

## **Request for Proposals (RFP):**

### **1. Definition of requirement:**

A review of the Canada Revenue Agency (CRA) Print to Mail (PTM) production has been completed and while the volumes of printed output are decreasing, there is a need to maintain the CRA's PTM production capability for several more years.

To ensure operational requirements are met SSC has a need to replace the current installed base of insertion equipment supporting cut sheet production output in CRA's Winnipeg and Summerside sites.

CRA produced a total of over 87 million mail pieces in fiscal 2016/2017 in the two CRA national print and mail production sites. It is anticipated that this volume will reduce over time as printed output migrates to electronic formats. CRA operates a total of six (6) Bowe Bell & Howell inserters located at the two CRA National Print and Mail Production Sites in Winnipeg, Manitoba and Summerside, Prince Edward Island (3 inserters per site).

Only one Contract will be awarded pursuant to this Solicitation.

This bid solicitation is being issued by SSC. The resulting contract will be used by SSC to provide shared services to the Canada Revenue Agency (CRA). It is intended to result in the award of a contract for a period of four (4) years, plus three (3) one-year irrevocable options allowing Canada to extend the term of the contract. This bid solicitation does not preclude Canada from using another method of supply for entities of the Government of Canada with the same or similar needs.

On May 28, 2012, the Government of Canada announced on the Government Electronic Tendering Service that it had invoked the National Security Exception under the trade agreements in respect of procurements related to email, networks and data centres for Shared Services Canada. As a result, this requirement is subject to the National Security Exception.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01, Integrity Provisions - Bid of Standard Instructions 2003 - Goods or Services - Competitive Requirements.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement: see Part 5 – Certifications, Part 7 – Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity – Certification.”

There is a supply chain integrity requirement associated with this requirement, see Part 2, article 2.10 Part 3, article 3.5, Part 4, article 4.2, and Part 7, article 7.19 for additional information.

The RFP includes a provision for the Bidder to provide a trade-in price for Canada-owned existing inserters.

### **2. Procurement Modernization Pilot Project**

#### **SSC's Agile Bid Compliance (ABC) process – Pilot for Two Bid Closing Dates:**

SSC is running a ABC process involving a Preliminary Closing Date and a Final Closing Date. SSC will conduct a preliminary evaluation of technical mandatory requirements and provide a Preliminary Evaluation Notice to bidders to consider before submitting their bids on the Final Closing Date. Participation by bidders is mandatory.

This ABC process is intended to increase the diversity of bidders on government contracts, in particular businesses owned or led by Canadians from under-represented groups, such as women, Indigenous Peoples, persons with disabilities, and visible minorities, who may have less experience submitting bids. It is intended to increase the accessibility of the procurement system to such groups and increase the capacity of these groups to participate in the system now and in the future by providing them with the opportunity to address deficiencies in their bids before the Final Closing Date.

This ABC process is also intended to support the goal of best value for Canada, by increasing the number of bids eligible for contract award. This ABC process has this in common with the Public Services and Procurement Canada Phased Bid Compliance Process, but is distinct because it involves two separate

closing dates. For any bidder that has participated in SSC's pilot for the Pre-Bid Compliance Check, please note that the current process is distinct from the SSC's Pre-Bid Compliance Check process.

As SSC will be evaluating the success of this ABC process, bidders are encouraged to submit their comments regarding this process. Bidders may submit their questions and comments to the Contracting Authority at [Alain.St-Amour@Canada.ca](mailto:Alain.St-Amour@Canada.ca). Canada may also request that the bidder complete a survey regarding its experience.

### **3. Security requirement:**

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # NPP2019-01**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
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 CISD/PWGSC.
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 at the level of PROTECTED B, including an IT Link at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide, attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition)

### **4. Trade Agreements:**

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), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Colombia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force, and the Agreement on Internal Trade (AIT).

Comprehensive Land Claims Agreements (CLCAs) do not apply as all the goods and services shall be delivered in regions not covered by Land Claim Agreements.

### **5. Solicitation closing dates for submissions:**

**The Preliminary closing date for a submission of Proposal:** February 19, 2019 @ 2:00, PM Eastern Standard Time (EST)

**The Final closing date for a submission of Proposal:** March 5, 2019 @ 2:00, PM Eastern Standard Time (EST)

### **6. Bidder Inquiries:** Suppliers may inquire or submit emails to:

Alain St-Amour  
Procurement and Vendor Relationships  
[alain.st-amour@canada.ca](mailto:alain.st-amour@canada.ca)