor for the Work shall be made in accordance with clause H1001C Multiple Payments.

#### 6.7.2.1 SACC Manual Clauses

H1001C (2008-05-12) - Multiple Payments

A9117C (2007-11-30) – T1204 – Direct Request by Customer Department

### 6.7.3 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International).

## 6.8 Invoicing Instructions

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

**6.8.1** Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:

- the date;
- name and address of the client department;
- deliverable and/or description of work;
- contract serial number;
- invoices must include a breakdown of the total cost (unit price for each service/item and quantities of each service/item produced - exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as appropriate) and the amount of GST or HST, as appropriate, shown separately.
- The number of units and the sum indicated on the invoice must correspond to the total number of units requested.

**6.8.2** Invoices must be distributed as follows:

**(a)** The original must be emailed to the Invoice Authority for certification and payment:

**(b)** One (1) copy must be forwarded to: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) and [janet.werk@tpsgc-pwgsc.gc.ca](mailto:janet.werk@tpsgc-pwgsc.gc.ca)

## **6.9** Certifications and Additional Information

### **6.9.1** Compliance

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

### **6.9.2** *SACC Manual* Clauses

*SACC Manual* clause A3060C (2008-05-12) Canadian Content Certification.

## **6.10** Applicable Laws

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

## **6.11** Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information
- (c) the general conditions 2035 (2018-06-21) General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_.

## **6.12** Insurance

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

### 6.13 Inspection and Acceptance

The Project/Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### 6.14 SACC Manual Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN.

SACC Reference	Title	Date
P1009C	Author's Alterations	2007-11-30
P1014C	Quality Levels for Typesetting	2010-01-11

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## **ANNEX “A” STATEMENT OF WORK**

### **A.1 OVERVIEW**

The decisions rendered by the Supreme Court of Canada (SCC) are published on a continuous basis in English and French in its official report entitled the “Canada Supreme Court Reports” (SCR). Each Part (issue) of the report includes all reasons for judgments rendered along with summaries of reasons, printed in their entirety, and preliminary pages. The first SCR was published in 1877.

Since 2010, two (2) or three (3) volumes have been published annually, each volume consisting of three (3) to four (4) Parts (approximately 250 to 325 pages each) which are issued periodically. From 2012 to 2017, the average number of pages published annually was 2,250.

### **A.2 REQUIREMENT**

The SCC requires typesetting, page formatting and page layout services, preparation of page proofs and page corrections related to each issue of the SCR. The page layout for the reasons for judgments must be produced in English and French in bilingual side by side format. The SCC also requires preparation of Portable Document Format (PDF) files for each judgment and the preliminary pages and cover to be published, as well as for each completed Part. Scanning (usually black only) of pictures graphs and charts may be required.

#### **A.2.1 Contractor’s Project Typesetter/Desktop Publisher and Designated Replacement**

Throughout the period of the Contract, the Project Typesetter/Desktop Publisher assigned to this project must have a designated replacement to take over their assigned tasks in the event of their absence or inability to provide the required services to the SCC. There should be no period during the contract where neither the Project primary Typesetter/Desktop Publisher nor the designated replacement can perform the typesetting work requested of SCC. It may be acceptable that both the primary typesetter/Desktop Publisher and the designated replacement are both not available the last week of December, including Dec 25 and 26, (period 1) and 2 consecutive weeks during the period between June through August (period 2). During these two (2) periods SCC will accept that both individuals are on holiday at the same time.

#### **A.2.2 Material Supplied**

All text will be provided by the SCC Project Authority to the Contractor in electronic format in MS Word (recent versions), raw text (see definition at Key Terms). The Contractor must perform all formatting, coding, decoding or cleaning of files. The SCC will not perform any formatting, coding, decoding, or cleaning of the raw text.

The Contractor must incorporate into the file all necessary styles of codes required to produce the document in its final format. Styles or codes for the pages currently existing may need to be adapted or even developed, if necessary, by the Contractor and approved in writing by the SCC Project Authority.

Exceptionally and when required, halftones, photographs will be supplied for scanning and import into a document. Charts and graphs will be provided by the SCC Project Authority.

The Contractor must provide their own application software and reference materials to complete the desktop publishing requests

#### **A.2.3 Process**

Judgments will be provided to the Contractor by the SCC Project Authority on an ongoing basis, as they are rendered and completed. Each Part contains many judgments and preliminary pages.

### **A.2.3.1 Initial Production**

The SCC Project Authority will work with the Contractor during the first two (2) months of the Contract to fully meet the SCC typesetting, page formatting and page layout requirements as specified in this Annex "A" Statement of Work and within the SCC tolerance level for typesetting, page formatting and page layout.

During this period of time, the SCC Project Authority will provide the Contractor with written summaries detailing any issues or concerns that must be addressed by the Contractor.

The Project Authority will prepare; if deemed necessary; a formal rating report on each completed SCC typeset document following the initial two month period and assign a rating to the Contractor's performance for the services and deliverables. These reports will be completed using the Annex "E" - SCC TOLERANCE LEVELS and will be provided to the Contractor.

### **A.3 SERVICES**

The Contractor must provide the following services:

#### **A.3.1 Typesetting, page formatting and page layout**

The typesetting, page formatting and page layout required must follow the standards established by the SCC and demonstrated in the provided samples from previous productions. The Contractor must review all typeset and formatted text to ensure the requirements of the SCC Project Authority and the standards established by the SCC are met. Changes may occur at any time (e.g. position of paragraphs numbers). The Contractor must prepare the typesetting, page formatting and page layout of each judgment provided (and halftones as required), merge English and French text in bilingual side-by-side format, add running head, counter numbers, folios and footnotes as required. Each judgment must start at top of new page.

The Fonts that must be used:

Times New Roman – 10.5 for the reasons (main text) (text with para. numbers)  
Times New Roman – 9.5 for the headnotes and blocked quotes  
Times New Roman – 8 for footnotes

For each issue, the Contractor must prepare the typesetting, page formatting and page layout of preliminary pages. (The preliminary pages for each issue, excluding the last issue of each volume, consist of the front and back cover, the spine, the title page [Part 1 only], the table of contents/sommaire and the Credits pages). For the last issue, the preliminary pages of the entire volume presently consist of the following: (This list is subject to change):

front and back covers	
spine	
credits page	
table of contents	sommaire
credits page (with Crest)	
list of judges	liste des juges
errata	
table of motions	table des requêtes
table of judgments	table des jugements
table of cases cited	
table de la jurisprudence	
table of statutes and regulations	table des lois et règlements
table of treaties	table des traités
table of authors	table de la doctrine

The Contractor must review all typeset and formatted text to ensure the page layout requirements of the SCC Project Authority and the standards established by the SCC are met (e.g., paragraphs must always be aligned).

Double-hyphenation should be avoided. The last word of a page must never be hyphenated. As much as possible, in both the English and French text, a hyphenated word should never have fewer than three (3) letters on the following line. Portions of text must always be kept together on the same page (e.g. the introductory sentence and the judge's name). (In this regard, a list of preferences or guidelines will be provided by the SCC Project Authority.)

Exceptionally and when requested by the SCC Project Authority, the Contractor must incorporate halftones (pictures, graphs or charts) in the document. Scanning and page layout will be required for pictures. Page layout will also be required for charts and graphs, which will be provided by the SCC Project Authority.

The Contractor may be required to format and compile two (2) or more Parts simultaneously. At the end of the fiscal year (February and March), in order to speed up the return of the corrections to the proofs, a request to work overtime may be made to the Contractor.

#### **A.4 PROOFS**

##### **A.4.1 Provide page proofs, revised page proofs and final proofs.**

The Contractor must provide page proofs to the SCC Project Authority for approval as follows:

**A.4.1.1** For MS Word files of 200 pages or more, the contractor must send electronically the page proofs to the SCC Project Authority within five (5) working days (for example, a 210 page document emailed by the Project Authority at 8:40 pm Wednesday May 16 must be returned before 11:59 pm Wednesday May 23.). For MS Word files of 100 to 200 pages, page proofs must be provided to the SCC Project Authority within four (4) working days and for files under 100 pages, within three (3) working days. When more than one document are emailed at the same time and the total number of pages exceed 300 pages, page proofs must be returned within six (6) days. In the event the SCC Project Authority provides files on successive days, the time for returning the 2<sup>nd</sup> file will start running when the 1<sup>st</sup> file is returned. All approved page proofs are compiled as a Part as per the list provided by the SCC Project Authority.

<b>Standard delivery time of page Proof</b>	
<b>Document number of pages</b>	<b>Number of business days</b>
Greater than 199	5 days
100-199	4 days
1-100	3 days
Two (2) or more documents sent simultaneously and the total number of pages is greater than 300.	6 days

Proofs of each page are reviewed and approved individually by the SCC Project Authority. The SCC Project Authority will provide approval or will identify any required corrections for each page to the Contractor in writing. Once the pages have been approved by the SCC Project Authority, the Contractor must ensure that there are no changes to the approved pages. Text reflow is not permitted. When text reflow is unavoidable, the Contractor must inform the SCC Project Authority.

**A.4.1.2** The Contractor must incorporate any corrections identified by the SCC Project Authority and return the revised page proofs of the corrected pages within three (3) working days (for files exceeding 200 pages) of identification by the SCC Project Authority and within two (2) working days for files under 200 pages to the SCC Project Authority for approval.

**A. 4.1.3** Subsequent corrections and/or Author's Alterations must be returned to SCC Project Authority within one (1) working day.

**A. 4.1.4** The Contractor must compile all formatted and approved reasons for judgments, summaries of reasons and preliminary pages in a Part (issue), as per a list provided by the SCC Project Authority within one (1) working day.

**A.4.1.5** Once all sections of a Part are approved, the Contractor must compile and send the sections via e-mail to the SCC Project Authority within one (1) working day of request for each "compiled Part".

**A.4.1.6** The Contractor must provide further corrections, if needed, to the page proofs of the compiled part for approval within one (1) working day of notification by the SCC Project Authority.

**A.4.1.7** Once final approval has been obtained from the SCC Project Authority, the Contractor must submit final proofs in PDF format to the SCC Project Authority within one (1) working day of approval.

#### **A.4.2 Creation of Portable Document Format (PDF) Files**

Once final approval is given, the Contractor must create Web ready Portable Document Format (PDF) files for the SCC Project Authority within one (1) working day. The PDF file must be transferred electronically to the SCC Project Authority for their records, for the printing of the "Canada Supreme Court Reports", the Web, or for any other use the SCC deems fit.

The Contractor must create a set of PDF files for each individual section of the Part as identified by the SCC Project Authority as well as for the full Part. These must be prepared as follows:

- a. Each individual judgment, preliminary page and cover must be submitted to the SCC Project Authority in final approved form.
- b. The full Part as compiled and approved by the SCC Project Authority must be provided in a separate file.

### **A. 5. QUALITY CONTROL**

#### **A.5.1 Contractor's Responsibilities**

The Contractor must perform the Work in accordance with the quality requirements described in the publication entitled Quality Levels for Typesetting at <http://www.tpsgc-pwgsc.gc.ca/app-acq/documents/composition-typesetting-eng.pdf>

The Contractor must ensure that the SCC style guidelines have been followed before providing/returning any page proofs to the SCC Project Authority. Text reflow must be brought to the attention of the SCC Project Authority.

The Contractor is responsible for all work produced under the Contract. The Contractor must review the typesetting, page formatting and page layout on each page before submitting the page proofs for approval. The Contractor must ensure that page proofs submitted to the SCC Project Authority for approval meet SCC requirements and are within SCC tolerance levels for typesetting, page formatting and page layout.

The Contractor must provide a credit for errors exceeding the SCC tolerance level. The credit will be cumulative for each time proofs are submitted for approval. The credit will be calculated as specified in Annex "E" – SCC TOLERANCE LEVELS - CONTRACTOR ERROR.

The Contractor must ensure that the final page proofs and the final PDF files supplied to the SCC Project Authority are error free (i.e. typesetting, formatting and layout).

#### **A.5.2 SCC Responsibilities**

The SCC Project Authority is responsible for reviewing and accepting the documents submitted by the Contractor for approval and notifying the Contractor of any errors. The SCC Project Authority is not responsible for reviewing sections of paragraphs or pages already approved where changes were not requested.

Should the SCC Project Authority find Contractor errors in excess of the SCC tolerance level for typesetting, page formatting and page layout in any submitted proofs, the SCC Project Authority will return the complete document (i.e. judgment, reason for judgment, preliminary pages etc..) to the contractor for review and correction at no cost to Canada and for completion in accordance with the relevant sections of this Annex "A" Statement of Work.

Should the SCC Project Authority find any Contractor errors in the final proofs or in the final PDF file submitted by the Contractor the SCC Project Authority will return the complete document (i.e. judgment, reason for judgment, preliminary pages etc..) to the Contractor for review and correction at no cost to Canada and for completion and return to the SCC Project Authority within one (1) working day.

#### **A.5.3 Archive final camera ready artwork**

The Contractor must archive the final camera ready artwork (PDF file and approved page proofs) of each judgment and the preliminary pages of each issue for a period of one (1) year unless otherwise instructed in writing by the SCC Project Authority. The Contractor must ensure that there are no changes to the originally approved pages. Text reflow is not permitted. In the case of the Preliminary pages of all parts and with the final Part of each volume, the Preliminary pages must be provided to the SCC Project Authority as individual PDF files.

#### **A.6 COMPLETION OF VOLUMES AT CONTRACT END**

At the end of the term of the Contract the Contractor must complete the entire volume of any issues/parts started prior to the end of the Contract period. A volume consists of three (3) to four (4) issues/parts.

#### **A.7 AUTHOR'S ALTERATIONS**

Author's Alterations are changes to the content of the documents incorporated at the request of the Project Authority. Author's Alterations do not include corrections resulting from issues with the layout, hyphenation or formatting (use of bold, italic etc.) that did not exist in the original documents provided to the Contractor.

#### **A.8 COMPONENTS**

All original material supplied (electronic media) or created during production for any requirement is deemed to be property of Canada and must be returned at no cost after completion of the work. The Contractor is responsible for the delivery of components to the designated location (see below) which may differ from the delivery address or destination(s).

Supreme Court of Canada  
Ottawa, Ontario K1A 0J1

## **A.9 QUALITY ASSURANCE**

Quality Assurance by Contractor: The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of this Annex "A" Statement of Work.

## **A.10 SUSTAINABLE DEVELOPMENT/GREEN PLAN**

In support of the Government of Canada's Sustainable Development Strategy, SCC is committed to the purchase of environmentally sound products that are of equal quality or better than the industry average.

Green procurement is the procurement of products and services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider the full life cycle of a product, including: raw material acquisition, production, manufacturing, packaging, distribution, operation, maintenance, disposal and re-use of the product or service. Green procurement encompasses the concept of the procurement of goods and services that provide for basic human needs and bring a better quality of life, while minimizing the use of non-renewable natural resources and toxic materials and the emission of wastes and pollutants over the life cycle, so as not to jeopardize the ability of future generations to meet their own needs.

The Contractor must make every possible effort towards supplying print services that are the result of environmentally sound processes, without detracting from the appearance of said items nor deviating from the stated specifications for quality, functionality, and durability.

## **ANNEX “B” BASIS OF PAYMENT**

### **B.1 FIRM PRICES**

The Bidder must submit firm all-inclusive prices, for typesetting, page formatting and page layout services, preparation of electronic proofs, page corrections related to each Part of the SCR as described in Annex “A”, Statement of Work. The page layout will be produced in bilingual side by side format, and, depending on the component of the Part, with separate English and French pages.

Prices are in Canadian funds, any and all applicable taxes extra.

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 proposal 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 amounts. 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.

### **TRAVEL AND LIVING EXPENSES**

The Crown will not accept any travel and living expenses incurred by any Contractor to satisfy the terms of any resulting contract.

**BIDDERS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/>) AND RETURN IT ON USB ALONG IN EXCEL FORMAT WITH A PRINT OUT OF THE COMPLETED ANNEX “B” BASIS OF PAYMENT WITH THEIR SUBMISSION.**

The quantities for evaluation shown in the pricing grid are estimates for evaluation purposes only and are not a guarantee of the actual number of documents to be produced.

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

**ANNEX “C” to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

- ( ) VISA Acquisition Card;
- ( ) MasterCard Acquisition Card;
- ( ) Direct Deposit (Domestic and International).

-----  
**Fill in and return with your proposal**

**3.1.3 Bidder’s Proposed Site(s)**

The Bidder must provide the full address(es) of the Bidder’s site(s) or premises for which are required for Work Performance:

Location Street Number / Street Name, City, Province, Territory Postal Code	What work will be performed at this location?

**3.1.4 List of Subcontractor(s)**

Subcontractors' name(s)	Location Street Number / Street Name, City, Province, Territory Postal Code	What work will be performed at this location?

**3.1.5 Integrity Provisions – List of Names**

Provide the requirement list of names

-----

**6.5.4 Contractor's Representative (to be filled out)**

Account/Project Manager		Back up to the Account/Project Manager and delivery follow up	
Name:		Name:	
Title:		Title:	
Telephone no.:		Telephone no.:	
E-mail address:		E-mail address:	

**Contractor’s PBN:**

## **ANNEX “D” SCC FORMATTING STANDARDS AND GUIDELINES (SCC Standards).**

### **SCC Formatting Standards (SCC Standards):**

Part 1 of every Volume begins on a page 3.

The first judgment for every other Part begins on an odd numbered (right facing) page sequential to the last page of the preceding Part.

Preliminary pages are roman numbered (follow previous productions for style).

#### Running head

The running head for all pages follows these rules:

- Name is provided on first line of the MS Word document and goes in the center
- Odd numbered (right facing) pages are in French;
- Even numbered (left facing) pages are in English;
- Year, volume # and S.C.R./R.C.S. go on the left margin on odd numbered page and go on the left margin on even numbered page;
- Page numbers go on the right margin on odd numbered page and go on the right margin on even numbered page.

Each new section of a Part begins on an odd numbered (right facing) page.

For exceptions, refer to previous productions.

#### SCC Formatting Guidelines:

Excessive hyphenation and spacing between words are to be avoided.

Hyphenation of proper nouns is to be avoided.

Double hyphenation is to be avoided.

The last word of a page must never be hyphenated.

A hyphenated word must have a minimum of three letters on the following line.

Widow and orphan lines of text are unacceptable.

A person's abbreviated title (Mr., Mrs., Dr. etc.) must remain on the same page as the person's name.

Excessive white space at the bottom of a page is to be avoided.

The title of a section or a heading should not end a page (this must be balanced with the requirement not to leave excessive white space at the bottom of a page above).

If a table with a heading flows onto multiple pages, the header row must appear at the top of each page.

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## ANNEX "E" SCC TOLERANCE LEVELS and CONTRACTOR ERROR

The following information will be applicable for work performed under the Contract

**Contractor Error** Definition: Deviation from the SCC typesetting, page formatting and page layout requirements as specified in the Annex "A" Statement of Work and SCC standards for the SCR and from previous productions. Errors include, but are not limited to, corrections resulting from issues with the spelling, hyphenation or formatting (use of bold, italic etc) that did not exist in the original documents provided to the Contractor or in the layout, alignment, etc... as specified in the Annex "A" Statement of Work and SCC standards for the SCR.

### **SCC Tolerance Level for Contractor Errors**

Contractor Errors must not exceed **10%** based on the number pages containing Contractor Errors and the number of pages for each document.

SCC Tolerance Levels for Typesetting, Page Formatting and Page Layout apply at all stages for approval from initial to final proofs. The following calculations will be performed each time the document is submitted for approval of proofs. The Credit Due quantities will be cumulative for the document being produced based on the total errors above SCC tolerance levels at all stages.

### **Calculation of SCC Tolerance Level for Contractor Errors**

The SCC Tolerance Level for Contractor Errors for each document is calculated as follows:

Document tolerance Level for Contractor Errors	=	Number of Pages in the Document	X	10%
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The number of pages in excess of the 10% SCC Tolerance Level for Contractor Errors will determine the total number of pages to be credited.

*For Example:*

*If a document has 240 pages, the number of Page Formatting and/or Page Layout errors cannot exceed 24 pages based on the following calculation:*

*240 pages x 10% = 24 = SCC Tolerance Level of 24 pages for Contractor Errors*

*Therefore, if there were 32 pages with formatting and/or page layout Errors, then the number of pages with Contractor Errors in excess of SCC Tolerance Levels would be eight (8). A credit would be provided to the SCC for those eight (8) pages.*

**PERFORMANCE RATING FORM**

This form will be used on any and all files that, once reviewed, are deemed on a cursory level to have too many contractor errors, thereby requiring a formal evaluation.

<b>Contractor Performance Report</b>			
 (DD/MMM/YYYY)			
Date electronic file(s) supplied to Contractor:		(DD/MMM/YYYY)	
Required by date(s):		(DD/MMM/YYYY)	
Completion date:		(DD/MMM/YYYY)	
<b>Brief Description of requirement:</b>			
Type of document (i.e. Judgment)			
Number of pages:		FR:	EN:                      TOTAL:
<b>Ratings:</b> Indicated by a yes or no response if the Contractor's performance complied with the requirements as stated in the Annex "A" Statement of Work			
<b>Category A) Schedule</b>			<b>Timeline Met?</b>
Page Proofs:	Page proofs (PDF) were sent electronically to the SCC Project Authority for approval within the set deadline.	Yes	No
Corrections:	Revised page proofs (PDF) were sent electronically to the SCC Project Authority for approval within three (3) working days or the number of days specified for that particular file.	Yes	No Not applicable
<b>Category B) Errors as per the Evaluation Grid and requirements of Annex "A" Statement of Work</b>			
<b>Item Evaluated</b>		<b>Page # where error was found</b>	<b>Equivalent # of pages</b>
a. Body Text to include all raw text			
b. Creation and Layout of Columns to match the SCC Standards			
c. Creation of Rules to match the SCC Standards			

d. Pagination to follow the SCC Standards			
e. All paragraph numbers from raw text are included and match the formatting and layout outlined in the SCC Standards			
f. All underlining (including position in relation to type) from raw text is included and matches the formatting and layout outlined in the SCC Standards			
g. Alignment from page to page of formatted rules, headers, footers, columns and margins to match the formatting and layout outlined in the SCC Standards			
h. Page Breaks follow the SCC Standards			
i. Word Breaks and Hyphenation follow the SCC Standards			
j. Type style (bold/italics) from raw text is included and follows the guidelines contained in the SCC Standards			
k. Type sizes follow the guidelines contained in the SCC Standards			
l. Type face (fonts) follow the guidelines contained in the SCC Standards			
m. Spelling as required for the specified pages			
n. Capitalization of text to match the raw text			
o. Indentation of text to match the raw text and follow the SCC Standards			
<b>Evaluated By:</b>	<b>Date:</b>		

**Scoring specifications** (used in conjunction with the Performance Rating Form)

Item Evaluated	How item is evaluated
a. Body Text to include all raw text	Any omission of a word or paragraph counts as an error.
b. Creation and Layout of Columns to match the SCC Standards	Any column that is not laid out to match the SCC Standards counts as one (1) error. If the same column error appears on multiple pages in sequence, it is considered the same 1 error. However, if the problem appears on non-sequential pages, each new page with the error will count as an additional error
c. Creation of Rules to match the SCC Standards	Any rules that do not match the SCC Standards count as one (1) error. If the same rule error appears on multiple pages in sequence, it is considered the same one (1) error. However, if the problem appears on non-sequential pages, each new page with the error will count as an additional error
d. Pagination to follow the SCC Standards	Any page number that does not match the SCC Standards counts as one (1) error. If the sequential numbering of pages is correct (taking into account the initial error) then it counts as only one error. However, if the problem appears on non-sequential pages, each new page with the error will count as an additional error
e. All paragraph numbers from raw text are included and match the formatting and layout outlined in the SCC Standards	Any paragraph numbers ([#]) that are missing or in an order that differs from that of the raw text counts as one error. If the sequential numbering of paragraphs is correct (taking into account the initial error) then it counts as only one error. However, if the problem appears on non-sequential paragraphs, each new paragraph with the error will count as an additional error
f. All underlining (including position in relation to type) from raw text is included and matches the formatting and layout outlined in the SCC Standards	All incidents of missing underline in one paragraph counts as one (1) error.

<p>g. Alignment from page to page of formatted rules, headers, columns and margins to match the formatting and layout outlined in the SCC Standards</p>	<p>Alignment of English and French text – the first paragraph in a series will count as one error – once alignment is correct again, the next error of alignment will count as the second error etc.</p> <p>Headers – incorrect Header in English is one error and in French is another error. Any non-sequential errors in headers will count as additional errors.</p> <p>Footnotes – incorrect Footnotes in English is one error and in French is another error. All footnotes in each language on the same page count as the same error.</p>
<p>h. Page Breaks follow the SCC Standards</p>	<p>Words that are split across pages, widowed or orphaned sentences count as individual errors.</p>
<p>i. Word Breaks and Hyphenation follow the SCC Standards</p>	<p>Each incident of double hyphenation is one error.</p> <p>Each paragraph where three (3) successive line endings are hyphenated is one error.</p>
<p>j. Type style (bold/italics) from raw text is included and follows the guidelines contained in the SCC Standards</p>	<p>All incidents of missing bold or italics in the same paragraph counts as one error.</p>
<p>k. Type sizes follow the guidelines contained in the SCC Standards</p>	<p>Each paragraph (or series of paragraphs in the case of a long quote) with the wrong font size is one error.</p> <p>Any incidence of an isolated word, character or series of characters with the wrong font size counts as one error.</p>
<p>l. Type face (fonts) follow the guidelines contained in the SCC Standards</p>	<p>Any incident of the wrong font counts as one error.</p>
<p>m. Spelling as required for the specified pages</p>	<p>Any spelling error that is not contained in the Raw Text counts as one error.</p>
<p>n. Capitalization of text to match the raw text</p>	<p>Any capitalization that differs from that in the Raw Text counts as one error.</p>
<p>o. Indentation of text to match the raw text and follow the SCC Standards</p>	<p>Each paragraph (or series of paragraphs in the case of a long quote) with the wrong indentation is one error.</p> <p>In the case of sections with a variety of indentations within the same series of paragraphs – each error in changing indentation for a paragraph will count as a separate error.</p>

## **ANNEX “F” EVALUATION GRID**

### **TECHNICAL EVALUATION - MANDATORY AND POINT RATED REQUIREMENTS**

During the evaluation no experience gained through internal clients will be accepted or reviewed. In the case of a Joint Venture, the Bidder must also identify which of the Joint Venture partners is responsible for each service.

#### **For the purposes of the mandatory and point rated criteria the following definitions apply:**

**Bidder:** refers to the person/company submitting the proposal. The Bidder submitting the proposal may, however, consist of several firms putting one proposal together as a contractual joint venture. A joint venture is an association of two or more parties who combine their money, property, knowledge, skills, time or other resources in a joint business enterprise agreeing to share the profits and the losses and each having some degree of control over the enterprise. 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.

**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.

**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.

**Volume:** Each volume consists of three (3) or four (4) Parts.

**Typesetting/desktop publishing services:** means performing typesetting, page formatting, and page layout as defined in Part 1, section *1.4 Key Terms* of this Request for Proposal.

**Supplied text/raw text:** MS Word file of reasons for judgment as delivered by the Project Authority. It is the sole responsibility of the Contractor to create a final document that reflects the relative line spacing, text formatting and styles etc. as are in the original file sent by the Project Authority. Files provided are the same nature as files published on Lexum website when judgments are rendered (scc-csc.lexum.org). The Project Authority will not perform any coding, decoding, formatting or cleaning of the files as it is the sole responsibility of the Contractor to do so.

**Multipage:** means more than 10 final text pages (five [5] double sided pages).

**Publication:** means a multipage document (like books, magazines, business reports). Publications may be printed on paper or can also be delivered via the Internet (online publications).

**Legal or court style report::** means a publication that is formatted with paragraph numbers, pagination, variable header text, rules, text, columns and a consistent page layout from page to page. The legal or court style report may also include tables and lists and may be in English or French or be in a bilingual side-by-side format.

**MANDATORY REQUIREMENTS**

Bidders MUST meet all the mandatory requirements of the RFP. No further consideration will be given to Bidders not meeting all the mandatory criteria.

		<b>Compliant Yes</b>	<b>NOT Compliant</b>
<b>M.1</b>	<b>Typesetter/Desktop Publisher (Primary person)</b>		
M.1.1	Bidders must identify one (1) individual who will be assigned as the Typesetter/Desktop Publisher to perform the typesetting/desktop publishing services under the Contract.		
M.1.1.a	Bidders must provide the full name (first and last name) of the individual assigned as the Typesetter/Desktop Publisher to perform the typesetting/desktop publishing work under the Contract (primary person).		
<b>M.1.2</b>	<p>Name:</p> <p>The Typesetter/Desktop Publisher identified for M.1.1 must have obtained recent experience (beginning on or after June 30, 2008 as follows:</p> <ul style="list-style-type: none"> <li>i) performing typesetting/desktop publishing services for a minimum of three (3) different publications;</li> <li>ii) working with desktop publishing systems.</li> </ul>		
M.1.2.a	<p><b>Response format:</b> M.1.2.a Bidders must provide a detailed description of the publications identified for M.1.2.).</p> <p>Bidders must provide the following information for <u>each</u> of the (minimum of three [3]) different publications:</p> <ul style="list-style-type: none"> <li>• the role of the Typesetter/Desktop Publisher identified for M.1.1 for the provision of the typesetting/desktop publishing services;</li> <li>• the type of publication;</li> <li>• the total number of pages typeset by the identified Typesetter/Desktop Publisher;</li> <li>• the date(s) that the Typesetter/Desktop Publisher performed the typesetting/desktop publishing services (<i>month/year</i> or <i>from month/year to month/year</i> or <i>from month/year to present</i>) for the publication</li> </ul>		
	Publication 1 description:		

	<p>Publication 2 description:</p> <p>Publication 3 description:</p>		
M.1.2.b	<p>Bidders must provide a list of the desktop publishing systems that the identified Typesetter/Desktop Publisher has obtained experience working with starting on or after June 30, 2008.</p>		
M.1.3	<p>Systems and date:</p> <p>The Typesetter/Desktop Publisher identified for M.1.1 must have performed typesetting/desktop publishing services of supplied text for a publication in both official languages*</p> <p><i>*for the purposes of M.1.3 "a publication in both official languages" can be separate English and French versions of the same publication, separate English and French publications, or a bilingual (English and French) publication.</i></p>		
M.1.3.a	<p>Bidders must provide a brief description of the publication in both official languages* for which the Typesetter/Desktop Publisher performed typesetting/desktop publishing services from supplied text.</p>		
	<p>Description:</p> <p>Contract 1:</p>		
	<p>Contract 2:</p>		
<b>Contract 1</b>	<p>Start &amp; end date:</p> <p>Primary person/Subcontractor/joint venture activities</p> <p>Client information</p>		
<b>Contract 2</b>	<p>Start &amp; end date:</p> <p>Primary person/Subcontractor/joint venture activities</p> <p>Client information</p>		

**M.2 Corporate Experience**

<b>M.2.1</b>	<p>The Bidder must demonstrate that it has been contractually bound with an external client or with external clients (outside of the Bidder's own company) for a minimum of one (1) and <b>up to</b> three (3) contracts* to provide typesetting/desktop publishing services as described in the Annex "A" Statement of Work, in both English and French.</p> <p>The Contract or Contracts <b>must</b> have been started or completed on or after June 30, 2008.</p>	<b>Compliant Yes</b>	<b>NOT Compliant</b>
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M.2.1.a	<p><i>*The described contract or contracts must demonstrate all of the stated requirements of the M.2 mandatory criteria to be considered compliant with M.2. If the Bidder is submitting a description of one (1) contract that demonstrates all of the stated M.2 criteria, no additional contracts need to be described. The maximum number of contracts that can be provided to meet the stated M.2 criteria is three (3).</i></p> <p>For each of the contracts described for M.2.1, the Bidder must provide a description of the typesetting/desktop publishing (typesetting, page formatting and page layout) requirements for the publication or publications.</p>		
<p>Description of the typesetting/desktop publishing</p> <p><b>Contract 1</b></p> <p><b>Contract 2 and 3, if required</b></p>			
M.2.1.b	For each of the contracts described for M.2.1, the Bidder must provide the client contact information (i.e. name of organization/business name).		
M.2.1.c	For each of the contracts described for M.2.1, the Bidder must provide the Contract start or end date, (i.e. April 2012 until present; April 2011 to June 2016, contract end date June 2016, contract start date June 2016).		
M.2.2	For at least one (1) of the contracts described for M.2.1, the typesetting/desktop publishing services provided by the Bidder must have been or must be valued at a minimum of <b>\$4,000.00</b> (including all applicable taxes) per publication under the contract.		
<b>Contract 1</b>	<p><b>Client information</b></p> <p><b>Start &amp; end date:</b></p> <p><b>Primary person /Subcontractor/joint venture activities</b></p> <p><b>Cost of typesetting service</b></p>		
<b>Contract 2</b>	<p><b>Client information</b></p> <p><b>Start &amp; end date:</b></p> <p><b>Primary person /Subcontractor/joint venture activities</b></p> <p><b>Cost of typesetting service</b></p>		
M.2.3	At least one (1) of the contracts described for M.2.1 must have been or must be for the provision of typesetting/desktop publishing services for a legal or court		

M.2.3.a	<p>style report or equivalent report/publication consisting of multiple volumes (more than one [1]) requiring consistent typesetting, page formatting and page layout between volumes.</p> <p>The Bidder must provide a description of typesetting/desktop publishing requirements of the legal or court style report or equivalent report/publication including the requirements for:</p>		
<p>Contract 1:          Add rows for more contracts if applicable</p>	<p>i) the typesetting of the supplied text,</p> <p>ii) headers, and rules, and</p> <p>iii) a consistent page layout from page to page.</p>		
M.2.3b	<p>The Bidder must provide the number of volumes of the legal or court style report or equivalent report/publication and a description of the requirements for consistent typesetting, page formatting and page layout between volumes.</p>		
<p>Contract 1:          Add rows for more contracts if applicable</p>			
M.2.4	<p>At least one (1) of the contracts described for M.2.1 must have included a requirement for the provision of typesetting/desktop publishing services in both official languages*</p> <p><i>* for the purposes of M..2.4 "typesetting/desktop publishing services in both official languages" can be the typesetting/desktop publishing of supplied text <b>performed under a single contract</b> for separate English and French versions of the same publication, separate English and French publications, or a bilingual (English and French) publication.</i></p>		
M.2.4a	<p>The Bidder must provide a brief description of the contract requirements for the provision of typesetting/desktop publishing services in both official languages to meet the requirements as stated in M.2.4.</p>		
	<p>Description:</p> <p>Languages:</p>		

**M.3. Typesetting /Desktop Publishing Sample**

		<b>Compliant Yes</b>	<b>NOT Compliant</b>
<b>M.3</b>	To demonstrate that the identified Typesetter/desktop publisher (Primary Person named in M.1) has the ability to provide the typesetting/desktop publishing services as specified in the Annex "A" Statement of Work, the Bidder must submit the typesetting sample described in R.1.		
	<ul style="list-style-type: none"> <li>The R.1 Typesetting /Desktop publishing sample must be completed by the identified Typesetter/desktop publisher (Primary Person named in M.1).</li> <li>This sample will be evaluated as per the details in R.1.               <ul style="list-style-type: none"> <li>Bidders must e-mail <a href="mailto:janet.werk@pwgsc-tpsgc.gc.ca">janet.werk@pwgsc-tpsgc.gc.ca</a> and <a href="mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca">TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca</a> to receive the test file that is required for the Bidder to use to submit the R.1 Typesetting /Desktop publishing sample.</li> </ul> </li> </ul>		

**POINT RATED REQUIREMENTS**

Work performed by Sub-Contractors will not be considered to meet the point rated requirements.

Only those proposals which first meet the Mandatory Requirements will be considered in the second stage of the evaluation, the Rated Requirements.

To be considered responsive, a proposal must obtain a minimum overall score of 75% for the R.1 point rated criterion.

The points allocated for selected criteria will be multiplied by the specified weighting factor (w.f.) where indicated in the R.1. Evaluation Grid.

**R.1.Typesetting /Desktop publishing Sample**

Maximum 100 points  
 Minimum 75 points

**R.1.1** As specified in M.3 Bidders must demonstrate the ability of the identified Typesetter/desktop publisher to provide typesetting, page formatting and final page layout from raw text provided as an electronic file by completing the typesetting/page formatting and final page layout of the specified pages and providing clear laser copy output in the required font style, type sizes, page formatting and page layout as described in the SCC Standard and illustrated in the sample provided.

As specified in M.3 the individual identified in M.1 must complete the R.1 Typesetting/Desktop publishing sample.

The test file will contain raw text in MSWord 2013 (.docx) electronic file format.

The raw text supplied to the Bidder in the test file will contain all of the cues necessary for font size, italic, underlining etc. The font sizes in the raw text are not those which should be used but rather they are a guide to the variations in size. The SCC Standards outline the font size(s) to be used for the print publication.

**R.1.1.1** The name of the person who completed this typesetting sample must be provided with the bid.

**The Typesetting /Desktop publishing sample will be evaluated as follows:**

<b>R.1.1 Typesetting /Desktop publishing Sample</b>	
Assessment of Criteria	Points
<p><b>a. Body Text to include all raw text:</b>            The Bidder's submitted test sample includes:            1 Point: all required text.            0 Points: more than one (1) error or omission in all of the required text.</p>	<p>/1            w.f. of 9            Total out of            /9</p>
<p><b>b. Creation and Layout of Columns to match the SCC Standards:</b>            The Bidder's submitted test sample includes:            3 Points: all required columns for the specified pages and all of the columns match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.            2 Points: a maximum of one (1) error or omission in the required columns for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.            1 Point: a maximum of two (2) errors or omissions in the required columns for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.            0 Points: more than two (2) errors or omissions in the required columns for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p>	<p>/3            w.f. of 3            Total out of            /9</p>

<p><b>c. Creation of Rules to match the SCC Standards:</b></p> <p>The Bidder's submitted test sample includes</p> <p>3 Points: all required rules for the specified pages. All of the rules match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error or omission in the required rules for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors or omissions in the required rules for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors or omissions in the required rules for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p>	<p style="text-align: right;">/3</p> <p style="text-align: right;">w.f. of 3</p> <p style="text-align: right;">Total out of</p> <p style="text-align: right;">/9</p>
<p><b>d. Pagination to follow the SCC Standards:</b></p> <p>The Bidder's submitted test sample includes:</p> <p>3 Points: all required pagination for the specified pages and all of the page numbers match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>2 Points: a maximum of one (1) error or omission in the required pagination for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>1 Point: a maximum of two (2) errors or omissions in the required pagination for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>0 Points: more than two (2) errors or omissions in the required pagination for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p>	<p style="text-align: right;">/3</p>

<p><b>e. All paragraph numbers from raw text are included and match the formatting and layout outlined in the SCC Standards:</b></p> <p>The Bidder's submitted test sample includes:</p> <p>3 Points: all required paragraph numbers for the specified pages and all of the paragraph numbers match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>2 Points: a maximum of one (1) error or omission in the required paragraph numbers for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>1 Point: a maximum of two (2) errors or omissions in the required paragraph numbers for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>0 Points: more than two (2) errors or omissions in the required paragraph numbers for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p>	<p style="text-align: right;">/3 w.f. of 3 Total out of /9</p>
<p><b>f. All underlining (including position in relation to type) from raw text is included and matches the formatting and layout outlined in the SCC Standards:</b></p> <p>The Bidder's submitted test sample includes:</p> <p>3 Points: all required underlining for the specified pages and all of the underlining matches the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>2 Points: a maximum of one (1) error or omission in the required underlining for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>1 Point: a maximum of two (2) errors or omissions in the required underlining for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>0 Points: more than two (2) errors or omissions in the required underlining for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p>	<p style="text-align: right;">/3 w.f. of 3 Total out of /9</p>

<p><b>g. Alignment from page to page of formatted rules, headers, columns and margins to match the formatting and layout outlined in the SCC Standards:</b></p> <p>3 Points: All of the alignment from page to page of formatted rules, headers, columns and margins in the Bidder's submitted test sample for the specified pages matches the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the alignment from page to page of formatted rules, headers, columns and margins for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the alignment from page to page of formatted rules, headers, columns and margins for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the alignment from page to page of formatted rules, headers, columns and margins for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p>	<p style="text-align: right;">/3 w.f. of 3 Total out of /9</p>
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<p><b>h. Page Breaks follow the SCC Standards:</b></p> <p>3 Points: All of the page breaks included in the Bidder's submitted test sample for the specified pages match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the required page breaks for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the required page breaks for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the required page breaks for the specified pages to match the formatting and layout outlined in the SCC Standards and as illustrated in the sample provided from a previous production.</p>	<p style="text-align: right;">/3</p>
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<p><b>i. Word Breaks and Hyphenation follow the SCC Standards:</b></p> <p>3 Points: All of the word breaks and hyphenation included in the Bidder's submitted test sample for the specified pages follow the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>2 Points: The Bidder's submitted test sample for the specified pages includes a maximum of one (1) error where the required word breaks and hyphenation does not follow SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>1 Point: The Bidder's submitted test sample for the specified pages includes a maximum of two (2) errors where the required word breaks and hyphenation does not follow the guidelines contained in the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>0 Points: The Bidder's submitted test sample for the specified pages includes more than two (2) errors where the required word breaks and hyphenation does not follow the guidelines contained in the SCC Standards and as illustrated in the sample provided from a previous production.</p>	<p>/3</p>
<p><b>j. Type style (bold/italics) from raw text is included and follows the guidelines contained in the SCC Standards:</b></p> <p>3 Points: All of the type styles from the raw text are included in the Bidder's submitted test sample for the specified pages.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the required type styles for the specified pages to match the raw text.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the required type styles for the specified pages to match the raw text.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the required type styles for the specified pages to match the raw text.</p>	<p>/3  w.f. of 3  Total out of  /9</p>
<p><b>k. Type sizes follow the guidelines contained in the SCC Standards and reflect the size variances indicated in the raw text:</b></p> <p>3 Points: All of the type sizes used in the Bidder's submitted test sample for the specified pages follow the SCC Standards and reflect the size variance indicated in the raw text.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the required type sizes for the specified pages to follow the SCC Standards and reflect the size variance indicated in the raw text.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the required type sizes for the specified pages to follow the SCC Standards and reflect the size variance indicated in the raw text.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the required type sizes for the specified pages to follow the SCC Standards and reflect the size variance indicated in the raw text.</p>	<p>/3  w.f. of 2  Total out of  /6</p>

<p><b>l. Type face (fonts) follow the guidelines contained in the SCC Standards:</b></p> <p>3 Points: All of the type face (fonts) used in the Bidder's submitted test sample for the specified pages follows the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the required type face (fonts) for the specified pages to follow the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the required type face (fonts) for the specified pages to follow the SCC Standards and as illustrated in the sample provided from a previous production.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the required type face (fonts) for the specified pages to follow the SCC Standards and as illustrated in the sample provided from a previous production.</p>	<p style="text-align: right;">/3 w.f. of 2 Total out of /6</p>
<p><b>m. Spelling as required for the specified pages:</b></p> <p>1 Points: No spelling errors in the Bidder's submitted test sample for the specified pages (that were not included in the raw text).</p> <p>0 Points: The Bidder's submitted test document includes spelling errors (that were not included in the raw text).</p>	<p style="text-align: right;">/1 w.f. of 3 Total out of /3</p>
<p><b>n. Capitalization of text to match the raw text:</b></p> <p>3 Points: All capitalization of text included in the Bidder's submitted test sample for the specified pages matches the raw text.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the capitalization of text for the specified pages to match the raw text.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the capitalization of text for the specified pages to match the raw text.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the capitalization of text for the specified pages to match the raw text.</p>	<p style="text-align: right;">/3</p>

<p><b>o. Indentation of text to match the raw text and follow the SCC Standards:</b></p> <p>3 Points: All indentation of text included in the Bidder's submitted test sample for the specified pages match the formatting and layout of the raw text and follows the SCC Standards.</p> <p>2 Points: The Bidder's submitted test sample includes a maximum of one (1) error in the indentation of text for the specified pages to match the formatting and layout of the raw text and follow the SCC Standards.</p> <p>1 Point: The Bidder's submitted test sample includes a maximum of two (2) errors in the indentation of text for the specified pages to match the formatting and layout of the raw text and follow the SCC Standards.</p> <p>0 Points: The Bidder's submitted test sample includes more than two (2) errors in the indentation of text for the specified pages to match the formatting and layout of the raw text and follow the SCC Standards.</p>	<p>/3 w.f. of 3 Total out of /9</p>
<p><b>Comments:</b></p>	
<p><b>R.1.1 Typesetting /Desktop publishing Sample: TOTAL POINTS OBTAINED: _____ / 99</b></p>	

<p><b>R.1.1.1 Name of the typesetter/desktop publisher who performed the work on the submitted R.1 Typesetting /Desktop publishing sample</b></p>	
<p>Assessment of Criteria</p>	<p>Points</p>
<p>0 points: No Name provided or The person who performed the typesetting /desktop publishing services on the R.1 Typesetting /Desktop publishing sample is not the same person identified in M.1</p> <p>1 Point: The Bidder has provided the name of the Typesetter/desktop publisher who performed the work on the submitted R.1 Typesetting /Desktop publishing sample.</p> <p>The person who performed the typesetting /desktop publishing services on the R.1 Typesetting /Desktop publishing sample is the same person identified in M.1</p>	<p>/1</p>
<p><b>R.1.1.1 Typesetting /Desktop publishing Sample: TOTAL POINTS OBTAINED: _____ / 1</b></p>	

**R.1.TYPESSETTING /DESKTOP PUBLISHING SAMPLE:**

**TOTAL POINTS OBTAINED: \_\_\_\_\_ / 100**

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## ANNEX "G" R.1 TYPESETTING/DESKTOP PUBLISHING – INSTRUCTIONS FOR THE SAMPLE

This test for the typesetting sample was created specifically for the RFP to provide typesetting services with respect to the SCR. See Annex "A" "D" and "E" for more information about the requirement being tested.

R1 = Typesetting/Desktop Publishing sample.

**The electronic file (RAW TEXT.docx) is available from the Contracting Authority.** All requests for this "test" must be via email to [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) and [janet.werk@tpsgc-pwgsc.gc.ca](mailto:janet.werk@tpsgc-pwgsc.gc.ca) to later than eight (8) calendar days before the bid closing date.

### Documentation

From the electronic file, Bidders must produce (complete the typesetting/page formatting and page layout for page size 8 1/8" x 9 3/4" of the provided document) and submit as part of their bid, a final printed Test sample of the required file, in the same format (including, but not limited to, all body text, head notes, foot notes, rules, folios, margin numbers, font and underlining styles, type sizes, capitalization, typesetting/page formatting and page layout etc..) as the sample copy from a previous production which may be found at this link: [https://scc-csc.lexum.com/scc-csc/scr/en/nav\\_date.do](https://scc-csc.lexum.com/scc-csc/scr/en/nav_date.do)

*In order to complete the tests you should have received the following documents:*

- 1) *Page Formatting Test*
  - a. *Testing - T-940-89 - EN.docx*
  - b. *Testing - T-940-89 - FR.docx*
- 2) *SCC Formatting Standards and Guidelines (SCC Standards)*
- 3) *Sample of already published document [https://scc-csc.lexum.com/scc-csc/scr/en/nav\\_date.do](https://scc-csc.lexum.com/scc-csc/scr/en/nav_date.do) (for more examples please consult the Lexum Web site at [www.scc-csc.lexum.com](http://www.scc-csc.lexum.com)).*

### Page Formatting Test

The Bidder's concern however is not what the content is but rather how the content looks in the final product. The formatting (i.e. paragraph indentation, font size, italics, bold etc.) should follow the patterns that are in the Word document provided while using the formatting standards provided in the SCC Standards or samples from previous productions. [https://scc-csc.lexum.com/scc-csc/scr/en/nav\\_date.do](https://scc-csc.lexum.com/scc-csc/scr/en/nav_date.do)

The documents *Test - T-940-89 - EN.docx* and *Test - T-940-89 - FR.docx* must be combined to form a single bilingual side by side document as per the samples provided. The new document must follow the SCC Standards.

If any of the test documents listed above has not been received, please email the Contracting Authority:

Janet Werk  
Public Works and Government Services Canada  
Communications Procurement Directorate  
Telephone: (613) 998-3968 E-mail: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) et [janet.werk@tpsgc-pwgsc.gc.ca](mailto:janet.werk@tpsgc-pwgsc.gc.ca)

### Submission

Upon completion, electronic version of the Sample test documents in PDF format along with a paper version must be submitted as per RFP 1N001-173702/A. All tests will be scored as per the evaluation grid in this RFP 1N001-173702/A.