



**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

Title - Sujet Security Printing, Paper Documents	
Solicitation No. - N° de l'invitation EN893-190221/A	Date 2018-08-21
Client Reference No. - N° de référence du client EN893-19-0221	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-010-75330	
File No. - N° de dossier cw010.EN893-190221	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-11	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gagné, Kathleen	Buyer Id - Id de l'acheteur cw010
Telephone No. - N° de téléphone (613) 990-9189 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein / Voir aux présentes	

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

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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Buyer ID - Id de l'acheteur
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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven 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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 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, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Additional Information, and the Evaluation grid.

1.2 Summary

Public Works and Government Services Canada, Canada, PPSD Operations requires Government of Canada Paper Cheques, 2007 design, in both roll and cut sheet formats.

Deliveries will be made to the two (2) print centres (Quebec and Winnipeg) specified at Annex "A" of the Contract.

The Contract period will be from date of award to January 31, 2019, inclusive with the irrevocable options to extend the term of the Contract from the date the first option is exercised to March 31, 2022 and by two (2) additional one-year periods under the same conditions.

The decision to exercise the first option period will be based on the compliance of the printed cheques with the specifications. This is from the point of printing the individual cheque information on each cheque by the PWGSC Data Centres, through Canada Post delivery, up to the acceptance of the cheques at the financial institutions, clearing through the clearing system, and settlement at Cheque Redemption Control Directorate

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

The Phased Bid Compliance Process applies to this requirement.

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.

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 the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Department of Public Works and Government Services
Bid Receiving Unit
Place du Portage, Phase III, Core 0B2
11 Laurier Street
Gatineau, Quebec

For couriers: J8X 4A6 For regular mail: K1A 0S5

Telephone : (819) 956-3370

Due to the nature of the Request for Proposal, transmission of offers by facsimile 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 (Kathleen.gagne@tpsgc-pwgsc.gc.ca and TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) no later than eight (8) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Requests to Obtain the Printing and Production Specifications for the Receiver General Cheques

Bidders must meet the security levels as stated in order to obtain the printing and production specifications for the Receiver General Cheques.

Requests to obtain the specifications must be submitted by e-mail to the Contracting Authority (Kathleen.gagne@tpsgc-pwgsc.gc.ca and TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) no later than ten (10) calendar days before the bid closing date and must identify the individual(s) who will view the specifications. Requests to obtain the specifications received after that time may not be answered.

Bidders must include, with their request, proof of their company's current security status and the security status of the identified individual(s) for verification by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

Release of the specifications will not be made to bidders who do not meet the stated security levels at the time of their request.

2.6 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

3.1.a epost Connect service

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must 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 copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

3.1.b USB Key

- If the Bidder chooses to submit its bid on a USB Key, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Offer (**1 paper copy and/or 1 electronic copy on a USB Key***)
Section II: Financial Offer (**1 paper copy and 1 electronic copy in Excel format on a USB Key***)
Section III: Certifications (**1 paper copy and/or 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 electronic copy on electronic media (on USB Key) and the paper copy, the wording of the paper copy will have priority over the wording of the electronic copy on the USB Key.

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

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 hard copy of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)

Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

In their technical bid, Bidders should 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.

3.1.1 Requests to Obtain the Printing and Production Specifications for the Receiver General Cheques

Bidders must meet the security levels as stated in order to obtain the printing and production specifications for the Receiver General Cheques.

Requests to obtain the specifications must be submitted by e-mail to the Contracting Authority (Kathleen.gagne@tpsgc-pwgsc.gc.ca and TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) no later than ten (10) calendar days before the bid closing date and must identify the individual(s) who will view the specifications. Requests to obtain the specifications received after that time may not be answered.

Bidders must include, with their request, proof of their company's current security status and the security status of the identified individual(s) for verification by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

Release of the specifications will not be made to bidders who do not meet the stated security levels at the time of their request.

Section II: Financial Bid

3.1.2 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

3.1.3 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

3.1.4 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

3.1.4.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

3.1.4.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

3.1.5 Bidders must submit the additional information required in Annex "D".

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation - Phased Bid Compliance Process

4.1.1.1 General

- a) Canada is conducting the Phased Bid Compliance Process (PBCP) described below for this requirement.
- b) Notwithstanding any review by Canada at Phase I or II of the Phased Bid Compliance Process, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PHASED BID COMPLIANCE PROCESS ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- c) Without prejudice to its other rights, Canada shall have the right, in its absolute discretion, but shall not be obliged, to request and accept any time, before or after the solicitation closing date, and consider as part of the Bid, any document and materials from Bidders to clarify the Bid or to correct deficiencies or errors in the Bid that are not significant in Canada's absolute discretion, including all matters of form or error in computation or failure to confirm by signing or similarly verifying acceptance. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right.
- d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 Phase I: Financial Bid

- a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements

reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

- i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 Phase II: Technical Bid

- a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the Phased Bid Compliance Process. Mandatory technical criteria that are not identified in the solicitation as being subject to the Phased Bid Compliance Process, will not be evaluated until Phase III.
- b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for

the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.

- h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 Phase III: Final Evaluation of the Bid

- a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation

4.1.2.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in Annex "E".

The Phased Bid Compliance Process will apply only to mandatory technical criteria identified by the superscript ^(PB). Mandatory technical criteria not identified by the superscript ^(PB) will not be subject to the Phased Bid Compliance Process.

Mandatory requirement	M.1 ^(PB)
Mandatory requirement	M.2 ^(PB)

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

To meet the requirement described herein, the experience of the Bidder must be work for which the Bidder was under contract to clients. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the Bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

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

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

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

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL NOT BE EVALUATED FURTHER AND WILL NOT BE GIVEN FURTHER CONSIDERATION.

4.1.3 Financial Evaluation

The prices requested in the Annex "B" Basis of Payment of this Request for Proposal will be multiplied by the corresponding quantities for evaluation and then added to determine the "Total Evaluated Price".

4.1.3.1 Mandatory Financial Criteria

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

- a. A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest total evaluated price will be recommended for award of a contract.
- b. In the event of a tie score, the Bidder with the lowest evaluated price for the Period of the Contract (B.1.1) included in the Annex "B" Basis of Payment (B.1.1) will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the ["FCP Limited Eligibility to Bid"](#) list during the period of the Contract.

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The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services. The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 2 of clause A3050T.

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

PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (d) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2. Before award of a contract, the following conditions must be met:

- (e) Before award of a contract the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. The Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 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.

7.2.1 General Conditions

[2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE #20190221

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding and Production Capabilities at the level of Protected B, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Processing of PROTECTED materiel electronically at the Contractor's site is NOT permitted under this Contract.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List, attached at Annex "E"
 - b. Industrial Security Manual (Latest Edition).

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

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

7.3.2.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from **contract award date to January 31, 2019 inclusive.**

6.4.1 Delivery Dates

The deliverables must be received in accordance with the Statement of Work at Annex "A".

7.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional period(s) as detailed below (7.4.3.1, 7.4.3.2 and 7.4.3.3), 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 Annex "B" Basis of Payment.

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

7.4.3.1: First Option Period: From the date of exercising the option to extend the term of the contract to March 31, 2022.

The decision to exercise the first option period will be based on the compliance of the printed cheques with the specifications. This is from the point of printing the individual cheque information on each cheque by the PWGSC Data Centres, through Canada Post delivery, up to the acceptance of the cheques at the financial institutions, clearing through the clearing system, and settlement at Cheque Redemption Control Directorate

7.4.3.2.: Second Option Period: From April 1, 2022 to March 31, 2023.

7.4.3.3: Third Option Period: From April 1, 2023 to March 31, 2024

7.4.4 Comprehensive Land Claims Agreements (CLCAs)

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

7.4.5 Delivery Points

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kathleen Gagné (or Designated representative)
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
360 Albert Street, Ottawa, Ontario
K1A 0S5

Telephone: 613-990-9189

E-mail address: Kathleen.gagne@tpsgc-pwgsc.gc.ca
and TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.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.

7.5.2 Project Authority

The Project Authority for the Contract is: *(to be identified in any resulting contract).*

Name:	
Title:	
Organization:	
Address:	

Telephone:	
Facsimile:	
E-mail address:	

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In its absence, the Project Authority is:

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

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

7.5.3 Contractor's Representative

Primary Contact		Replacement	
Name:		Name:	
Telephone:		Telephone:	
Facsimile:		Facsimile:	
E-mail :		E-mail :	

7.6 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.

7.7 Payment

7.7.1 Basis of Payment (Individual Work Requests)

In consideration of the Contractor satisfactorily completing all of its obligations under each Work Request, the Contractor will be paid firm unit prices, as specified in Annex "B" Basis of Payment, applicable taxes extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.1.2 Freight Charges:

The Contractor will prepay the freight charges. The Contractor will be reimbursed for the freight charges reasonably and properly incurred in the performance of the Work. These freight charges will be paid at actual cost without markup, upon submission of an itemized statement supported by receipt vouchers.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ (to be completed upon contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
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.

7.7.3 Method of Payment for Each Work Request

Payment by Canada to the Contractor for the Work shall be made in accordance with SACC Manual clause H1000C (2008-05-12) Single Payment

7.7.4 SACC Manual Clauses

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

7.7.5 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. The Contractor must prepay transportation costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.
3. Invoices must be distributed as follows:

- a) One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.
E-mail : *(to be identified in any resulting contract)*.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

E-mail: Kathleen.gagne@tpsgc-pwgsc.gc.ca and
TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

7.9 Certifications and Additional Information

7.9.1 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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "D", Security Requirements Check List;
- (f) the Contractor's bid dated _____.

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7.12 Insurance

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

7.13 SACC Manual Clauses

7.13.1 Inspection and Acceptance

The 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.

7.13.2 Other Clauses

THE FOLLOWING TERMS AND CONDITIONS ARE INCORPORATED HEREIN:

SACC Reference	Title	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1010C	Quality Levels for Printing	2010-01-11
P1009C	Author's Alterations	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11
P1013C	Quality Level for Forms	2010-01-11
B7500C	Excess Goods	2006-06-16

ANNEX "A"

STATEMENT OF WORK

Title: Printing of Receiver General for Canada Cheque Stock in Roll and Cut Sheet Formats

As Receiver General for Canada, the Minister of Public Works and Government Services Canada is responsible for issuing payments to Canadian citizens and businesses as defined by the Financial Administration Act.

A.1 Background:

Each year the Receiver General for Canada issues approximately 33 million payments by cheque. These cheques are processed in two (2) print centres (Quebec City and Winnipeg) responsible for printing the variable data on the cheque stock, inserting them in envelopes and mailing the completed payment to recipients.

A.2 Technical Specifications:

After security clearances are verified, the specifications will be provided

- Specifications for Government of Canada Paper Cheques, Rolls, 2007 Design, dated February 2007;
- Specifications for Government of Canada Paper Cheques in Cut-Sheet Format, 2007 Design, dated February 2007.
- Paper Specifications for the Receiver General for Canada Cheques dated March 2003.

Minor amendments/adjustments may be made to the above specifications during the course of the Contract.

A.3 Paper:

Security paper must be obtained from an approved paper mill. The Contractor must contact the Project Authority for contact information. Currently there is only one paper mill capable of producing the paper.

The Contractor is solely responsible for ensuring the supply of the security paper required for fulfilling their obligations under the contract.

The Contractor is allowed to have splices between the 20" to 52" mark on a maximum of 15% of the printed rolls delivered to the print centres. Any rolls after the 15% may be refused by the Public Works and Government Services Canada print centres.

Paper produced to fulfill the requirements of the Contract is strictly the property of PPSD Operations Division, Banking & Cash Management Sector, PWGSC. Under no circumstances is the paper to be used for any of the Contractor's other customers without the express permission/approval of the Project Authority. The paper must only be produced for the contract and strictly used for Receiver General cheques.

A.4 Format:

The Contractor must print the background cheque design, red flag, "Canada" wordmark, stub pantograph and the inventory control number on the security paper along with adding perforations and pin-feed track as per the Technical Specifications referenced above.

Some roll formats are printed without the red flag and "Canada" wordmark, and cut sheet cheque stock includes additional printed information.

A.5 Orders:

Ordering of cheque stock is usually done three / four (3-4) times per year with special and/or new requirements ordered as needed. NOTE: Ordering of the Security Paper is the responsibility of the supplier.

The standard lead time for delivery at the destinations for the majority of orders will be a minimum of sixty (60) calendar days after the receipt of the Work Request. Rush order lead time for delivery at the destinations will be within thirty (30) days after receipt of the Work Request.

Minimum order quantity of any cheque forms in roll format will be one 30" roll. Annual orders will be based on past history as per table attached in Appendix A.

A.5.1 Requirement during Initial Contract Period:

An order for Roll Format, Item 3, 18" x 11" cheques, 1 Up will be required. The exact quantity to be determined by the Project Authority.

A.6 Work Request Process (for each Work Request)

A.6.1 Provision of Estimates

Where an estimate of the cost of performing specific work is required, the Project Authority will provide the Contractor for all work required in accordance with this Annex "A", Statement of Work and the Contractor must provide the Project Authority with an estimate of the cost of performing the specified work in accordance with Annex "B" Basis of Payment. The Contractor must not undertake any of the specified work unless and until a Work Request is issued by the Project Authority.. The estimated cost stated in the Work Request must not be exceeded without the specific written authorization of the Project Authority.

A.6.2 The Work Request will contain:

1. The Work Request control number;
2. Series and numbering;
3. Cheque format and description;
4. Quantity required;
5. Unit price;
6. Delivery address;
7. Delivery date;
8. Rush delivery mark up percentage, if applicable
9. Special instructions, if required.

A.6.3 Within 48 hours of receipt of the Work Request, an e-mail or fax notification from the Contractor to the Project Authority confirming the receipt and terms of requirements in the Work Request will be met.

A.6.4 Within five (5) working days of receipt of the Work Request, the Contractor must provide the Project Authority with an anticipated schedule (production and delivery) and the estimated transportation costs. Ordering of the security paper is the sole responsibility of the Contractor.

A.7 Cheque Forms:

Cheque forms consist of various format types and sizes in both roll and cut sheet.
A cheque form consists of a standard 8-1/2" x 3-1/2" cheque with different stub sizes:

A.7.1 Roll Formats:

1. 18" x 7", continuous form, 2 UP= average 126,000 cheque forms per roll
2. 18" x 11", continuous form, 2 UP= average 82,000 cheque forms per roll
3. 18" x 11", continuous form, 1 UP= average 41,000 cheque forms per roll
4. 18" x 14", continuous form, 2 UP= average 63,000 cheque forms per roll
5. 18" x 14", continuous form, 1 UP (currently not in use, but may be required in the future)
6. 18" x 22", continuous form, 1 UP = average of 20,500 cheque forms per roll

A.7.2 Cut Sheet Formats:

1. 8-1/2" x 3-1/2" cheque on 8-1/2" x 11" sheet
2. 8-1/2" x 3-1/2" cheque on 8-1/2" x 14" sheet

A.8 Delivery:

All deliveries must be FOB Destination to the two (2) print centres (Quebec City and Winnipeg).

Shipping cost of all deliveries must be pre-paid at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation.

A.9 Technical Support:

The Contractor must provide technical support for processing the supplied cheque rolls and cut sheets to the PWGSC print centres as required during the period of the contract. The Contractor must provide on-site support if so requested by the Project Authority. Any on-site technical support will be provided at the Contractor's expense.

A.10 Reports

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority and the Project Authority.

A.10.1 Reporting Requirement- Details

A detailed and current record of all authorized Work Requests. This record must contain:

A.10.1.1 For each authorized Work Request:

- i. the total estimated cost specified in the authorized Work Request, exclusive of Applicable Taxes;
- ii. the start and completion date for each authorized Work Request.

A.10.1.2 For all authorized Work Requests:

- i. the total amount, exclusive of Applicable Taxes, expended to date against all authorized Work Requests.

A.11 Components return:

All original materials supplied (artwork, electronic media, photographs) or created during production (negatives, separations, proofs) for any printing requirement is deemed to be the property of the Crown and must be returned at no cost to the project authority at the end of the contract.

APPENDIX A TO ANNEX "A" – STATEMENT OF WORK

CHEQUE ORDER HISTORY BY FORMAT SIZE

Public Works and Government Services Canada orders cheque stock, via a Work Request, is usually done three/four (3/4) times a year with special and/or new requirements ordered as needed.

The Contractor is responsible for the supply of paper.

<u>Item</u>	<u>Description</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u> <u>(estimate)</u>
1.	18" X 7" – 2UP	37,800,000	20,600,000	21,700,000	18,000,000
2.	18" X 11" – 2UP	nil	1,005,000	1,900,000	1,600,000
3.	18" X 11" – 1UP	7,600,000	7,500,000	4,450,000	6,600,000
4.	18" X 14" – 2UP	2,125,000	76,000	nil	nil
5.	18" X 14" – 1UP	not in use	not in use	not in use	not in use
6.	18" X 22" – 1UP	6,620,000	4,650,000	4,650,000	4,300,000
7.	8-1/2 X 11" Cut Sheet	nil	80,000	nil	nil
8.	8-1/2 X 14" Cut Sheet	120,000	nil	nil	nil

The cheque form volumes have been consistently decreasing over the past several years. As a best estimate, we foresee this trend continuing at a rate of about 2% per year.

The quantities shown above represent multiple orders with multiple delivery dates and destinations during any given year.

The estimates provided for the current fiscal year are for reference only, actual usage patterns may vary based on client demands.

ANNEX "B"

BASIS OF PAYMENT

B.1 PRICING SCHEDULE AND FINANCIAL EVALUATION

B.1.a Bidders must provide pricing in the format specified in this Annex "B" Basis of Payment. Failure to provide prices in the format specified will render the proposal non-responsive.

Bidders must submit firm, all-inclusive prices in Canadian dollars, the applicable Sales Tax excluded, **FOB destination***, Canadian customs duties and excise taxes included. **Shipping costs extra****.

Prices must include all materials and operations (set-up charges, printing and finishing to final format, provision of proofs, provision of samples, packaging materials, labels and their application as specified in Annex "A" Statement of Work) to supply the final products and ready the items for shipping.

*FOB DESTINATION

For this requirement, FOB destination indicates that the title to the shipment will pass from the Contractor to the recipient at the destination address. The Contractor is responsible for each shipment until it arrives at the final destination address. The Work Request will not be completed until the shipment arrives at the destination address.

**DELIVERY / SHIPPING CHARGES

The Contractor will be reimbursed for the shipping costs reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead. A copy of the bill of lading from the carrier must be submitted to the Project Authority along with the associated invoice. All payments are subject to government audit.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the bidder agrees then the Basis of Payment will be considered compliant. However if the bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The "*Quantity for Evaluation*" shown in the MS Excel spreadsheet, Annex "B" Basis of Payment and Pricing Schedule are estimates for evaluation purposes only and are not indicative nor a guarantee of the actual number of items to be ordered.

BIDDERS ARE RESPONSIBLE TO ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT, COMPLETED, WITH THEIR PROPOSAL, IN ACCORDANCE WITH THE BID PREPARATION INSTRUCTIONS IN PART 3, SECTION 3.1.

B.1.b MS Excel spreadsheet, Annex “B” Basis of Payment and Pricing Schedule

/M = Per 1,000

- a) Refer to the excel spreadsheet distributed as an electronic attachment on www.buyandsell.gc.ca.
- b) Bidders are responsible for entering their prices on the MS Excel spreadsheet, **Annex “B” Basis of Payment and Pricing Schedule**, distributed as an electronic attachment on the government electronic tendering site (www.buyandsell.gc.ca) and returning the filled out spreadsheet, along with their proposal in Excel and as a PDF file.
- c) If there is a discrepancy between the wording of the Excel file and the PDF file, the wording of the PDF file will have priority over the wording of the Excel file.

B.2. PAPER ADJUSTMENT CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.2.A P2010 - T - Paper Adjustment Clause and include it with their Bid. If the Bidder does not complete and provide the B.2.A P2010 - T - Paper Adjustment Clause with the Bid, no Paper Adjustment Clause will be included in the Contract and no price escalation/adjustment will be granted based on increased paper costs during the period of the Contract.

B.2.A P2010 - T - Paper – Adjustment (Bid)

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.
2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:
 - a. **Refer to the excel spreadsheet distributed as an electronic attachment on www.buyandsell.gc.ca.**
3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

B.2.B P2010 - C - Paper – Adjustment (Contract)

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before *(insert the date corresponding to the end of the 30-day period after contract award)*. The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.

3. The base transaction cost of paper subject to price adjustment is as follows:
 - a. **Refer to the excel spreadsheet distributed as an electronic attachment on www.buyandsell.gc.ca.**
4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.
5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

RECEIVED
 MAY 02 2018

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat 20190221	
Security Classification / Classification de sécurité UNCLASSIFIED		

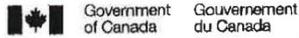
SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction ABCB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Procurement for the printing of blank RG cheque stock		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> Not releasable / À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat 20190221
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

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

Special comments:
 Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat 20190221
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE				NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET	
							NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL	A		B	C					
Information / Assets / Renseignements / Biens / Production			✓														
IT Media / Support IT / Média électronique			✓														

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

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

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

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



Contract Number / Numéro du contrat 20190221
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL	A		B	C					
Information / Assets / Renseignements / Biens / Production			✓														
IT Media / Support IT / Média électronique			✓														

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

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

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

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

Solicitation No. - N° de l'invitation
EN893-190221/A
Client Ref. No. - N° de réf. du client
EN893-190221

Amd. No. - N° de la modif.
File No. - N° du dossier
CW010. EN893-190221

Buyer ID - Id de l'acheteur
CW010
CCC No./N° CCC - FMS No./N° VME

ANNEX "D" 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);
- () Electronic Data Interchange (EDI);

ANNEX "D" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

ANNEX "E"

ADDITIONAL INFORMATION

The additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of the 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 additional information listed below within the time frame provided will render the bid non-responsive.

E.1 LIST OF NAMES - INTEGRITY VERIFICATION FORM (*Excerpt from the Government of Canada's Integrity Regime site*)

Requirements

Section 17 of the *Ineligibility and Suspension Policy* requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the Bidder's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors
- Privately owned corporations must provide a list of the owners' names
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners
- Suppliers that are a partnership do not need to provide a list of names

Link to on-line form: <http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>

Suppliers may use this form to provide the list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: information to submit a bid or offer](#) for additional details.

E.2 PROCUREMENT BUSINESS NUMBER:

The Bidder must provide its Procurement Business Number.

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Solicitation No. - N° de l'invitation
EN893-190221/A
Client Ref. No. - N° de réf. du client
EN893-190221

Amd. No. - N° de la modif.
File No. - N° du dossier
CW010. EN893-190221

Buyer ID - Id de l'acheteur
CW010
CCC No./N° CCC - FMS No./N° VME

E.3 BIDDER'S PROPOSED SITE(S)

E.3.1 The Bidder must provide the full address(es) of the Bidder's site(s) or premises which are required for Work Performance:

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

E.3.2 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.

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

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ANNEX "F"

MANDATORY CRITERIA AND EVALUATION GRID

REQUEST FOR PROPOSAL: EN893-190221/A

TITLE:

BIDDER: _____

EVALUATION SUMMARY		
MANDATORY REQUIREMENTS	COMPLIANT	NOT COMPLIANT

Mandatory Technical Criteria

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

Failure by the Bidder to provide any of the required information in the proposal will be considered as not meeting the mandatory criterion.

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

"Large volume" means a minimum total production volume of 456,000 roll format forms (equivalent to twelve [12] rolls) printed and finished.

"Roll format forms" means custom printed forms or business forms produced on rolls. This does not include the printing and finishing of standard letterhead, stationary, kit folders or other die-cut folders and die-cut covers for publications/reports. It does not include flat forms or other loose leaf products requiring only standard four (4) way trimming or drilling holes.

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

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

M.1 CORPORATE EXPERIENCE AND CAPABILITY

Bidders must demonstrate experience in completing work as described in Annex "A" Statement of Work

M.1.1 The Bidder must demonstrate that it has been contractually bound to two (2) external clients (outside of the Bidder's own company) for contracts to supply large volumes of roll format forms, printed in multiple ink colours, and perforated between forms. These contracts must have been started or completed after January 01, 2014.

Each of these two (2) contracts must include or must have included all of the following services (i – v):

- i. Printing of large volumes of roll format business forms as defined for M.1;
- ii. Perforation between the forms;
- iii. Printing of the forms in multiple ink colours;
- iv. Preparation for distribution/delivery;
- v. Delivery to destination(s).

M.1.1.1 The Bidder must provide the following information for each of the two (2) described contracts:

- a) a description of the required services (i - v) provided to the clients as specified to meet M.1.1
- b) the start date or completion date of the contract for which the services were provided
- c) the client information for the contract

During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

Evaluation criteria			
M.1.1.1 a) For each described contract the Bidder must provide a description of the required services (a- e) provided to the client(s) as specified to meet M.1.1	Compliant	Not Compliant	Reference to Bidder's Proposal
Each described contract must include or must have included all of the following services:			
CONTRACT 1:			
i. Printing of a minimum 456,000 (equivalent to twelve [12] rolls) roll format forms as defined for M.1.			
ii. Perforation between the forms;			
iii. Printing of the forms in multiple ink colours;			
iv. Preparation for distribution/delivery			
v. Delivery to destination(s).			

CONTRACT 2:			
i. Printing of a minimum 456,000 (equivalent to twelve [12] rolls) roll format business forms as defined for M.1			
ii. Perforation between the forms;			
iii. Printing of the forms in multiple ink colours;			
iv. Preparation for distribution/delivery			
v. Delivery to destination(s).			
M.1.1.1 b) For <u>each</u> described contract the Bidder must provide the start date or completion date of the contract for which the services were provided (example: March 2013 – December 2017 or April 10, 2015 to present)	Compliant	Not Compliant	Reference to Bidder's Proposal
CONTRACT 1:			
The Start date or completion date of the contract is after January 1, 2014			
CONTRACT 2:			
The Start date or completion date of the contract is after January 1, 2014			
M.1.1.1 c) For <u>each</u> described contract the Bidder must provide the client information for the contract.	Compliant	Not Compliant	Reference to Bidder's Proposal
CONTRACT 1:			
The client information for the contract demonstrates an external client			
CONTRACT 2:			
The client information for the contract demonstrates an external client			
Comments			

M.2 BUSINESS CONTINUITY PLAN

Bidders must provide a Business Continuity Plan (BCP) that clearly demonstrates their capability to maintain the printing, production and shipping of the Receiver General Cheques as described in the Annex "A" Statement of Work.

M.2.1 Production Facility(ies)

M.2.1.1 Bidder's Primary Production Facility(ies) to be used for the printing and production of the Receiver General Cheques as described in the Annex "A" Statement of Work:

The BCP must:

- a. provide the complete address and the corporate identity for the bidder's primary production facility(ies);
- b. provide proof of the security clearance at the required level for each the bidder's primary production facility(ies).

M.2.1.2 Backup Facility(ies) to be used for the printing, production of the Receiver General Cheques as described in the Annex "A" Statement of Work:

The BCP must:

- a. provide the complete address and the corporate identity for the backup production facility(ies);
- b. describe what steps will be taken to ensure that the backup facility(ies) meet the security requirements as specified for this requirement.

Evaluation criteria			
M.2.1.1 Bidder's Primary Production Facility(ies) to be used for the printing and production of the Receiver General Cheques as described in the Annex "A" Statement of Work:	Compliant	Not Compliant	Reference to Bidder's Proposal
a. The BCP provides the complete address and the corporate identity for the Bidder's primary production facility(ies).			
b. The BCP provides proof of the security clearance at the required level for each the Bidder's primary production facility(ies).			

M.2.1.2 Backup Facility(ies) to be used for the printing, production of the Receiver General Cheques as described in the Annex "A" Statement of Work	Compliant	Not Compliant	Reference to Bidder's Proposal
a. The BCP provides the complete address and the corporate identity for the backup production facility(ies).			
b. The BCP describes what steps will be taken to ensure that the backup facility(ies) meet the security requirements as specified for this requirement.			
Comments			

M.2.2 Available Resources

M.2.2.1 The Bidder's Primary staff for the printing, production of the Receiver General Cheques as described in the Annex "A" Statement of Work:

The BCP must:

- a. identify the title of each staff position to be used and the number of resources for each position;
- b. describe what steps will be taken to ensure that the primary resources meet the security requirements as specified for this requirement.

M.2.2.2 Backup Staff for the printing, production of the Receiver General Cheques as described in the Annex A Statement of Work:

The BCP must:

- a. identify the title of each staff position to be used and the number of resources for each position;
- b. describe what steps will be taken to ensure that the backup resources meet the security requirements as specified for this requirement.

Evaluation criteria			
M.2.2.1 The Bidder's Primary staff for the printing, production of the Receiver General Cheques as described in the Annex "A" Statement of Work:	Compliant	Not Compliant	Reference to Bidder's Proposal
a. The BCP identifies the title of each staff position to be used and the number of resources for each position			

b. The BCP describes what steps will be taken to ensure that the primary resources meet the security requirements as specified for this requirement.			
M.2.2.2 Backup Staff for the printing, production of the Receiver General Cheques as described in the Annex A Statement of Work:	Compliant	Not Compliant	Reference to Bidder's Proposal
a. The BCP identifies the title of each staff position to be used and the number of resources for each position			
b. The BCP describes what steps will be taken to ensure that the backup resources meet the security requirements as specified for this requirement.			
Comments			

M.2.3 Printing, Production and Shipping of the Receiver General Cheques as Described in the Annex "A" Statement of Work

The BCP must demonstrate how the Bidder will maintain the production and supply of Receiver General Cheques to meet PSPC requirements as specified in the Annex "A" Statement of Work and in accordance with the stated security requirements for each of the following activities (a – c listed below):

- a. Printing and finishing (perforation) of the Receiver General Cheques as described in the Annex "A" Statement of Work
- b. Preparation for distribution/delivery
- c. Delivery to destination(s).

Evaluation criteria			
M.2.3 The BCP demonstrates how the Bidder will maintain the production and supply of Receiver General Cheques to meet PSPC requirements as specified in the Annex "A" Statement of Work and in accordance with the stated security requirements for each of the following activities (a – c listed below):	Met	Not Met	Reference to Bidder's Proposal
a) Printing and finishing (perforation) of the Receiver General Cheques as described in the Annex "A" Statement of Work and in accordance with the stated security requirements			

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b) Preparation for distribution/delivery in the Annex "A" Statement of Work			
c) Shipping of Receiver General Cheques to the final destination(s) in accordance with the stated security requirements			
Comments			

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL NOT BE EVALUATED FURTHER AND WILL NOT BE GIVEN FURTHER CONSIDERATION.