

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

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

Public Services and Procurement Canada (PSPC), National Print Portfolio (NPP) currently produces over 30 bulk mailing payment products on behalf of the Receiver General for Canada (e.g. Canada Pension Plan, Old Age Security, Tax Refunds, GST Credits, Child Tax Benefits, etc.). Mail pieces are combined with inserts, enveloped, and dispatched by two (2) print production sites across Canada. These centers are located in Quebec City and Winnipeg.

Currently, each production facility is equipped with two print lines. Each print line is comprised of two (2) Roll to Fold MICR Infoprint 4000 ID1/2 engines, for a total of 4 print lines and 8 print engines. (Engine 1 in each line is MICR toner and engine 2 is normal toner.) Additionally each production facility is equipped with six Bowe, Bell & Howell 3500 inserters, for a total of 12 devices. Most of the equipment has exceeded its recommended usage and that poses a risk to PSPC's ability to meet its commitments.

Instead of just replacing the existing equipment at the print centers PSPC has opted to contract for a fully integrated, turnkey service to meet all print, insertion and mailing requirements. 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).

This turnkey service is to be offered on an all-in (excepting for paper) cost per foot basis.

Only one contract will be awarded pursuant to this solicitation.

This solicitation is intended to result in the award of a contract for a period of five (5) years, plus five (5) 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.

### **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 (CColFTA), 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:** March 5, 2019 @ 2:00, PM Eastern Standard Time (EST)

**The Final closing date for a submission of Proposal:** March 20, 2019 @ 2:00, PM Eastern Standard Time (EST)

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

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