



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des soumissions - TPSGC**

**11 Laurier St./11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**SOLICITATION AMENDMENT**

**MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Communication Publications	
<b>Solicitation No. - N° de l'invitation</b> 23483-191160/A	<b>Amendment No. - N° modif.</b> 003
<b>Client Reference No. - N° de référence du client</b> 23483-19-1160	<b>Date</b> 2019-06-18
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-011-77024	
<b>File No. - N° de dossier</b> cw011.23483-191160	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-06-21</b>	<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Leblanc, Marc-André	<b>Buyer Id - Id de l'acheteur</b> cw011
<b>Telephone No. - N° de téléphone</b> (613) 998-1966 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation  
23483-191160/A  
Client Ref. No. - N° de réf. du client  
23483-191160

Amd. No. - N° de la modif.  
003  
File No. - N° du dossier  
cw011. 23483191160

Buyer ID - Id de l'acheteur  
CW011  
CCC No./N° CCC - FMS No./N° VME

---

**This Amendment 003 is issued to answer bidder questions.**

**2) 2.2 Material Reception and Management**

Upon receipt of NRCan material, the Contractor must:

Verify all boxes or materials received at the warehouse to ensure that the quantities and titles indicated on the boxes match the contents.

**2a) What percentage of the boxes have to be checked?**

To ensure an accurate opening inventory count, all of the boxes, or 100% of the boxes should be checked for accuracy of quantity and title of contents.

**2b) Is there a specific pricing item that is used to charge for this service? Hourly rate?**

This could fall under B.4.4.1 as part of Receiving Items for Inventory.

**2c) Would this be chargeable based on information provided in section B.4.4.3 of the Annex B Basis of Payment?**

See response to second part of this question.

**3) 3.4 Re-development – Ordering System Interfaces**

The requirement to incorporate additional publications available only in electronic formats (are these being hosted on the Contractor site or the Natural Resources Canada site?) please see 3.4.4.

**3.4.4. External Interface**

The system must allow the NRCan Project Authority to enter/upload publications that are only available in electronic format (presently HTML and PDF). The system must permit the public to view and/or download these PDF documents as well as order the other publications that are available in other formats. The ability of the NRCan Project Authority to enter/upload publications that are only available in electronic format is to be at no extra charge to NRCan.

**3a) If this requirement is being hosted on the NRCan site then the files can be uploaded by NRCan personnel at any time at no charge.**

It is a requirement that electronic publications be available for download for the public. In general HTML publications will be hosted on the NRCan site. PDF versions of printed publications will be hosted on the contractor's site, so that the public has access to alternate versions from the same interface.

**3b) If these are items that will be stored by the contractor and shipped when ordered then each item will have to be added to the contractor site and this is chargeable.**

Physical paper publications will be stored and shipped by the contractor when ordered and charged accordingly.

**3c) If there are publications that are hosted on the contractor site they must be provided to the contractor to load as per NRCan's instructions.**

All electronic publications to be hosted on the contractor site will be provided to the contractor on transition and when added to the catalogue.

**4) There will be (4) external sites. The fourth site (Canadian Forestry Service) will continue to be maintained by internal NRCan staff and checked by the Contractor on a regular basis for orders of stock in the warehouse. In this case the Contractor must enter the orders into the Contractor's system, process and update in the Canadian Forestry Service system as complete once shipped. This may change at a later date to work similar to the above sites.**

**4a) Please provide more clear information on this process. If the fourth site is an NRCan site that is being hosted by NRCan how is to be accessed and checked by the contractor for orders? How regularly will this**

Solicitation No. - N° de l'invitation  
23483-191160/A  
Client Ref. No. - N° de réf. du client  
23483-191160

Amd. No. - N° de la modif.  
003  
File No. - N° du dossier  
cw011. 23483191160

Buyer ID - Id de l'acheteur  
CW011  
CCC No./N° CCC - FMS No./N° VME

be required to be checked? How is the contractor to update the CFS system once completed? How is this service charged?

The Canadian Forest Service (CFS) public interface is hosted by NRCan but the inventory is stored at the contractor's warehouse. The contractor is responsible for maintaining inventory levels for CFS publications. The public facing ordering site and the contractor's inventory are linked in that when someone orders a publication, the order goes directly to the contractor for fulfillment. The contractor should charge for fulfillment according to their contracted rate for this service. Since we are currently re-evaluating needs in terms of online access to its publications, if redeveloped, these processes may change as agreed by the contractor and NRCan during the redevelopment.

**5) 6.1 Short Run Printing and Copying – if and when requested**

In the specifications for paper it indicates unless specified, NRCan will use papers with a post-consumer waste content of 50%.

**5a)** This would limit the use to the 100% post-consumer waste content Enviro100 papers. There are a few options of 30% post-consumer waste content papers available if the specifications can be adjusted. Can a stock other than Enviro100 be quoted? We will require the weight of stock to be quoted.

It also indicates that binding may include folding in half or accordion fold but there is nothing in the Basis of Payment to indicate the cost for these services.

\*Unless specified, NRCan will use papers with a post-consumer waste content of **a minimum of 50%**. The qualifier “\*Unless specified,” allows for the other options, when specified. The stock weight should be standard text weight for digital printing of factsheets.

**6) In the Annex B – Basis of Payment**

Section B.4.1.2 Additional Internet Ordering Interfaces for Other NRCan Sectors

**6a)** Does this interface mirror the initial interface setup? Will there be unique products and users for these interfaces?

If needed, this interface would be similar to the initial interface setup. There would be unique products and users.

END OF AMENDMENT 003