



**RETURN RESPONSES TO /
RETOURNER LES RÉPONSES À:**

Shared Services Canada |
Services partagés Canada
180, rue Kent Street,
13th Floor / 13^e étage
P.O. Box 9808, STN T CSC /
CP 9808, succursale T CSC
Ottawa, Ontario K1G 4A8

Email Address / Courriel:
alain.st-amour@canada.ca

**REQUEST FOR PROPOSAL/ DEMANDE DE
PROPOSITION**

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

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

COMMENTS - COMMENTAIRES

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT / CE DOCUMENT CONTIENT DES
EXIGENCES RELATIVES À LA SÉCURITÉ

**ISSUING OFFICE / BUREAU DE
DISTRIBUTION:**

SSC|SPC

Procurement and Vendor Relationships |
Achats et relations avec les fournisseurs
Transformation Initiatives |
Initiatives de transformation

180, rue Kent Street,
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Ottawa, Ontario K1G 4A8

Title / Sujet Print Insert and Mail Workflow Service	
Solicitation No. / Numéro de l'invitation AMENDMENT 001 PW-19-00860484	Date February 1, 2019
Client Reference No. / No de référence du client 18 - 76324	
Requisition No. / Numéro de la demande 18 - 76324	
Preliminary Closing Date – L'invitation préliminaire prend fin – le March 5, 2019 at – à 2:00 P.M. Eastern Standard Time (EST)- 14 :00 Heure normale de l'Est (HNE)	
Final Closing Date - L'invitation prend fin – le March 20, 2019 at – à 2:00 P.M. Eastern Standard Time (EST) - 14 :00 Heure normale de l'Est (HNE)	
Address Inquiries to Adresser toutes questions à: Alain St-Amour Procurement and Vendor Relationships	Buyer Id Id de l'acheteur
Telephone No. – N° de téléphone : (613) 293-2923	
Email - Courriel alain.st-amour@canada.ca	
Delivery required - Livraison exigée See Herein / Voir aux présentes	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) Signature _____ Date _____	



This amendment 001 is raised to answer questions and extend the Preliminary Closing Date to March 5, 2019 at 2 pm and the Final Closing Date to March 20, 2019 at 2 pm. This amendment is effective immediately and will form part of the contractual documents.

1- Questions and answers:

<p>Question 1: We are Canada's leading transactional communications provider responsible for creating and delivering transactional content across: banking, provincial government, payroll, utility and insurance sectors. Is this request for print services for R122C – restricted to an <u>on-site</u> facility managed solution for MICR/print and mail production at SSC facilities or is Shared Services Canada also open to considering an outsourced model for all in scope services?</p> <p>We need to understand the answer to this question to determine if we will participate or not in this opportunity as (Supplier) provides outsourced communication services on behalf of our client base.</p>
<p>Answer to question 1: Our current Client Service Level Agreements and Canadian Government Security requirements do not allow us to consider an “outsourced model for all in scope services” at this time.</p>
<p>Question 2: Could you please confirm that this RFP's stated requirements include the creation and implementation of a turn key solution that includes: Software, Servers, Printers, Insertion Support, Service Maintenance and Training on site at the existing facilities of PSPC, to be operated by PSPC staff?</p>
<p>Answer to question 2: The contractor will be required to provide all equipment, software, consumables (excepting paper which will be supplied by PSPC) and all other items required to meet the stated requirements of this Request for Proposal (RFP) on site at the existing PSPC Print Centers in Quebec City and Winnipeg. While the contractor will be responsible for all maintenance and repair activities under the contract PSPC will provide all operations personnel.</p>
<p>Question 3: Will PSPC consider an alternate solution of services provided in cities other than Quebec City and Winnipeg?</p>
<p>Answer to question 3: No, the requirement is for the services to be provided at the existing PSPC Print Centers in Quebec City and Winnipeg.</p>
<p>Question 4: I am requesting the following extensions : 1) Preliminary Closing Date - February 22nd, 2019 at 2 pm 2) Final Closing Date - March 22nd, at 2 pm</p>
<p>Answer to question 4: Canada extends the preliminary and final closing dates to: 1) Preliminary Closing Date – March 5, 2019 at 2 pm 2) Final Closing Date – March 20, 2019 at 2 pm</p>



Question 5:

Our technical team would like to have the opportunity to visit both production sites.

The purpose of the visits is to better understand the applications are currently, physical space and the various barriers in the environment and also to ensure that the route of the documents will be optimal.

By way of documents, I mean, the receipt of paper rolls, storage to the printer and finally to the incerters.

We have a lot of equipment configuration as possible and we want to ensure that we have a configuration that will optimize the ergonomics of work for your employees?

Answer to question 5:

Canada accepts the request to visit each of the sites. Access to the sites will be made available on February 11, 2019 in Quebec City, Quebec and on February 13, 2019 in Winnipeg, Manitoba.

After a brief tour of the facility, a video conference with the management of the service will be established to answer any questions. All visitors for each site will be registered with security. Each site can accommodate a maximum of 10 visitors, and Canada reserves the right to limit the number of representatives from each potential vendor.

Vendors intending to attend one or two site visit(s) must notify the Contracting Authority, alain.st-amour@canada.ca indicating their intention before February 6, 2019 à 5:00 P.M. for each site visit.

1- RFP amendment:

At: PART 2 BIDDER INSTRUCTIONS:

Insert:

Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on February 11, 2019 in Quebec City, Quebec and on February 13, 2019 in Winnipeg, Manitoba. Bidders must communicate with the Contracting Authority before February 6, 2019 à 5:00 P.M. for each scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be issued as an amendment to the bid solicitation.

All other terms and conditions remain unchanged