



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment Canada</b> <b>/ Réception des soumissions – Environnement Canada</b></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À:</b> <b>ENVIRONNEMENT CANADA</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p><b>Title – Titre</b> Production of National Harvest Survey Mailings</p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> 5000038415</p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</b> 2018-09-14</p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b></p> <p>at – à 2:00 P.M. on – le 2018-10-24</p>	<p><b>Time Zone – Fuseau horaire</b> EDT</p>
	<p><b>F.O.B – F.A.B</b></p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> Christina Granda <a href="mailto:Christina.Granda@canada.ca">Christina.Granda@canada.ca</a></p>	
	<p><b>Telephone No. – N° de téléphone</b> 819-938-3835</p>	<p><b>Fax No. – N° de Fax</b></p>
	<p><b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</b> 2020-03-31</p>	
<p><b>Destination - of Services / Destination des services</b> Environment and Climate Change Canada Gatineau, QC CANADA</p>		
<p><b>Security / Sécurité</b> There is a security requirement associated with this solicitation.</p>		
<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p>		
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>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)</b></p>		
<p><b>Signature</b></p>	<p><b>Date</b></p>	

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## TITLE: PRODUCTION OF NATIONAL HARVEST SURVEY MAILINGS

### PART 1 - GENERAL INFORMATION

#### 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: includes the certifications to be provided;

Part 6 Security 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 Attachments include a Financial Bid Presentation Sheet, Mandatory Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Schedule of Milestones, the Security Requirements Checklist, the Non-Disclosure Certification.

#### 2. Summary

2.1 Environment and Climate Change Canada has a requirement for Production of National Harvest Survey Mailings, as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from contract award to **March 31, 2020**.

2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security 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 [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](#) of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).

2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions [2003](#).

2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

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

### **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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **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 PWGSC [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.

The standard instructions 2003 are modified as follows:

#### **Under “Text” at 02:**

**Delete:** “Procurement Business Number”

**Insert:** “Deleted”

#### **At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** “Deleted”

#### **At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** “send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

#### **At Section 06 Late Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment Canada”

#### **At Section 07 Delayed Bids:**

**Delete:** “PWGSC”

**Insert:** “Environment Canada”

#### **At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**Insert:** “Bids may be submitted by facsimile if specified in the bid solicitation.”

#### **At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** “Deleted”

#### **At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** “the Procurement Business Number of each member of the joint venture,”

**Insert:** “Deleted”

#### **At Section 20 Further Information, Subsection 20 (2):**

**Delete:** In its entirety

**Insert:** "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4):

**Delete:** "sixty (60) days"

**Insert:** "one hundred and twenty (120) days"

## **2. Submission of Bids**

Bids must be submitted to Environment and Climate Change Canada (ECCC) at the address and by the date, time and place indicated on page 1 of the bid solicitation.

## **3. Former Public Servant – Competitive Bid**

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 FPS, 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 FPS 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.



#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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.

#### **5. Applicable Laws**

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

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.

#### **6. Basis for Canada's Ownership of Intellectual Property**

Environment and Climate Change Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination;

and

where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (1 soft copy) in PDF format

Section II: Financial Bid (1 soft copy) in PDF format

Section III: Certifications (1 soft copy) in PDF format

Section IV: Additional Information (1 soft copy) in PDF format

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

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

- (a) use a numbering system that corresponds to the bid solicitation.

#### **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 and describe their approach in a thorough, concise and clear manner for carrying out the work.

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

#### **Section II: Financial Bid**

- 1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3** Bidders must submit their price(s)/rate(s) FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

**1.4** Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**Section IV: Additional Information**

**1.1 Bidder's Proposed Site or Premises Requiring Safeguard Measures**

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

**ATTACHMENT 1 TO PART 3 -  
FINANCIAL BID PRESENTATION SHEET**

The Bidder must complete this Financial Bid Presentation Sheet and include it in its financial bid.

Initial Contract Period – Contract Award to March 31, 2019

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Mailing Item</b>	<b>Maximum Production Quantities (each)</b>	<b>Cost per Item (\$CDN)</b>	<b>Extended Price A x B (\$CDN)</b>
1 Spring Hunt Survey (not applicable for 2018)	20,050	N/A for 2018	
2 Feedback Letter (not applicable for 2018)	2,500	N/A for 2018	
3 Screening Letter Card (not applicable for 2018)	33,500	N/A for 2018	
4 SCS Mailing (not applicable for 2018)	4,500	N/A for 2018	
5 Woodcock Wing Envelope Mailing (not applicable for 2018)	300	N/A for 2018	
6 Murre Wing Envelope Mailing (not applicable for 2018)	200	N/A for 2018	
7 Harvest Questionnaire Survey***	74,000		
8 Postage Costs Related to the Spring Goose Hunt Survey for American addresses (Western Canada portion) (not applicable for 2018)	3,200	N/A for 2018	
9 Postage Costs Related to the Harvest Questionnaire Survey for American addresses.***	6,500		
<b>Total (excluding tax):</b>			
<b>Taxes:</b>			
<b>Total (including tax):</b>			

\*\*\* Item may be required for 2018, depending upon contract award (Technical Authority to confirm). These costs should be presented in the financial bid, but will only be included in the contract if required.

Initial Contract Period – April 1, 2019 to March 31, 2020

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Mailing Item</b>	<b>Maximum Production Quantities (each)</b>	<b>Cost per Item (\$CDN)</b>	<b>Extended Price A x B (\$CDN)</b>
1 Spring Hunt Survey	20,050		
2 Feedback Letter	2,500		
3 Screening Letter Card	33,500		
4 SCS Mailing	4,500		
5 Woodcock Wing Envelope Mailing	300		
6 Murre Wing Envelope Mailing	200		
7 Harvest Questionnaire Survey	74,000		
8 Postage Costs Related to the Spring Goose Hunt Survey for American addresses (Western Canada portion)	3,200		
9 Postage Costs Related to the Harvest Questionnaire Survey for American addresses.	6,500		
<b>Total (excluding tax):</b>			
<b>Taxes:</b>			
<b>Total (including tax):</b>			

Option Period 1 – April 1, 2020 to March 31, 2021

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Mailing Item</b>	<b>Maximum Production Quantities (each)</b>	<b>Cost per Item (\$CDN)</b>	<b>Extended Price A x B (\$CDN)</b>
1 Spring Hunt Survey	20,050		
2 Feedback Letter	2,500		
3 Screening Letter Card	33,500		
4 SCS Mailing	4,500		
5 Woodcock Wing Envelope Mailing	300		
6 Murre Wing Envelope Mailing	200		
7 Harvest Questionnaire Survey	74,000		
8 Postage Costs Related to the Spring Goose Hunt Survey for American addresses (Western Canada portion)	3,200		
9 Postage Costs Related to the Harvest Questionnaire Survey for American addresses.	6,500		
<b>Total (excluding tax):</b>			
<b>Taxes:</b>			
<b>Total (including tax):</b>			

Option Period 2 – April 1, 2021 to March 31, 2022

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Mailing Item</b>	<b>Maximum Production Quantities (each)</b>	<b>Cost per Item (\$CDN)</b>	<b>Extended Price A x B (\$CDN)</b>
1 Spring Hunt Survey	20,050		
2 Feedback Letter	2,500		

3	Screening Letter Card	33,500		
4	SCS Mailing	4,500		
5	Woodcock Wing Envelope Mailing	300		
6	Murre Wing Envelope Mailing	200		
7	Harvest Questionnaire Survey	74,000		
8	Postage Costs Related to the Spring Goose Hunt Survey for American addresses (Western Canada portion)	3,200		
9	Postage Costs Related to the Harvest Questionnaire Survey for American addresses.	6,500		
			<b>Total (excluding tax):</b>	
			<b>Taxes:</b>	
			<b>Total (including tax):</b>	

Option Period 3 – April 1, 2022 to March 31, 2023

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Mailing Item</b>	<b>Maximum Production Quantities (each)</b>	<b>Cost per Item (\$CDN)</b>	<b>Extended Price A x B (\$CDN)</b>
1 Spring Hunt Survey	20,050		
2 Feedback Letter	2,500		
3 Screening Letter Card	33,500		
4 SCS Mailing	4,500		
5 Woodcock Wing Envelope Mailing	300		
6 Murre Wing Envelope Mailing	200		
7 Harvest Questionnaire	74,000		

	Survey			
8	Postage Costs Related to the Spring Goose Hunt Survey for American addresses (Western Canada portion)	3,200		
9	Postage Costs Related to the Harvest Questionnaire Survey for American addresses.	6,500		
			<b>Total (excluding tax):</b>	
			<b>Taxes:</b>	
			<b>Total (including tax):</b>	

Initial Contract Period Total (excluding tax)  
 Option Period 1 (excluding tax)  
 Option Period 2 (excluding tax)  
 Option Period 3 (excluding tax)  
**Total of all Periods (excluding tax)**



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

### **Evaluation Procedures**

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

### **1.1 Technical Evaluation**

#### **1.1.1. Mandatory Technical Criteria**

Mandatory evaluation criteria are included in Attachment 1 to Part 4.

### **1.2 Financial Evaluation**

#### **1.2.1 Evaluation of Price**

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

## **2. Basis of Selection**

### [Basis of Selection - Mandatory Technical Criteria \(2010-08-16\) A0031T](#)

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

## ATTACHMENT 1 TO PART 4, MANDATORY TECHNICAL CRITERIA

### Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet all of the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<b>Attention Bidders:</b> Write beside each of the criteria the relevant page number(s) from your proposal that addresses the requirement identified in the specific criterion.			
Criteria	Reference to Page Number in Proposal (Bidder to Insert)	Meets the Criterion/ Does not Meet the Criterion	Comments
<b>Location of work in Canada</b>			
<p><b>M1.</b> <i>Information contained in this contract is 'Not Releasable' which indicates that the information and/or assets are for Canadian Eyes Only (CEO). Only Canada suppliers based in Canada can bid on this type of requirement. Note: If Canadian information and/or assets coexists with CEO information and/or assets, the CEO information and/or assets must be stamped Canadian Eyes Only (CEO)</i></p> <p>As such, the Bidder must provide evidence that they have capacity, in terms of servers, facilities and staff, to undertake projects of this nature entirely within Canada, and must clearly indicate in their workplan that:</p> <ul style="list-style-type: none"> <li>• All the files and databases containing any information related to the Work, and the hosting and server facilities as well as any back-up facilities, will be <b>located in Canada</b>.</li> <li>• All data relating to the Work resulting from the Contract will be processed <b>only in Canada</b>.</li> </ul>			
<b>Experience, capacity and client satisfaction.</b>			
<p><b>M2.</b> The bidder must have at least 10 years of experience within at least the last 10 years providing the production and assembly of multiple mailings each year comprising of a minimum of 40,000 different addresses, including some that were processed under the Canada Post Incentive Lettermail specifications.  <a href="https://www.canadapost.ca/tools/pg/serviceoverview/ilmguides-e.asp">https://www.canadapost.ca/tools/pg/serviceoverview/ilmguides-e.asp</a></p>			
<p><b>M3.</b> The bidder must demonstrate similar experience by providing the following information:</p> <ul style="list-style-type: none"> <li>• Two (2) written project summaries within the past year describing in detail their experience in successfully providing similar services involving aspects of the work</li> </ul>			

<p>described in the Statement of Work (Annex A).</p> <ul style="list-style-type: none"> <li>• Within each project summary provided, the Bidder should indicate: <ul style="list-style-type: none"> <li>○ The name or identification of each project;</li> <li>○ The Bidder's responsibility in each project;</li> <li>○ A brief description of the services provided;</li> <li>○ The dates and/or duration of the project;</li> <li>○ The name, telephone number and email address of the client for whom the Bidder provided the services. Each reference will be asked the following questions: <ul style="list-style-type: none"> <li>1) Were they satisfied with the quality of work?, and</li> <li>2) Were timelines respected and met?</li> </ul> </li> </ul> </li> </ul> <p>Notes:</p> <p>Each project description should be no more than one (1) page in length. If more than one (1) page is submitted, only the first page will be evaluated.</p> <p>If more than two (2) project summaries are provided, only the first two in the order they are presented in the bid will be evaluated.</p> <p>In relation to the references, the bidder will be deemed noncompliant ("does not meet") for this criterion, if one of the two questions asked are answered negatively ("no") by both of the provided references. Please note, the references do not need to provide a negative response on the same question for the bidder to be deemed noncompliant.</p>			
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## **PART 5 - CERTIFICATIONS**

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

## PART 6 – SECURITY AND OTHER REQUIREMENTS

### 1. Security Requirement

- (a) At the date of bid closing, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (iv) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (v) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
- (b) For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program of Public Works and Government Services Canada](http://ssi-iss.tpsqc-pwgsc.gc.ca/index-eng.html) (<http://ssi-iss.tpsqc-pwgsc.gc.ca/index-eng.html>) website.

*Information contained in this contract is 'Not Releasable' which indicates that the information and/or assets are for Canadian Eyes Only (CEO). Only Canada suppliers based in Canada can bid on this type of requirement. Note: If Canadian information and/or assets coexists with CEO information and/or assets, the CEO information and/or assets must be stamped Canadian Eyes Only (CEO)*

A copy of the Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada must be included in the bid submitted in *Section IV: Additional Information*.

## **PART 7 - RESULTING CONTRACT**

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

### **Title: Production of National Harvest Survey Mailings**

#### **1. Statement of Work**

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

#### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

##### **2.1 General Conditions**

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

##### **At Section 12 Transportation Costs**

**Delete:** In its entirety

**Insert:** "Deleted"

##### **At Section 13 Transportation Carriers' Liability**

**Delete:** In its entirety.

**Insert:** "Deleted"

##### **At Section 18, Confidentiality:**

**Delete:** In its entirety

**Insert:** "Deleted"

##### **Insert Subsection: "35 Liability"**

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

#### **A. For professional services requirements where the deliverables are copyrightable works:**

## ***Canada to own Intellectual Property rights in Copyright***

### **At Section 19 Copyright**

**Delete:** In its entirety

**Insert:**

1. In this section:  
"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.  
"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;  
"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

## **2.2 Supplemental General Conditions**

The following supplemental general conditions apply to and form part of the Contract:

4007 (2010-08-16), Canada to own Intellectual Property Rights in Foreground

4008 (2008-12-12), Personal Information

## **2.3 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Contracting Authority

and the Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

### **3. Security Requirement**

**3.1** The following security requirement (SRCL and related clauses) applies and form part of the Contract.

3.1.1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED A**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

3.1.2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

3.1.3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of **PROTECTED A**, including an IT Link up to the level of **PROTECTED A**.

3.1.4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

3.1.5. The Contractor/Offeror must comply with the provisions of the:

- a. Security Requirements Check List and security guide (if applicable), attached at Annex D;
- b. *Industrial Security Manual* (Latest Edition).

### **3.2 Contractor's Site or Premises Requiring Safeguard Measures**

The Contractor must diligently maintain up-to-date, the information related to the Contractor's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

### **3.3 Release Restrictions**

Information contained in this contract is 'Not Releasable' which indicates that the information and/or assets are for Canadian Eyes Only (CEO). Only Canada suppliers based in Canada can bid on this type of requirement. Note: If Canadian information and/or assets coexists with CEO



information and/or assets, the CEO information and/or assets must be stamped Canadian Eyes Only (CEO)

#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The period of the Contract is from contract award to **March 31, 2020** inclusive.

##### **4.2 Option to Extend the Contract**

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Christina Granda  
Procurement and Contracting Officer  
Environment and Climate Change Canada  
Procurement and Contracting Division  
200 Sacre-Coeur Blvd., Gatineau, QC K1A 0H3

Telephone: 819-938-3835  
E-mail address: [Christina.Granda@canada.ca](mailto:Christina.Granda@canada.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.

##### **5.2 Technical Authority (to be disclosed at contract award)**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however the Technical 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.

### 5.3 Contractor's Representative **(to be disclosed at contract award)**

## 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. Payment

### 7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ **(to be disclosed at contract award)**. Customs duties are included and Applicable Taxes are extra.

### 7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ **(to be disclosed at contract award)**. Customs duties are included and the Applicable Taxes are extra.
- (b) 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:

- (i) when it is 75 percent committed, or
- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) 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.

## **8. Invoicing Instructions**

### **8.1 Milestone Payments**

8.1.1 Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex C of the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) all such documents have been verified by Canada;
- (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

## **9. Certifications**

### **9.1 Compliance**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. **(to be disclosed at contract award)**

## 11. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) 4007 Supplemental General Conditions - Canada to own Intellectual Property Rights in Foreground (2010-08-16);
- (c) 4008 Supplemental General Conditions - Personal Information (2008-12-12);
- (d) 2010B General Conditions - Professional Services (Medium Complexity) (2018-06-21) as modified;
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Schedule of Milestones;
- (h) Annex D, Security Requirements Check List;
- (i) Annex E, the signed Non-Disclosure Certification;
- (j) the Contractor's bid dated \_\_\_\_\_ **(to be disclosed at contract award)**

## **ANNEX A STATEMENT OF WORK**

**Title: PRODUCTION OF NATIONAL HARVEST SURVEY MAILINGS**

**SUBJECT:**

The production and preparation of mailing materials for the National Harvest Survey program.

**BACKGROUND**

The National Harvest Survey is a program of the Canadian Wildlife Service (CWS) of Environment and Climate Change Canada designed to provide annual harvest estimates of migratory game birds in Canada by sport hunters. Random samples of hunters are selected for the Harvest Questionnaire Survey (HQS) and the Species Composition Survey (SCS). These two surveys are used to obtain information on hunting activities and on the species harvested by hunters. Multiple mailings are required throughout each year to conduct the surveys.

**DESCRIPTION OF THE WORK, SCHEDULE AND DELIVERABLES**

**General Information:**

The contractor is required to produce seven (7) different mailings each year which involve the printing, mail merging and assembly of survey materials by using artwork files, mailing lists and envelopes provided by the Technical Authority.

All postage costs will be paid for by Environment and Climate Change Canada (ECCC) separately (and thus are not included as part of production cost here), except for postage to American addresses specific to a portion of the mailings of the Snow Goose Survey and the Harvest Questionnaire Survey.

The contractor must pick up all necessary ECCC supplied materials (such as pre-printed envelopes – these are described in individual mailings, below) from an ECCC storage facility in the National Capital Region.

The contractor must provide proofs (or examples) of each item to the Technical Authority at the National Wildlife Research Centre in Ottawa within four (4) working days following the provision of necessary materials and electronic files.

The contractor must also deliver assembled mailings to Canada Post within five (5) working days following the approval of proofs.

All paper used must meet the requirements of the Government of Canada's Policy on Green Procurement (<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/printserv-servicedimpression-eng.html>).

Statements of Reception by Canada Post need to be provided to the Technical Authority following the delivery of each mailing.

All mailings are to be prepared according to Canada Post (CP) incentive mailing standards (<https://www.canadapost.ca/tools/pg/serviceoverview/ilmguides-e.asp>), when minimum volumes allow.

#### **SPECIFIC INFORMATION OF EACH MAILING/PRODUCTION:**

**\*Note that some mailings will be omitted from the first contract year (2018), depending on when the contract is awarded. The Technical Authority will confirm the required productions for 2018 as soon as the contract is awarded, and at least 5 business days before the first mailing is required.**

##### **1) Spring Goose Hunt Survey**

The objective of the Snow Goose Spring Hunt survey is to quantify the spring hunting activity and harvest of Snow and Ross' Geese during the special conservation measures in Western Canada (Alberta and Saskatchewan) and Eastern Canada (Ontario and Quebec). For each region, four different mailings (with mailing codes 1 to 4) are sent out between April 15<sup>th</sup> and mid-June.

The contractor is responsible for covering postage to American addresses of up to 3,200 pieces as part of the Western Canada portion.

Targeted mailing date (for each respective year): early April to mid-June

##### **Mailing instructions:**

Mailing target date and maximum volumes:

##### **Eastern Canada (i.e., Ontario, Quebec):**

April 10<sup>th</sup> for Wave 1 (QTY = up to 5,000)

May 9<sup>th</sup> for Wave 2 (QTY = up to 700)

May 16<sup>th</sup> for Wave 3 (QTY = up to 4,000)

May 30<sup>th</sup> for Wave 4 (QTY = up to 500)

TOTAL MAILING = up to 10,200

##### **Western Canada (i.e., Saskatchewan, Alberta):**

April 20<sup>th</sup> for Wave 1 (QTY = up to 4,950)

May 9<sup>th</sup> for Wave 2 (QTY = up to 600)

May 23<sup>rd</sup> for Wave 3 (QTY = up to 3,900)

June 9<sup>th</sup> for Wave 4 (QTY = up to 400)

TOTAL MAILING = up to 9,850

Total volume = up to **20,050** (with minimum of 14,000)

ECCC will provide the following to the Contractor:

1. Files containing artwork (.docx format) for the two different survey questionnaires and mailing lists (1 text file; tab delimited). Some artwork designing may be required but will be minimal.
2. 4<sup>1/8</sup>" x 9<sup>1/2</sup>" Window envelopes (#10) and 3<sup>7/8</sup>" X 8<sup>7/8</sup>" return envelopes (#9)

In each window envelope, the contractor will:

1. Print and insert one goose survey questionnaire (8<sup>1/2</sup>" x 14"; black ink on white paper, double sided) with the hunter's name and their address appearing in the window. French is printed on one side, English on the other with folding that allows having the French or the English title visible first depending if the mailing is going to the Quebec province (French visible first) or elsewhere (English visible first).
2. Insert one return envelope (with Business Reply Mail (BRM) return address)

**Details of the record layout and printing on the questionnaire for the hunter name and address**

<u>Fields</u>	<u>Column Alignment</u>
Hunting Permit #	1-6
Hunter's Initials	7-8
Hunter's Surname	9-28
Address	29-58
City	59-88
Province	89-90
State	91-92
Postal Code	93-103

The **permit number is 6 digits** (if any permit numbers are less than 6 digits (e.g., 12345), leading zeros must be printed to bring the number up to 6 digits (e.g., "012345").

**Printing of the address (according to Canada Post incentive Lettermail specifications):**

Lines to be printed should read as follows:

Above envelope window:

1<sup>st</sup> line: 3/9 bar code (YYYYxxxxx1) (where YYYY is the year and xxxxxx is the permit number and where 1 indicates first mailing; use 2 for the 2<sup>nd</sup> mailing, 3 for the 3<sup>d</sup> mailing and 4 for the 4<sup>th</sup> mailing)

2<sup>nd</sup> line: YYYYxxxxx1 (where YYYY is the year and xxxxxx is the permit number and where 1 indicates first mailing; use 2 for the 2<sup>nd</sup> mailing, 3 for the 3<sup>d</sup> mailing and 4 for the 4<sup>th</sup> mailing)

In envelope window:

- 3<sup>rd</sup> line: Hunter's Initials and Surname
- 4<sup>th</sup> line: Address
- 6<sup>th</sup> line: City Province/State
- 7<sup>th</sup> line: Country and Postal code

## 2) Feedback Letter

The feedback letter is sent in mid-June to participants of the Species Composition Survey (SCS) during the previous year to provide them biological information associated with the waterfowl samples they submitted to the survey. The production involves merging into a single letter several data files specific to individual recipients, then printing and mailing them.

Targeted mailing date: 3<sup>rd</sup> week of June (or 5 days following approval of proofs)

### Work required:

- print up to 2,500 letters (8<sup>1/2</sup>" x 11"; black ink on white paper; double-sided) according to detailed instructions below. Quantities may be less than 2,500 pieces but greater than 1,500 pieces.
- fold and insert letters and deliver to Canada Post terminal

### Detailed instructions on how to print the feedback letter to participants to the SCS:

ECCC will provide the following to the Contractor:

1. 2,500 Window envelopes
2. The following electronic files :

- a) **Feedback letters (French: [Lettre feedback FR YYYY.doc] and English: [feedback Letter EN YYYY.doc])**, where YYYY is the year.

The layouts of these documents can be rearranged as required but must be approved by the Technical Authority before final printing and mailing.

- b) **Bird names.xls:**

File that contains the bird species 4-digit numerical code and its translation into the English and French name (these names should replace the numeric codes in the mail merged letter). The format is: bird species number(4), English name, French name.

- c) **SCSreply2017.txt**

File that contains the hunter's name and address and the specific details on the birds submitted by that hunter, to be merged with species codes and the letter prior to printing.

**Details of the record layout is as follow:**

<b>Field Name</b>	<b>Column Alignment</b>	<b>Description</b>
Initials	1-2	Hunter's initials
Surname	3-22	Hunter's surname
Address	23-42	Hunter's street address
City	43-62	Hunter's city of residence
Postal Code	63-68	Hunter's postal code (or zip code)



Province/State	69-70	Hunter's province or state of residence
+		Delineates hunter name and address from the species data to be included
Species Numeric Code	71-74	Numeric code of species harvested by hunter
AM	75-77	Adult Male
AF	78-80	Adult Female
AU	81-83	Adult and unknown sex
IM	84-86	Immature Male
IF	87-89	Immature Female
IU	88-92	Immature with unknown sex
UM	93-95	Unknown age Male
UF	96-98	Unknown age Female
UU	99-101	Unknown age and sex

NOTE: For the same hunters, there may be several lines for different bird species. Lines start with a "+" sign.

**Special instructions for printing:**

- Each letter must have the English version on one side and the French on the other side with the appropriate language for the Species' names on each side.
- Letters must be printed on white paper with Black ink.

**Instructions for inserting and mailing:**

- Letters should be inserted with the French text showing on the back of the letter except for Québec mailing addresses where the French text should appear on the top.

**3) Screening letter and cards for the Species Composition Survey**

The screening letter and cards are sent in late June to a random sample of hunting permit holders of the previous year, asking them to participate in the Species Composition Survey during the upcoming hunting season. The production consists of the printing and mailing of survey materials.

Mailing target date: 3<sup>rd</sup> week of June

**i. Work required:**

- print up to 33,500 (minimum 32,000) mailings according to detailed instructions below
- fold and insert letters, return forms and return BRM envelopes into window envelopes and deliver to CP terminal

ii. ECCC will provide the following to the Contractor:

- 34,000 window envelopes (#10; 4<sup>1/8</sup>" x 9<sup>1/2</sup>" ) and 34,000 return envelopes (#9; 3<sup>7/8</sup>" X 8<sup>7/8</sup>" )
- Artwork file for generic two-sided cover letter
- Mailing list (selscs2017.txt)
- Artwork file for the single-sided return form (Return Form 2018.doc).

iii. **Record layout and label production (to be printed on “return form”)**

The record layout in mailing list file is:

<u>Field:</u>	<u>Number of characters</u>	
key:	10	(YYYYxxxxxx), where YYYY is permit year and “xxxxxx” is permit number
initials:	2	
surname:	20	
address:	30	
city:	30	
province:	2	
postal code:	6	

Hunter names and addresses should be printed with black ink on white paper on the return forms using the following format:

1st line:	3/9 bar code for key (YYYYxxxxxx) , where YYYY is permit year and “xxxxxx” is permit number
2nd line:	key
3rd line:	blank
4th line:	Hunter’s initials and surname
5th line:	address
6th line:	city province postal code

iv. **Production instructions:**

Return form: Print (black ink) on single-sided “return” forms (3<sup>5/8</sup>" X 8<sup>1/2</sup>" ; standard white paper stock) using provided artwork from the “Return form 2018.doc” file and printing of recipient addresses (to show through “window” of envelope) on the other side. Total pieces: 33,500

Generic cover letter: Print (black ink) of the cover letter (not linked to mailing list file) is on recycled white paper stock (8<sup>1/2</sup>" X 11"). French is printed on one side, English on the other. For mailings to Quebec letters should be folded so that the French title is visible first, for all other destinations the English should be visible first.

Insert cover letter, return form and return envelope into window envelope.

**4) Specifications of the SCS wing envelope packages**

Wing envelope packages are sent to participants who have agreed to participate in the SCS survey. These packages contain specialized wing envelopes along with instructions to survey participants. The mailing of the SCS wing envelope packages begins on August 15<sup>th</sup> and continues throughout the fall. Production involves printing several instruction sheets on various sizes and colours, the production of address labels and package assembly.

Mailing target date: Starting on August 15<sup>th</sup>, followed by 3-4 additional mailings up to mid-October.

i. Preparation of wing envelope packages

- a) Produce mailing material (see Part ii)
- b) Provide verification and editing services of mailing lists
- c) Produce address labels (with 3/9 barcode).
- d) Insert materials into large container envelopes and deliver to Canada Post terminal.

ECCC will provide the following to the Contractor:

- a) Mailing list
- b) Four types of open-end outer plastic wing envelopes with flaps open.
- c) Open ended inner wing envelopes with flaps open
- d) Stock of existing yellow cards
- e) Stock of existing warning pink sheets
- f) Stock of existing orange instruction sheets to Canada Goose hunters
- g) Container envelopes (9<sup>1/2</sup>" x 14<sup>3/4</sup>").

PREPARATION AND OTHER INSTRUCTIONS:

Produce sheets of pressure sensitive address labels; 12 labels per sheet. Each of the 12 labels per sheet must be printed with the same address (address label includes hunter's name and full address with province/territory and postal code and a 3/9 barcode corresponding to the hunter permit number). Label size to be 2<sup>13/16</sup>" X 1<sup>3/8</sup>" (or similar – if labels with other dimensions than what is specified will be used, written approval must be obtained from the Technical Authority prior to printing).

Insert into the container envelope:

- 1 cover letter with instructions
- 1 yellow card
- 1 pink warning notice
- 1 special orange instructions
- 1 Mourning Dove notice (only to Quebec residents)
- 5 or 10 paper wing envelopes depending on mailing list (one mailing list contains hunter names to receive 5 envelopes and another for those to receive 10 envelopes).
- 1 sheet of address labels. One of the address labels from the sheet should be glued to the container envelope and serves as the delivery address for the package. Alternatively, the address (and barcode) can be printed directly on the package envelope.
- There are 4 types of special plastic wing envelopes to be inserted in the kits. The return address printed on them is one of four different addresses, depending on the region of the mailing.

- Packages being sent to Atlantic Canada must have wing envelope inserts with return address Sackville, New Brunswick;
- Packages going to Québec must have the Quebec City return address;
- Packages going to Ontario must have the Port Rowan return address; and
- Packages going to Prairie Provinces and Territories, British Columbia, Northwest Territories, Nunavut or Yukon must have the Saskatoon return address.

\*Note: The cover letters and special orange instructions should be inserted with the French text showing on the back of the letter except for Québec mailing addresses where the French text should appear on the top.

A separate mailing list will be used to prepare additional packages for Newfoundland and Labrador (NFLD) (these are in addition to NFLD packages occurring in other mailings). These packages will be kept by the contractor and delivered in December to a CP terminal when advised to do so (The Technical Authority will confirm in writing sometime in late-November).

A maximum of 4,500 kits (and minimum of 3,000) need to be assembled for this mailing. Up to 3,000 kits are to be prepared for the mailing of August 15<sup>th</sup>. A maximum of 4 additional mailings will occur periodically between early September and late October, as instructed/requested by the Technical Authority. Total quantities may be less than 4,500 mailing kits but greater than 3,000. Please note that due to existing stocks of some materials, specific quantities of some materials may be less. See below for details.

*Leftover materials must be sent to the Technical Authority along with a detailed inventory. Quantities should be written on boxes as Q=xxxx (where xxxx must identify the quantities being returned).* Materials must be shipped as specified by the Technical Authority at completion of the contract.

ii. Printing of wing envelope package material

**Description of materials (all printed in black ink)**

1. Cover letter with instructions – single page; 8<sup>1/2</sup>" x 14".
  - Quantity: up to 4,500 copies (within minimum of 3,000), should be separated in multiple print runs to better reflect actual totals to minimize wastage.
  - Size: 8<sup>1/2</sup>" X 14"; black ink on white paper, double-sided.
  - Stock: white paper
2. Warning notice - single page (1 side only)
  - Quantity: 4,500 copies (if available, use material provided by Environment and Climate Change Canada first)
  - Size: 5<sup>1/2</sup>" x 8<sup>1/2</sup>" (or 11" x 8<sup>1/2</sup>" cut in two pieces), black ink on pink paper, single-sided.
  - Stock: Pink paper (leftover material packaged in packs of 500 and boxed with quantities indicated)
3. Special notice for Canada Goose hunters
  - Quantity: 4,500 (if available, use materials provided by Environment and Climate Change Canada first)

- Size: 8<sup>1/2</sup>" X 11", black ink on medium orange paper, double-sided.
- French instructions printed on one side and English on the other.
- Unused copies must be wrapped by packs of 500 and sent to the Technical Authority with quantities indicated.

4. Yellow cards: business reply mail cards

- Quantity 4,500 copies (if available, use materials provided by Environment and Climate Change Canada first)
- black ink on double-sided yellow card (90lbs, colour Mayfair or similar, e.g. Bristol Daffodil)
- Size 102 X 188 mm; template will be provided by ECCC
- Printed (1/1) (leftover material packaged by packs of 500 and boxed and quantities indicated)

5. Mourning Dove Notice

- Sent to recipients with Quebec address only
- Quantity: up to 800 copies, with minimum of 500 (if available, use material provided by Environment and Climate Change Canada first)
- Size: 5<sup>1/2</sup>" x 8<sup>1/2</sup>" (or 11" x 8<sup>1/2</sup>" cut in two pieces), black ink on white paper, single-sided.
- Leftover material packaged and returned to ECCC with quantity indicated

5) **Specifications of the Woodcock wing envelope packages**

This mailing consists of sending wing envelope packages to a separate subset of hunters (woodcock hunters). The mailing of the woodcock wing envelope packages is completed in late August. The production consists of printing the instruction sheet and address labels and package assembly.

ECCC will provide the following to the Contractor:

- a) Mailing list
- b) One type of open-end outer plastic wing envelopes with flaps open.
- c) Open ended inner wing envelopes with flaps open
- d) Container envelopes (9<sup>1/2</sup>" x 14<sup>3/4</sup>" not including flap).
- e) Artwork files.

**Production:**

- 1) Cover letter (electronic file provided by ECCC)  
Print up to 300 copies (with minimum of 200) (generic letter; 8<sup>1/2</sup>" x 11"); black ink on white paper. Double sided, French on one side, English on the other.
- 2) Address labels  
Follow the same instructions as SCS wing envelope mailing (i.e., see above).
- 3) Unlike the SCS wing envelope mailing, there is only one type of wing envelope for this mailing (Woodcock only wing envelope).
- 4) Each recipient will receive 5 of each plastic and paper envelopes.

5) Packages are to be delivered to the Canada Post terminal by August 31<sup>st</sup>.

**Preparing packages:**

Each package must include the following:

- 1) a cover letter,
- 2) a sheet of address labels,
- 3) **5 paper** wing envelopes and
- 4) **5 plastic** wing envelopes (corresponding to province of residence) in container envelopes (14<sup>1/2"</sup> x 9<sup>1/2"</sup>; provided by ECCC).

6) **Specifications of the Murre wing envelope packages**

This mailing consists of sending wing envelope packages to a separate subset of hunters (murre hunters). The mailing of the murre wing envelope packages is completed in late August. The production consists of printing the instruction sheet and address labels and package assembly.

ECCC will provide the following to the Contractor:

- a) Mailing list
- b) One type of open-end outer plastic wing envelopes with flaps open.
- c) Open ended inner wing envelopes with flaps open
- d) Container envelopes (9<sup>1/2"</sup> x 14<sup>3/4"</sup> not including flap).
- e) Artwork files.

**Production:**

- 1) Cover letter (electronic file provided by ECCC)  
Print up to 200 copies (with minimum of 150) (generic letter; 8<sup>1/2"</sup> x 11"); black ink on white paper. Double sided, English on top, French on the back side.
- 2) Address labels  
Follow the same instructions as SCS wing envelope mailing (i.e., see above).
- 3) Unlike the SCS wing envelope mailing, there is only one type of wing envelope for this mailing (Sackville/Atlantic Region) but the envelopes will have a coloured label ("Murre wing only"), provided by the Technical Authority.
- 4) Each recipient will receive 5 of each plastic and paper envelopes.
- 5) Packages are to be delivered to the Canada Post terminal by September 15<sup>th</sup>.

**Preparing packages:**

Each package must include the following:

- 1) a cover letter,
- 2) a sheet of address labels,
- 3) **5 paper** wing envelopes and
- 4) **5 plastic** wing envelopes in container envelopes (14<sup>1/2"</sup> x 9<sup>1/2"</sup>).

## 7) Specific instruction for the printing and mailing of the Harvest Questionnaire Survey

Mailing target date: 3<sup>rd</sup> week of November for first mailing, late January for second mailing

### **Work required:**

- print up to 74,000 mailings according to detailed instructions below, with a minimum number of 60,000 pieces printed.
- fold and insert letters and cards and deliver to CP terminal.

ECCC will provide the following to the Contractor.

- 74,000 window envelopes (#10; 4<sup>1/8</sup>" x 9<sup>1/2</sup>" ) and 74,000 return envelopes (#9; 3<sup>7/8</sup>" X 8<sup>7/8</sup>" ).
- Artwork for 1-sided letter.
- Mailing list
- Artwork for 2-sided questionnaire (up to 66,700 mailings with minimum of 40,000)
- Artwork for 3-sided questionnaire (up to 7,300 mailings with minimum of 4,000)

### **i. Description of materials**

#### **a. Letter to hunters (doc file)**

- One-sided printing on 8<sup>1/2</sup>" X 11" paper. Ink is black on white paper.
- Quantity to print: up to 74,000 letters with minimum of 44,000.
- Generic letterhead (i.e., not linked to address file)
- Provide minor editing of computer file (pdf or Word format) if needed (to be approved by the Technical Authority prior to printing).

#### **b. Questionnaire survey forms (pdf file)**

i) Most recipients (up to 66,700 with minimum of 40,000, spread over 2 mailings) will be receiving the following form:

- Two-sided printing on 8<sup>1/2</sup>" X 14" inches white paper.
- One side printed green ink on white paper ("duck" side) and the other printed brown ink on white paper ("goose" side). The hunter name and address will be printed with black ink at the top of the first page ("duck" side)
- Quantity to print: up to 66,700 (with minimum of 40,000) questionnaires (quantity should reflect number of records in the mailing lists)
- Provide minor editing of computer file (pdf format), if required.

ii) Residents of NFLD (up to 7,300 with minimum of 4,000 spread over 2 mailings) will be receiving an expanded version of the form above. Specifically:

- The form will be printed on a folded 17" x 14" white stock paper, resulting in a 4-panel pamphlet with 3 sides presenting 1 of the 3 forms (as identified below), each side measuring 8<sup>1/2</sup>" X 14" (Note: the dimensions can be slightly smaller (i.e., 8<sup>1/2</sup>" X 13" when folded – to be approved by the Technical Authority) if the stock is more readily available).
  - Panel one will be printed with green ink ("duck" side),
  - the second panel will be printed with brown ink ("goose" side),

- the third panel will be printed with purple ink (“murre” side), and
- the fourth panel will remain blank.
- The hunter name and address will be printed with black ink at the top of the first panel (“duck” side).
- Quantity to print: up to 7,300 (with minimum of 4,000), questionnaires (quantity should reflect number of records in the mailing lists)
- Provide minor editing of computer file (pdf format), if required. If edits have been made, they are to be reviewed and approved in writing by the Technical Authority before being sent out.

**ii. Package assembly**

Validate (according to Canada Post standards) and correct a first mailing list containing 40,000 addresses and other hunter information. A second mailing list containing up to 34,000 addresses will also need to be validated in late January. The first mailing list will be provided in mid to late November.

Print address and a 3/9 barcode corresponding to hunter permit number on the harvest questionnaire (see instructions below).

Fold and insert in regular format window envelopes, 1 harvest questionnaire (2- sided or 3 sided, depending on province of residence), 1 letter and 1 BRM return envelope

Deliver materials to CP terminal (2 deliveries). Contractor will be responsible for paying postage for up to 6,500 pieces to be mailed to American addresses.

**iii. Mailing dates**

- First mailing: Between November 23 and December 2 = 40,000 packages.
- Second mailing: January/early February = up to 34,000 packages maximum

**iv. Printing specifications for hunter information and address printed on the Harvest Questionnaire (to show on top of page 1 (“duck” side))**

The format for the files sent to the contractor is as follows:

<i>Field Name</i>	<i>Column Alignment</i>	<i>Description</i>
Year	1-4	selection year
Permit	5-10	selection permit number
Mailcode	11	mailing number (1 or 2)
Initials	12-13	Hunter’s initials
Surname	14-33	Hunter’s surname
Address	34-63	Hunter’s street address
City	64-93	Hunter’s city of residence
Province/State	94-95	Hunter’s province or state of residence
Postal Code	96-105	Hunter’s postal code (or zip code)



Lines to be printed should read as follows:

- 1st line: 3/9 bar code of “YYYYxxxxx1” where xxxxxx is the permit number which is preceded by YYYY, for which the YYYY value is either the current year or the previous year and where 1 indicates first mailing; use 2 for the second mailing.
- 2nd line: YYYYxxxxx1 (where xxxxxx is the permit number which is preceded by YYYY, for which the YYYY value is either the current year or the previous year and where 1 indicates first mailing; use 2 for the second mailing)
- 3rd line: blank
- 4th line: hunter’s initials and surname
- 5th line: hunter’s address
- 6th line: hunter’s city, province/state, country, and postal code

Note: The addresses must follow the most recent addressing standards from Canada Post and sorted to qualify for Incentive Lettermail specifications.

### SUMMARY OF DELIVERABLES AND SCHEDULES

	<b>Mailing Item</b>	<b>Maximum Item Quantities (each)</b>	<b>Mailing Date (of the respective year) of first wave (and last wave, if different)</b>
1	<b>Spring Hunt Survey*</b>	20,050	April 10 (June 9)
2	<b>Feedback Letter*</b>	2,500	3 <sup>rd</sup> week of June
3	<b>Screening Letter Card*</b>	33,500	3 <sup>rd</sup> week of June
4	<b>SCS Mailing*</b>	4,500	August 15 (until mid-Dec)
5	<b>Woodcock Wing Envelope Mailing*</b>	300	August 31
6	<b>Murre Wing Envelope Mailing*</b>	200	September 15
7	<b>Harvest Questionnaire Survey***</b>	74,000	3 <sup>rd</sup> week of November and Late January or early February

\*Mailings not required for 2018

\*\*\*Items may be required for 2018, depending upon contract award date (Technical Authority to confirm).

**ANNEX B  
BASIS OF PAYMENT**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ **(to be disclosed at contract award)**. Customs duties are included and Applicable Taxes are extra.

Initial Contract Period – Contract Award to March 31, 2019

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Mailing Item</b>	<b>Maximum Production Quantities (each)</b>	<b>Cost per Item (\$CDN)</b>	<b>Extended Price A x B (\$CDN)</b>
1 Spring Hunt Survey (not applicable for 2018)	20,050	N/A for 2018	
2 Feedback Letter (not applicable for 2018)	2,500	N/A for 2018	
3 Screening Letter Card (not applicable for 2018)	33,500	N/A for 2018	
4 SCS Mailing (not applicable for 2018)	4,500	N/A for 2018	
5 Woodcock Wing Envelope Mailing (not applicable for 2018)	300	N/A for 2018	
6 Murre Wing Envelope Mailing (not applicable for 2018)	200	N/A for 2018	
7 Harvest Questionnaire Survey***	74,000		
8 Postage Costs Related to the Spring Goose Hunt Survey for American addresses (Western Canada portion) (not applicable for 2018)	3,200	N/A for 2018	
9 Postage Costs Related to the Harvest Questionnaire Survey for American addresses.***	6,500		
<b>Total (excluding tax):</b>			

\*\*\* Item may be required for 2018, depending upon contract award (Technical Authority to confirm). These costs should be presented in the financial bid, but will only be included in the contract if required.

Initial Contract Period – April 1, 2019 to March 31, 2020

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Mailing Item</b>	<b>Maximum Production Quantities (each)</b>	<b>Cost per Item (\$CDN)</b>	<b>Extended Price A x B (\$CDN)</b>
1 Spring Hunt Survey	20,050		
2 Feedback Letter	2,500		
3 Screening Letter Card	33,500		
4 SCS Mailing	4,500		
5 Woodcock Wing Envelope Mailing	300		
6 Murre Wing Envelope Mailing	200		
7 Harvest Questionnaire Survey	74,000		
8 Postage Costs Related to the Spring Goose Hunt Survey for American addresses (Western Canada portion)	3,200		
9 Postage Costs Related to the Harvest Questionnaire Survey for American addresses.	6,500		
<b>Total (excluding tax):</b>			

Option Period 1 – April 1, 2020 to March 31, 2021

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Mailing Item</b>	<b>Maximum Production Quantities (each)</b>	<b>Cost per Item (\$CDN)</b>	<b>Extended Price A x B (\$CDN)</b>
1 Spring Hunt Survey	20,050		
2 Feedback Letter	2,500		
3 Screening Letter Card	33,500		
4 SCS Mailing	4,500		
5 Woodcock Wing Envelope Mailing	300		
6 Murre Wing Envelope Mailing	200		
7 Harvest Questionnaire Survey	74,000		
8 Postage Costs Related to the Spring Goose Hunt Survey for American addresses (Western Canada portion)	3,200		
9 Postage Costs Related to the Harvest Questionnaire Survey for American addresses.	6,500		
<b>Total (excluding tax):</b>			

Option Period 2 – April 1, 2021 to March 31, 2022

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Mailing Item</b>	<b>Maximum Production Quantities (each)</b>	<b>Cost per Item (\$CDN)</b>	<b>Extended Price A x B (\$CDN)</b>
1 Spring Hunt Survey	20,050		
2 Feedback Letter	2,500		
3 Screening Letter Card	33,500		

4	SCS Mailing	4,500		
5	Woodcock Wing Envelope Mailing	300		
6	Murre Wing Envelope Mailing	200		
7	Harvest Questionnaire Survey	74,000		
8	Postage Costs Related to the Spring Goose Hunt Survey for American addresses (Western Canada portion)	3,200		
9	Postage Costs Related to the Harvest Questionnaire Survey for American addresses.	6,500		
			<b>Total (excluding tax):</b>	

Option Period 3 – April 1, 2022 to March 31, 2023

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Mailing Item</b>	<b>Maximum Production Quantities (each)</b>	<b>Cost per Item (\$CDN)</b>	<b>Extended Price A x B (\$CDN)</b>
1 Spring Hunt Survey	20,050		
2 Feedback Letter	2,500		
3 Screening Letter Card	33,500		
4 SCS Mailing	4,500		
5 Woodcock Wing Envelope Mailing	300		
6 Murre Wing Envelope Mailing	200		
7 Harvest Questionnaire Survey	74,000		
8 Postage Costs Related to the Spring Goose Hunt Survey for American	3,200		

<p>addresses (Western Canada portion)</p> <p>9 Postage Costs Related to the Harvest Questionnaire Survey for American addresses.</p>	<p>6,500</p>		
<b>Total (excluding tax):</b>			

Initial Contract Period Total (excluding tax)  
Option Period 1 (excluding tax)  
Option Period 2 (excluding tax)  
Option Period 3 (excluding tax)  
**Total of all Periods (excluding tax)**

**ANNEX C  
SCHEDULE OF MILESTONES**

<b>Mailing Item</b>	<b>Maximum Item Quantities (each)</b>	<b>Mailing Date (of the respective year) of first wave (and last wave, if different)</b>
1 <b>Spring Hunt Survey*</b>	20,050	April 10 (June 9)
2 <b>Feedback Letter*</b>	2,500	3 <sup>rd</sup> week of June
3 <b>Screening Letter Card*</b>	33,500	3 <sup>rd</sup> week of June
4 <b>SCS Mailing*</b>	4,500	August 15 (until mid-Dec)
5 <b>Woodcock Wing Envelope Mailing*</b>	300	August 31
6 <b>Murre Wing Envelope Mailing*</b>	200	September 15
7 <b>Harvest Questionnaire Survey***</b>	74,000	3 <sup>rd</sup> week of November and Late January or early February

\*Mailings not required for 2018

\*\*\*Items may be required for 2018, depending upon contract award date (Technical Authority to confirm).

## ANNEX D SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

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		2. Branch or Directorate / Direction générale ou Direction	
ECCC		CWS / ARA / ARP	
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			
The National Harvest Survey is a Canadian Wildlife Service (CWS) program designed to provide annual harvest estimates of migratory game birds in Canada by sport hunters. Random samples of hunters are selected for the Harvest Questionnaire and the Species Composition surveys. These two surveys are used to obtain information on hunting activities and on the species harvested by hunters. Seven mailings are required throughout the year to conduct the surveys, which involve the printing, mail merging and assembly of survey materials by using artwork files, mailing lists			
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
8. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>			
Restricted to: / Limité à: <input checked="" type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays: Canada	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED







Contract Number / Numéro du contrat [REDACTED]
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 / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : Protected A

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 / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel : [REDACTED]  
Document Number / Numéro du document : [REDACTED]

**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 EMBLEMES			

Special comments:  
Commentaires spéciaux : [REDACTED]

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	OSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		OSMIC TOP SECRET TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**ANNEX E  
NON-DISCLOSURE CERTIFICATION**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ **(to be disclosed at contract award)** between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_ **(to be disclosed at contract award)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date