



**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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Security Printing 1346 and 1442	
Solicitation No. - N° de l'invitation B8297-200035/B	Date 2019-11-21
Client Reference No. - N° de référence du client B8297-200035	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-011-78046	
File No. - N° de dossier cw011.B8297-200035	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-12-23	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Leblanc, Marc-André	Buyer Id - Id de l'acheteur cw011
Telephone No. - N° de téléphone (873) 354-5948 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Destination	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Letter of Interest Letter of Interest to advise of security requirements	Total		1	Each	\$	XXXXXXXXXXXX			
2	Visas and 1442 forms - Security Pr inting	Total		1	Each	\$	XXXXXXXXXXXX			

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS.....	4
PART 2 - BIDDER INSTRUCTIONS	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
2.6 BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	6
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS	7
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	14
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	15
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....	16
6.1 SECURITY REQUIREMENTS	16
6.2 FINANCIAL CAPABILITY	16
PART 7 - RESULTING CONTRACT CLAUSES	17
7.1 STATEMENT OF WORK.....	17
7.2 STANDARD CLAUSES AND CONDITIONS.....	17
7.3 SECURITY REQUIREMENTS	17
7.4 TERM OF CONTRACT	18
7.5 AUTHORITIES	19
7.6 BASIS OF PAYMENT	19
7.12 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	23
7.13 APPLICABLE LAWS.....	23
7.14 PRIORITY OF DOCUMENTS	23
7.11 INSURANCE REQUIREMENTS.....	23
7.12 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	23
ANNEX A	24
STATEMENT OF WORK	24
ANNEX A	24
STATEMENT OF WORK	24
ANNEX B	35
BASIS OF PAYMENT	35
ANNEX C	39
SECURITY REQUIREMENTS CHECK LIST	39
APPENDIX 1 TO PART 3 OF THE BID SOLICITATION.....	43

Solicitation No. - N° de l'invitation
B8297-200035/B
Client Ref. No. - N° de réf. du client
B8297-200035

Amd. No. - N° de la modif.
File No. - N° du dossier
cw011. B8297-200035

Buyer ID - Id de l'acheteur
cw011
CCC No./N° CCC - FMS No./N° VME

ELECTRONIC PAYMENT INSTRUMENTS	43
APPENDIX 1 TO PART 5 OF THE BID SOLICITATION.....	62
CERTIFICATIONS AND ADDITIONAL INFORMATION	62
ANNEX D	67
SECURITY GUIDE	67

PART 1 - GENERAL INFORMATION

1.1 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 and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial 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 Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, and any other annexes.

1.2 Summary

- 1.2.1 Immigration, Refugees and Citizenship Canada (IRCC) is requiring a Contractor to provide Offset printing incorporating security printing techniques including rainbow printing, optically variable inks, chemically variable inks, Intaglio printing, hot foil stamping, serial numbering, warehousing, distribution, inventory control, order processing, invoicing, order fulfillment, tracking, reporting, and destruction, and delivery services via Armored vehicle of two Forms. The two Forms involved in this contract are the IMM 1346 B and the IMM 1442 B. These forms are used for the immigration product lines.
- 1.2.2 The printing of IRCC Secret Documents must be done in strict accordance with the Statement of Work including Detailed Specifications and the Security requirements stated herein and is an essential part of this Contract.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial 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 [Contract Security Program](#) of Public Works and Government Services Canada website.
- 1.2.3 The contract period will be from date of Contract for a period of five years with the irrevocable option to extend the Contract by three periods of one-year each and a one period of four months for the transition.
- 1.2.4 The requirement is limited to Canadian services.

- 1.2.5 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).
- 1.2.6 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.7 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 1.2.8 The Phased Bid Compliance Process applies to this requirement.

1.3 Debriefings

- 1.3.1 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- 2.1.1 All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [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.
- 2.1.2 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.
- 2.1.3 The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification:
- 2.1.3.1 Section 05 (2018-05-22) Submission of bids, paragraph 4, delete 60 days and replace with 120 days.
- 2.1.4 If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

- 2.3.1 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required in Appendix 2 to PART 5 of the bid solicitation 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.

2.4 Enquiries - Bid Solicitation

2.4.1 All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

2.4.2 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.

2.5 Applicable Laws

2.5.1 Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

2.5.2 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.

2.6 Basis for Canada's Ownership of Intellectual Property

The Department of Citizenship and Immigration 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: 6.5 Where the Foreground IP consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

3.1.1 If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with paragraph 2 of section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

3.1.2 The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

3.1.3 If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid as follows:

Section I: Technical Bid (1 hard copy and 1 soft copy on USB key)
Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)
Section III: Certifications (1 hard copy and 1 soft copy on USB key)

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

- 3.1.4.1 use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- 3.1.4.2 use a numbering system that corresponds to the bid solicitation.

3.1.5 To assist Canada in reaching its objectives in accordance with the [Policy on Green Procurement](#) issued in April 2006, which directs federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement, bidders should:

- 3.1.5.1 use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 3.1.5.2 use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

3.1.6 If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

3.1.7 If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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

3.2 Section I: Technical Bid

- 3.2.1 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.
- 3.2.2 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.
- 3.2.3 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.

3.3 Section II: Financial Bid

- 3.3.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.
- 3.3.2 The total amount of Applicable Taxes must be shown separately.
- 3.3.3 Electronic Payment of Invoices – Bid:
- 3.3.3.1 If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Appendix 1 to Part 3 of the bid solicitation – Electronic Payment Instruments, to identify which ones are accepted.
- 3.3.3.2 If Appendix 1 to Part 3 of the bid solicitation – Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- 3.3.3.3 Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.4 Section III: Certifications

- 3.4.1 Bidders must submit the certifications and additional information required under Part 5 and, as applicable, any associated documentation and additional information. To do so, Bidders must complete Appendix 1 to Part 5 of the bid solicitation – Certifications.

3.5 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- 3.5.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- 3.5.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- A. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- B. An evaluation team composed of representatives of Canada will evaluate the bids.
- C. Canada will also use the Phased Bid Compliance Process described below.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2018-07-19) General

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly

provides for this right, or in the circumstances described in subsection (c).

- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.1.1.2 (2018-03-13) Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2018-03-13) Phase II: Technical Bid

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional

information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

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- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

4.1.2 Technical Evaluation:

4.1.1.2 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding;

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive;

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

4.1.2.2 Mandatory Technical Criteria are included in Appendix 1 to Part 4 of the bid solicitation – Mandatory Technical Criteria.

4.1.2.3 Point Rated Technical Criteria are included in Appendix 2 to Part 4 of the bid solicitation – Point Rated Technical Criteria.

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

4.1.3 Financial Evaluation:

4.1.3.1 Financial Bid Evaluation

For evaluation purposes only, the following yearly estimated quantities will be used by the Contracting Authority to calculate the TOTAL AGGREGATE PRICE (TAP). The TAP will be evaluated on the total requirement, including option years, using the firm all-inclusive rates proposed by the Bidder in Annex B. The annual quantities for evaluation purposes only are:

A	B – Requirement	C - Unit	D - Frequency	Firm all-inclusive rates multiplied by (column D) Frequency
1	Printing of 1 million IMM 1442B	Per print run of 1,000,000 forms	1 per year x 5 years = 5	
2	Printing of 1.5 million IMM 1346B	Per print run of 1,500,000 forms	1 per year x 5 years = 5	
3	Warehousing and Order Processing	Per Month	12 months x 5 years = 60 months	
4	System Maintenance and Support	Per Month	12 months x 5 years = 60 months	

4.1.3.2 Calculation of Cost per Point

To determine the value of the Bidders' cost per point, the total evaluated aggregate price as calculated in 4.1.2.1 Financial Bid Evaluation, will be divided by the points obtained for its technical bids.

4.2 Basis of Selection

4.2.1 To be declared responsive, a bid must:

- 4.2.1.1 Comply with all the requirements of the bid solicitation;
- 4.2.1.2 Meet all mandatory technical evaluation criteria; **and**
- 4.2.1.3 Obtain a minimum of 50% for the point rated criteria R.1, and R.4, a minimum of 75% for point rated criterion R.2 and a minimum of 60% for point rated criterion R.3 and obtain a minimum of 75% overall for all of the point rated criteria.

4.1.2 The responsive bid with the lowest evaluated cost per point will be recommended for award of a contract.

Solicitation No. - N° de l'invitation
B8297-200035/B
Client Ref. No. - N° de réf. du client
B8297-200035

Amd. No. - N° de la modif.
File No. - N° du dossier
cw011. B8297-200035

Buyer ID - Id de l'acheteur
cw011
CCC No./N° CCC - FMS No./N° VME

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Bidders must provide the required certifications and additional information to be awarded a contract.
- 5.2 The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default 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.
- 5.3 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 will render the bid non-responsive or constitute a default under the Contract.
- 5.4 Bidders must submit all their certifications required under Appendix 1 to PART 5 – Certifications and Additional Information as part of their bid.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1 At the date of bid closing, the following conditions must be met:

6.1.1.1 the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

6.1.1.2 the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;

6.1.1.3 As indicated in Annex C, the bidder must provide the organization security information;

6.1.1.4 As indicated in Annex C, the bidder must provide the security information for each proposed individual requiring access to classified or protected information, assets or sensitive work sites;

6.1.1.3 the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;

6.1.1.4 the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2 Before contract award, the following conditions must be met:

6.1.2.1 The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. The Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

6.1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Financial Capability

6.2.1 *SACC Manual* clause [A9033T](#) (2012-07-16) Financial Capability is incorporated by reference into and form part of the bid solicitation.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must provide the items detailed under Annex A, Statement of Work.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

[2030](#) (2018-06-21), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

7.3 Security Requirements

The following security requirement check list (SRCL) and related clauses applies and form part of the Contract:

7.3.1 Personnel Security Screening

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document Safeguarding and Production Capabilities at the level of **SECRET**, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to **CLASSIFIED/PROTECTED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET or Reliability, as required**, granted or approved by the CSP/ISS/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP/ISS/PWGSC, the Contractor/ personnel MAY NOT HAVE ACCESS to **CLASSIFIED/PROTECTED** information or assets, and MAY NOT ENTER sites where such information or assets are kept, without an escort.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive **CLASSIFIED/PROTECTED** information until the CSP/ISS/PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of **PROTECTED B..**
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
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).

NOTE: There are multiple levels of personnel security screenings associated with this file. In this instance, a Security Classification Guide must be added to the SRCL clarifying these screenings. The Security Classification Guide is normally generated by the organization's project authority and/or security authority.

7.3.2 Contractor's Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

7.3.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the contract is from contract award date to June 30, 2025.

7.4.2 Option to Extend the Contract

7.4.2.1 The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods 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.

7.4.2.2 Canada may exercise these options at any time by sending a written notice to the Contractor at least 90 calendar days before the expiry date of the Contract. These options may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Transition Period

7.4.3.1 The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of four (4) months under the same conditions to ensure the required transition. 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.

7.4.3.2 The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marc-André Leblanc
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Communications Procurement Directorate
Address: 360 Albert Street, Ottawa, ON

Telephone: 873-354-5948
E-mail address: Marc-Andre.LebLANC@tpsgc-pwgsc.gc.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.

7.5.2 Project Authority

The Project Authority will be identified in the resulting contract.

The Project Authority 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 Project Authority; however, the Project 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.

7.5.3 Contractor's Representative

The Contractor's Representative will be identified in the resulting contract.

7.6 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices as specified in Annex B – Basis of Payment.

The Parties agree that the prices set out in Annex B represent the complete prices chargeable by the Contractor for providing all of the Services (including all labour, equipment, parts, infrastructure, overhead and any other costs associated with implementing and providing the services) and Products (including all equipment, software and components required for the Products to function in accordance with the Contract) described in Annex A – Statement of Work. The Contractor must not add any other charges of any type or for any reason to invoices rendered under this Contract. For further clarification, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.6.1 Printing: For document printing services, the Contractor will be paid a price per lot, as detailed in Annex B. The Contractor may invoice Canada for completed documents as they are delivered to inventory.

7.6.2 Redesign and/or Revisions: For document redesign and/or revisions services, the Contractor will be paid an all-inclusive price per:

- 7.6.2.1 Set of plates for Intaglio Plates;
- 7.6.2.2 Plate for Offset Plates; and
- 7.6.2.3 Set for Dies.

as detailed in Annex B. The Contractor may invoice Canada for completed redesign and/or revisions.

7.6.3 Set-Up of the IMS: For the setting-up the IMS, the Contractor will be paid a price per lot, as detailed in Annex B. The Contractor may invoice Canada for completed set-up.

7.6.4 Inventory Management System (IMS) Maintenance and Support: For IMS maintenance and support services, the Contractor will be paid on a monthly basis, at an all-inclusive monthly rate on a monthly basis, as detailed in Annex B.

7.6.5 Warehousing and Order Processing: For warehousing and order processing services, the Contractor will be paid on a monthly basis, at an all-inclusive monthly rate, as detailed in Annex B.

7.6.6 Miscellaneous Services Related to the Contract: For miscellaneous services related to the Contract, the Contractor will be paid an all-inclusive hourly rate, as detailed in Annex B.

7.6.7 Shipping: For shipping services, the Contractor will be paid the actual rate charged for shipping to destination by the Secure Armored Transportation company with no mark-up, as detailed in Annex B. The Contractor may invoice Canada upon receipt of the company's invoice, to which confirming documentation of the material's delivery from the company must be attached.

7.7 Billing and Invoicing Instructions

7.7.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.

7.7.2 The Contractor must bill on a monthly basis for warehousing and order processing, for system maintenance and support as well as for miscellaneous services related to the contract. The Contractor's invoice must include a cover invoice showing total charges for the month and the following documents:

(a) For orders fulfillment: all the packing slips of orders fulfilled and a certified copy of the prepaid bill of the shipping companies (as appropriate). The shipping companies invoice must itemize the following for each individual order:

- i) Destination name and address;
- ii) Type(s) of Forms;
- iii) Number of units shipped;
- iv) Gross weight;
- v) Delivery cost per order;

- vi) Date of shipment;
- vii) Taxes; and
- viii) Total cost per order.

- (b) For system maintenance and support: the invoice for that specific task must include the date, time and question received during the month and the time it took to remedy the problem.
- (c) For miscellaneous services: the date of each service rendered with a description of services, the address and a copy of the time sheets for each employee.

7.7.3 The Contractor must bill for the total amount of printed product entered into inventory following the completion of all production processes. The Contractor must include the start and end serial numbers of the Key Controlled Form being added to the inventory. The Contractor must also bill upon completion of redesign and/or revisions and set-up of IMS.

7.7.4 The Contractor must provide the original of each invoice to the Technical Authority identified under the section entitled "Authorities" of the Contract for certification and payment and a copy to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.8 Method of payment

7.8.1 Where the Basis of Payment provides for payment per unit, Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- 7.8.1.1 an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- 7.8.1.2 all such documents have been verified by Canada; and
- 7.8.1.3 the Work delivered has been accepted by Canada.

7.8.2 Where the Basis of Payment provides for a monthly rate, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- 7.8.2.1 an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- 7.8.2.2 all such documents have been verified by Canada; and
- 7.8.2.3 the work performed has been accepted by Canada.

7.9 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.10 Limitation of Expenditure

7.10.1 Canada's total liability to the Contractor under the Contract must not exceed \$ _____.
Customs duties are included and Applicable Taxes are extra.

7.10.2 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:

7.10.2.1 when it is 75 percent committed, or

7.10.2.2 four (4) months before the contract expiry date, or

7.10.2.3 as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

7.10.3 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.

7.11 Discretionary Audit

7.11.1 The following are subject to government audit before or after payment is made:

7.11.1.1 The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.

7.11.1.2 The accuracy of the Contractor's time recording system.

7.11.1.3 The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).

7.11.1.4 Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

7.11.2 Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.11.3 The Technical Authority reserves the right to audit the IMS for accuracy against the contents of the warehouse with prior established 48-business hour notification. To that end, the Contractor must provide access at the warehouse to the Technical Authority. Any infractions within the security system that are detected by the Contractor must be immediately (by **no later than the close of business on the next business day**) reported to The Technical Authority.

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.14 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) the 4007 (2010-08-16), Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the 2030 (2018-06-21), General Conditions - Higher Complexity - Goods;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Security Guide;
- (h) the Contractor's bid dated _____.

7.15 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.16 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.

ANNEX A

STATEMENT OF WORK

ANNEX A

STATEMENT OF WORK

1. OBJECTIVES

Immigration, Refugees and Immigration Canada (IRCC) is requiring printing, order fulfillment, warehousing and distribution of two Key Controlled Forms (Forms) and all associated actions thereof.

2. BACKGROUND

The Technical Authority is IRCC, Transformation and Digital Solutions Sector (TDSS), Digital Strategy Branch, Forms Management. The clients are delegated Forms Control Officers (FCO) in IRCC and non-IRCC offices in Canada and to IRCC offices abroad. The two Forms involved in this contract are the IMM 1346 B and the IMM 1442 B. These Forms are used for the immigration product lines. The IMM 1346 is used in missions abroad to allow foreign nationals to come to Canada on a permanent or temporary resident status. The IMM 1442 is used within Canada for extending temporary resident status.

3. SCOPE

The Contractor must provide security printing, warehousing, order taking, processing and fulfillment, inventory control, tracking, reporting, destruction and distribution services via Armored vehicle to permissible recipients.

4. PRINTING SERVICES AND STOCK REPLENISHMENT

4.1 Standards For All Forms: The production of all printed Forms must comply with the following:

- 4.1.1 Print Quality: The print quality level must be Prestige, in accordance with the [P1010C Quality Levels and Guides for Printing](#).
- 4.1.2 Serial Number: Each Form must bear a unique serial number as described in the design specifications. .
- 4.1.3 Forms Sampling Process: The Technical Authority and the Contractor will develop a sampling process that will be incorporated into and form part of the document specifications. The process will be developed based on design specifications to promote compliance and reduce cost resulting from sample product loss.
- 4.1.4 Press Check process:
 - 4.1.4.1 the Technical Authority, with other Government of Canada subject matter experts (SMEs), will perform a press check at each stage of production to perform quality assurance verification, to confirm that the print run matches design specifications and / or previous reference standards and to establish reference standards for future print runs, by signing and dating these reference standards; and

- 4.1.4.2 These press checks will occur at the production facility of the Contractor. The Contractor must provide a production schedule per print run so that a press check schedule can be established. The Contractor will give a 48 hour notice for exact date and time of press check; the Technical Authority with the other government of Canada specialists must make themselves available during that time, not to delay production.
- 4.1.5 The Contractor will not print any Forms without the written approval of the Technical Authority, as specified in the subsequent Task Authorization.
- 4.1.6 Any of the Forms included in this requirement may have changes made to them, or, may be deleted from the requirement or may be replaced by others over the term of the contract.
- 4.1.7 Print requests for stock replenishment ("reprint") will involve a review of the current print specifications for accuracy as well as a verification of the artwork.
- 4.1.8 Before a reprint of any Form is undertaken, the Contractor must send a Request to Reprint Notification to the Technical Authority.
- 4.1.9 The Contractor must inform the Technical Authority every 6 months of quantities left in stock for each Form to provide adequate time to the Technical Authority to plan for any revisions and/or re-design of the Forms security features as needed;
- 4.1.10 Supply proof of receipt of Forms and samples by the Technical Authority for approval prior to release of stock.
- 4.1.11 Should the Technical Authority revise or cease to distribute a Form in the inventory, the Technical Authority will inform the Contractor in writing of its decision and what actions will be required with whatever stock is left (ex. Destruction, shipping to specified location, or depletion of stock).
- 4.2 Standards For Specific Forms:** In addition to the above, the production of specific Forms must also comply with the following:
- 4.2.1 For IMM 1346 B (01-2019) Canadian Visa
- 4.2.1.1 The print quantity requested per print run are: 4 million, 3 million, 2 million 1.5 million, 1 million or 500k.
- 4.2.1.2 This Form must be comprised of a pressure sensitive optically dead security paper on a backing sheet and must be manufactured by the Contractor in accordance with established design specifications. The Contractor's production process includes the application of an Optically Variable Device (For example: Kinegram™ or equivalent) to each individual Form. The Contractor is solely responsible for managing the supply of Optically Variable Devices (OVDs) and other production materials in sufficient quantities to maintain production. Complete printing specifications will be provided to the Contractor after contract award since it is designated Secret.
- 4.2.1.3 The Contractor is responsible for the testing of the printed image (visible and invisible), adhesion and toner/ink retention before, during and after the print run. Testing will be effected with the aid of a dual wave UV light emitter to verify UV-

specific security features, whereas an infrared camera is required to test for infrared-specific features.

- 4.2.1.4 All testing, proofing, materials and production must comply with signed off reference standards and established design specifications for IMM 1346 B, which are:

Entitled: IMM 1346 B (01-2019) Canadian Visa
Based on Design Specifications: January 2019
Reference standards: June 2019

4.2.2 IMM 1442 B (01-2019) Generic document

- 4.2.2.1 The print quantity requested per print run are: 2 million 1.5 million, 1 million or 500k.
- 4.2.2.2 The Form must be a lithographic/intaglio single sheet document using a secure substrate designed for this application. The manufacturing process includes the application of an OVD. The Contractor is solely responsible for managing the supply of OVDs and other production materials in sufficient quantities to maintain production. Complete printing specifications will be provided to the Contractor after contract award since it is designated Secret.
- 4.2.2.3 All testing, proofing, materials and production must comply with signed off reference standards and established design specifications for the IMM 1442 B, which are:

Entitled: IMM 1442 B (01-2019) Generic Document
Based on Design Specifications: January 2019
Reference standards: June 2019

4.3 Inventory Management – Inventory Levels

- 4.3.1 While keeping in mind the requirements under 5. WAREHOUSING, the Contractor must work with the Technical Authority to establish best practices regarding the quantity to be maintained in the warehouse inventory, the reorder points and reordering time frames.
- 4.3.2 The Contractor must review the inventory for each Key Controlled Form on an ongoing basis and must advise the Technical Authority when reprints of the Forms are required.

4.4 Redesign and/or Revisions

- 4.4.1 The Contractor must develop all design revisions and specifications according to instructions provided by the Technical Authority who will sign off on the final artwork in preparation for printing and/or updating of the print specifications and to establish a production schedule.
- 4.4.2 These files may be supplied to the Technical Authority in either hard copy or electronic format.
- 4.4.3 The Contractor must provide stock replenishment for new or revised forms within a period of one hundred and eighty (180) calendar days following final acceptance and sign off by the Technical Authority of the related artwork ready for printing.

5. WAREHOUSING

-
- 5.1 The Contractor must provide the necessary secure, climate-controlled storage space with a temperature between 68° F/20° C and 76° F/24.4° C and a relative humidity of 35 to 55%.
 - 5.2 The Contractor's facility must be of sufficient size to store 4 million of the IMM 1346B. Inventory should not reach levels lower than 750,000. The contractor's facility must also be sufficient size to store 2,000,000 of the IMM 1442 and inventory should not reach levels lower than 500,000.
 - 5.3 The facility must be secure and have the following number of progressively restrictive areas to control access to the Warehouse area within the Contractor's facility:
 - 5.3.1 Reception: initial point of access control, where Information may be provided or obtained and where access to other secure areas can be controlled.
 - 5.3.2 Security Area: an area with second point of access control and continuous monitoring by one of the following: personnel, security staff or approved technical systems. Security Area must be accessible only through the Contractor's reception area and separated by a secure perimeter.
 - 5.4 All sub-Contractor's employees having access to and/or involved in production functions of the Contractor's work must have been screened and hold a valid security clearance during the Contract Period to the equivalent of Secret clearance in accordance with the Security requirements of this contract.
 - 5.5 The warehouse must have a monitored loading dock for delivery trucks.

6. ORDER TAKING, PROCESSING AND FULFILLMENT

- 6.1 All orders for delivery of the Forms must come from the Technical Authority or the designated representative(s) located at IRCC National Headquarters.
- 6.2 All orders must be processed via IMS by the Technical Authority or the designated representative(s).
- 6.3 Backorders are not permitted on Forms. However, if due to extenuating circumstances a "backorder" situation occurs, instructions are to be provided to the client that the shipment will be partial or unfulfilled and a new order must be placed by the Technical Authority for the balance. A "backorder" situation must be reported immediately to the Technical Authority.

7. DISTRIBUTION SERVICES

The Contractor is responsible for all distribution activities, including the timely and secure arrival of all goods at the specified destination. The distribution services tasks include the following:

7.1 Labeling and Packing

7.1.1 Forms:

- 7.1.1.1 Forms IMM 1346 B must be shrink wrapped by packages of 50 sheets and each sheet must contain 2 Forms.
- 7.1.1.2 Forms IMM 1442 B must be shrink wrapped by packages of 250 sheets and, upon request, 5% to 10% of an order can be by packages of 50 sheets.

7.1.1.3 Each package of Forms must be labeled showing the type of Form, number of packages, number of boxes, the start and end serial numbers in numerical order, the date of packaging and the requisition number.

7.1.2 Boxes: Each box must be numbered sequentially and labeled showing the sequential number and the serial numbers of the content. Boxes incorrectly labeled and/or without serial numbers clearly marked are not acceptable, and may be returned to the Contractor at no cost to IRCC.

7.1.3 Skids: Sequential numbered boxes must be packed on skids with the lowest numbers on top, from left to right.

7.1.4 Any additional labeling for the purpose of inventory tracking and management by the Contractor is also acceptable.

7.1.5 Packing Slip: A packing slip must be provided for each order, which must show the recipient's address, the Forms contained in the order, a list of every package, the start and end serial number of each Form packed along with a list of missing numbers for each package. It should have a similar display to the following:

Recipient address;

Client name: John Doe Fund Centre: 8759 Phone no.: 613-437-6036

Organization: IRCC Office location: Ottawa Fax no.: 613-957-5977

Shipping

Address: 300 Slater st.

City: Ottawa

Province: Ontario Country: Canada Postal Code: K1A 1L1

Product	start number	end number	missing numbers	total missing	total quantity
---------	--------------	------------	-----------------	---------------	----------------

IMM 1442	xxxxxxx1	xxxxxxx102	xxxxxxx5-xxxxxxx6	2	100
----------	----------	------------	-------------------	---	-----

IMM1442	xxxxx103	xxxxxxx204			100
---------	----------	------------	--	--	-----

These fields represent shipping and tracking information that will be provided by the client at time of ordering.

7.2 Price Requirements

7.2.1 The Contractor must obtain on an on-going basis the best shipping rates and delivery time frames from known secure Armored transportation companies such as Brinks or equivalent. The Contractor must make arrangements for different methods of shipping, potentially with different secure transportation companies. These methods could include the use of a secure carrying case and/or vehicle, both of which would occur via double custody.

7.2.2 The Contractor must inform the Technical Authority, in writing, of all rates within three (3) months of the signing of the contract. The Contractor will inform the technical authority of any rate changes as soon as it becomes aware.

7.3 Delivery Requirements

Forms must be delivered by a Secure Armored Transportation vehicle and meet the following requirements:

-
- 7.3.1 All shipments must be escorted at all times from the Contractor's facility to the recipient address by two individuals of the appropriately bonded personnel of the Secure Armored Transportation Company.
 - 7.3.2 All shipments must be delivered to the person named on the delivery slip. The Technical Authority will provide a list of permissible recipients with signing authority upon award of the Contract.
 - 7.3.3 Delivery must be attempted during normal business hours (8:00 to 16:00 Monday to Friday).
 - 7.3.4 Delivery must include signature services (i.e. signatures required at points of pickup and receipt).
 - 7.3.5 When shipments must be delivered to Global Affairs Canada for lading by Classified Diplomatic Bag, packages must be identified by a lime green or other highly visible label with the words "FATDC/Red Bag Service" on the label and be signed for by the receiving desk at Global Affairs Canada.
 - 7.3.6 All shipments must contain a copy of a Confirmation of Receipt form as specified in the Invoicing Section of this contract.
 - 7.3.7 The Contractor must coordinate the daily pickups for the delivery of regular orders.

7.4 Special requirements

- 7.4.1 Secure handling of Forms may be subject to administrative changes at any time during the course of the contract in order to ensure that all safeguards are employed.
- 7.4.2 The following administrative requirement is currently in effect: All Secure Documents require double packing with the first layer of packaging displaying the label listing contents and the over layer only listing the destination and name of recipient. The Technical Authority may choose to revert to the packaging method outlined in section 7.1 at a later date.

- 7.5 **Operational Hours:** Distribution services are to be performed during regular working hours (8:00 to 16:00 Monday to Friday). Arrangements for the provision of services, outside the regular working hours and statutory holidays, can be made by mutual agreement of the Technical Authority and the Contractor.

8. INVENTORY MANAGEMENT SYSTEM (IMS)

- 8.1 The Contractor must use an automated Inventory Management System (IMS) for rapid entry of information, monitoring the status in real time tracking of all forms inventoried in the Contractor's warehouse, order processing and reporting of activity during the period of the contract.
- 8.2 The IMS and processes must have the capacity and flexibility to respond to unexpected urgent requests and be scalable in order to accommodate increases in the Forms inventory, without diminishing its performance.
- 8.3 The Contractor must keep the IMS developed under this Contract separate from other systems developed for other clients.
- 8.4 The IMS must have the following functionalities:

8.4.1 Web Access

- 8.4.1.1 A web access / interface to allow the Technical Authority and the designated representative(s) to access the application 24 hours/7 days a week.
- 8.4.1.2 The access page must have a single login field and password.
- 8.4.1.3 The IMS interface is to provide the ability to function in either official language.

8.4.2 Interface to Add and Modify the Permissible Recipients

Allow the Technical Authority to view current permissible recipients with the ability to create new recipients, modify existing recipients and delete recipients. The information that will be tracked is: Organization, Fund Center, office location, contact name, Address, district, City, Province/state, Country, Postal code/Zip code, telephone and fax. This information will be specified by the client when each order is placed.

8.4.3 Numbering of Forms

Automatically generate new serial numbers starting from the number assigned to the last printed Form of same type.

8.4.4 Order Taking and Processing

- 8.4.4.1 Display on a single page all orders placed, displaying basic information, namely order number, priority, status, Fund Center, created by, delivered by and notes.
- 8.4.4.2 Have a page to place an order that includes, the organization, an ability to select the permissible recipient, Priority, and a target date, the ability to select in-stock product to be shipped, the quantity to be shipped and a notes field for special instructions if required. There should be a link between what office can have what product. Example: if the IMM 1442B is selected you should not be able to select a mission as the recipient.
- 8.4.4.3 Allow on the order page to modify, delete or cancel orders prior to a packing state.

8.4.5 Report processing

Perform searches with the goal to display the search results on screen and produce excel or excel compatible reports. The searching abilities should be as flexible as possible allowing to search for one or multiple date(s), recipient(s), organization(s) and product(s). The information should be displayed as follows: the selection criteria in the header and the other information (the date of the order, the fund center, the product selected, the amount of packages ordered, and total quantity ordered) in the body of the report.

8.4.6 Tracking/Monitoring

- 8.4.6.1 Monitor the status of all Forms at any time during the Contract Period. The monitoring must cover the status of orders, the status of Forms by serial numbers in inventory and being distributed and track orders by name, address and date of processing. The statuses must be described as follows: XX for Forms in YY, (the location of the forms if they have not been shipped) and "Shipped" when the order has left the warehouse.
- 8.4.6.2 Display a home page after logon that shows only the Forms in inventory, with the quantity per package, the packages on hand, available packages for

shipping, the available quantity, and the minimum quantity, as established with the Technical Authority. The IMS must have the ability to crosscheck Forms availability records against Forms orders to ensure that no duplicates are provided to the client placing the order.

- 8.4.6.3 Identify and track all missing numbers, which must be recorded in the IMS in a timely manner to ensure up to date information is available to the Technical Authority for verification.

8.4.7 XML file

- 8.4.7.1 Extract packing slip information in XML format;
- 8.4.7.2 Create an XML file that must contain the order information (a sample XML file will be given to the Contractor upon award);
- 8.4.7.3 Retrieve the XML file from the orders page to be able to import the information into CKFITS; and
- 8.4.7.4 Provide an expanded view of orders entered into the IMS with:
- (a) a link that can be selected to download specific packing slip information in an XML format as required, and
 - (b) the date and time beside the link when the last download was performed.

8.4.8 Information Management

- 8.4.8.1 Retain a history of ordering, shipping and receiving, including the serial numbers shipped and missing numbers in the batch sent.
- 8.4.8.2 Records of all Forms received and orders fulfilled are to be kept for a period of not less than five (5) years and be available upon request. These archival records are to be maintained in soft format and to be sent to the Technical Authority.

8.4.9 System Administration

Allow the technical authority to create user accounts and select the level of access that the user can have:

- 8.4.9.1 Read only: means that the user cannot place orders, but can run reports, view orders and view stock levels;
- 8.4.9.2 Order processing: which means read only and place orders, create/modify addresses and recipients; and
- 8.4.9.3 Administrator: which means full access.

9. SUPPORT

- 9.1 The Contractor must have a contact person available during the regular working hours from 8:00 AM to 16:00 PM Monday to Friday, except on Statutory Holidays, to respond to telephone inquiries or emails from the Technical Authority and the designated representative(s).

- 9.2 The Contractor must advise the Technical Authority of any staff rotation with a minimum of two (2) weeks' notice.

10. SERVICE LEVEL TARGETS – PERFORMANCE

The Contractor must comply with the following performance targets:

10.1 Order Fulfillment

10.1.1 Regular service In-Canada: Order processing, handling and shipping to destination must be completed within ten (10) business days from receipt of order to final delivery at destination.

10.1.2 Urgent service In-Canada: When indicated by the Technical Authority, order processing and handling must be undertaken immediately and completed within one (1) business day following receipt of order.

10.1.3 Regular Service Abroad: Order processing, handling and shipping to Global Affairs Canada Head Quarters, located at 25 Sussex Dr in the City of Ottawa, must be completed within three (3) business days from date of the receipt of the order to delivery at destination.

10.1.4 Urgent Service Abroad: When indicated by the Technical Authority, order processing, handling and shipping to Global Affairs Canada Head Quarters, located at 25 Sussex Dr in the City of Ottawa, of orders classified as "urgent" and received by 9:00 AM each business day must be completed as the instructions provided by the Technical Authority or the designated representatives(s). It may require same day service.

10.2 Telephone/Email Support

All telephone inquiries and emails are to be resolved or a satisfactory response provided by **no later than the close of business on the next business day.**

10.3 System or Access Problem (IMS)

In the event of IMS system or access problems, or complete shutdown, the contractor must immediately notify the Technical Authority and must restore access to the IMS within 4 business hours of the system problem being reported.

11. DESTRUCTION

- 11.1 On an as and when requested basis the Contractor must destroy Forms in the inventory within their facilities utilizing the Contractor's industrial shredding equipment in the presence of the Technical Authority's designated representative(s). These forms will be identified by the Technical Authority in writing as requiring destruction by the Contractor.
- 11.2 The Forms must be securely stored pending scheduling of destruction. Forms that are identified and set aside for destruction require the same security requirements as those that are not tagged for destruction but must be tracked separately with a Certificate of Destruction (IMM 5448 E or F). These forms will be provided by IRCC.
- 11.3 To assure complete tracking, audit and control of material being returned from the Technical Authority's clients to the Contractor and/or from the identified inventory that are designated for destruction, the Contractor, the Contactor must develop and implement, with TA's approval, a comprehensive plan to meet the requirements detailed in this section. The plan must include,

but not limited to, a definition of appropriate packaging methodology (secure containers, sealing method(s), etc.) prior to acceptance by the Contractor of returned items, a full audit report of shipment and/or container contents (i.e. type of form(s), quantity, etc.) being provided by the sender, identification on all returned containers.

- 11.4 The Contractor must follow established processes and security practices, and will not accept responsibility for reconciliation of container contents being returned for destruction. It will be IRCC's responsibility to take stock of inventory marked for destruction. Following the destruction process, for tracking and auditing purposes the Contractor will provide the Technical Authority with a Record of Destruction.

13. MEETINGS / CONSULTATIONS

The Contractor must meet monthly with the Technical Authority to review Contractor performance in fulfilling orders, inventory management and levels, shipping, problems encountered during the month and status of problems reported in previous months, and incorrect order returns where appropriate. At the Technical Authority's discretion, they may request an ad hoc meeting if they deem one would be appropriate.

14. CONTINGENCY PLANS

14.1 Business Continuity / Contingency

Following Contract award, the Disaster Recovery and Business Continuity Plan (the "Plan") submitted by the Contractor, as part of their proposal, will be reviewed by the Technical Authority and, if required, will be revised by the Contractor and sent to the Technical Authority for final approval no later than **30 days** after award of the contract. The Plan must include but is not limited to the following requirements:

14.1.1 Inventory Management System (IMS): The plan must describe how the IMS functions will be fully resumed within a maximum of two (2) business days. In the event of any outage or move to a backup system rendering the system inoperable for a period longer than two (2) business days, the Plan must cover the functions of the IMS and demonstrate how these functions will be maintained. The Plan must also provide details of the equipment, personnel, locations and procedures which will be utilized for maintaining the IRCC business requirements. With respect to the temporary location, the Plan must describe how the IMS functions will be operational within one (1) business day at the location designated for short term storage, and within five (5) business days in a case of long term storage.

14.1.2 Order Taking: The Plan must describe how the Contractor will restore the Technical Authority will be fully capable of taking orders within a maximum of **one (1)** business day.

14.1.3 Order Processing: The Plan must describe how the Contractor will be fully capable of processing the orders received within a maximum of one (1) business day.

14.1.4 Warehouse: The Plan must provide details of the equipment, personnel, locations and procedures which will be utilized for maintaining the IRCC business requirements in a secure back-up warehouse space suitable for storing and fulfilling orders. The plan must address how minor disruptions requiring the use of short term storage (period of up to one (1) month) will be mitigated as well as how major disruptions, where an alternate facility will replace the original warehouse facility for long term storage, will be mitigated. The Plan must also describe how the Contractor will move and prepare for order fulfillment quantities of forms sufficient to maintain daily business operations for short term storage within one (1) business day at the location

Solicitation No. - N° de l'invitation
B8297-200035/B
Client Ref. No. - N° de réf. du client
B8297-200035

Amd. No. - N° de la modif.
File No. - N° du dossier
cw011. B8297-200035

Buyer ID - Id de l'acheteur
cw011
CCC No./N° CCC - FMS No./N° VME

designated for short term storage, and within five (5) business days in a case of long term storage.

14.1.5 Distribution: The Plan must describe how the distribution services will be maintained should the Transport Company be unable to provide the service for a period:

- a) up to five (5) consecutive business days; and
- b) over five (5) consecutive business days.

ANNEX B

BASIS OF PAYMENT

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, as detailed below. Customs duty is extra and, Goods and Services Tax is extra, if applicable.

1. DOCUMENT PRINTING

The Contractor may invoice Canada for completed documents as they are delivered to inventory. The price per unit of such documents is the pro rata value based on the lot price for such documents.

1.1 IMM-1346B Temporary Resident Visa: Package of 100

Minimum regular Order Quantity - 1,500,000 documents

<i>Contract Period</i>	Price per lot of 1,500,000 documents:	\$ _____/lot
<i>First option Period</i>	Price per lot of 1,500,000 documents:	\$ _____/lot
<i>Second option Period</i>	Price per lot of 1,500,000 documents:	\$ _____/lot
<i>Third option Period</i>	Price per lot of 1,500,000 documents:	\$ _____/lot

Price for special orders – 500,000 documents

<i>Contract Period</i>	Price per lot of 500,000 documents:	\$ _____/lot
<i>First option Period</i>	Price per lot of 500,000 documents:	\$ _____/lot
<i>Second option Period</i>	Price per lot of 500,000 documents:	\$ _____/lot
<i>Third option Period</i>	Price per lot of 500,000 documents:	\$ _____/lot

Price for special orders – 1,000,000 documents

<i>Contract Period</i>	Price per lot of 1,000,000 documents:	\$ _____/lot
<i>First option Period</i>	Price per lot of 1,000,000 documents:	\$ _____/lot
<i>Second option Period</i>	Price per lot of 1,000,000 documents:	\$ _____/lot
<i>Third option Period</i>	Price per lot of 1,000,000 documents:	\$ _____/lot

1.2 IMM-1442B - Generic Document : Package of 250

Minimum Order Quantity - 1,000,000 documents

<i>Contract Period</i>	Price per lot of 1,000,000 documents:	\$ _____/lot
<i>First option Period</i>	Price per lot of 1,000,000 documents:	\$ _____/lot

Solicitation No. - N° de l'invitation
B8297-200035/B
Client Ref. No. - N° de réf. du client
B8297-200035

Amd. No. - N° de la modif.
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cw011. B8297-200035

Buyer ID - Id de l'acheteur
cw011
CCC No./N° CCC - FMS No./N° VME

Second option Period Price per lot of 1,000,000 documents: \$ _____/lot

Third option Period Price per lot of 1,000,000 documents: \$ _____/lot

Price per 1,000 documents

Contract Period Price per 1,000 documents: \$ _____/M

First option Period Price per 1,000 documents: \$ _____/M

Second option Period Price per 1,000 documents: \$ _____/M

Third option Period Price per 1,000 documents: \$ _____/M

Price for special orders – 500,000 documents

Contract Period Price per lot of 500,000 documents: \$ _____/lot

First option Period Price per lot of 500,000 documents: \$ _____/lot

Second option Period Price per lot of 500,000 documents: \$ _____/lot

Third option Period Price per lot of 500,000 documents: \$ _____/lot

1.3 IMM-1346B Temporary Resident Visa - Redesign and /or Revisions

Canada will pay an all-inclusive price for origination costs, which would include all printing paraphernalia listed but not limited to; printing plates (intaglio and offset), dies required for die cutting and the installation of the OVD, numbering heads, screens, and shims for the OVD.

Contract Period Intaglio Plates \$ _____/ Each Set of plates
Offset Plates \$ _____/ Each Plate
Dies \$ _____/ Each Set

First Option Period Intaglio Plates \$ _____/ Each Set of plates
Offset Plates \$ _____/ Each Plate
Dies \$ _____/ Each Set

Second Option Period Intaglio Plates \$ _____/ Each Set of plates
Offset Plates \$ _____/ Each Plate
Dies \$ _____/ Each Set

Third Option Period Intaglio Plates \$ _____/ Each Set of plates
Offset Plates \$ _____/ Each Plate
Dies \$ _____/ Each Set

1.4 IMM-1442B - Generic Document - Redesign and /or Revisions

Canada will pay an all-inclusive price for origination costs, which would include all printing paraphernalia listed but not limited to; printing plates (intaglio and offset), dies required for die cutting and the installation of the OVD, numbering heads, screens, and shims for the OVD.

Contract Period Intaglio Plates \$ _____ / Each Set of plates
Offset Plates \$ _____ / Each Plate
Dies \$ _____ / Each Set

First Option Period Intaglio Plates \$ _____ / Each Set of plates
Offset Plates \$ _____ / Each Plate
Dies \$ _____ / Each Set

Second Option Period Intaglio Plates \$ _____ / Each Set of plates
Offset Plates \$ _____ / Each Plate
Dies \$ _____ / Each Set

Third Option Period Intaglio Plates \$ _____ / Each Set of plates
Offset Plates \$ _____ / Each Plate
Dies \$ _____ / Each Set

2. WAREHOUSING AND ORDER FULFILLMENT

2.1. Set-up for IMS (as specified by the IRCC Technical Authority)

Canada will pay an all-inclusive one-time price for developing the interface between the Contractor's information management system and IRCC to permit the ordering and management reporting as described in the Statement of Work and for the initial set-up of the IMS and entering new line items into the inventory/warehousing management system.

Price: \$ _____

2.2. System Maintenance and Support

Canada will pay an all-inclusive monthly rate for maintaining the IMS operational, including all ordering, production, tracking and reporting functions as well as the updating (to add or delete) of items into the IMS.

Contract Period Monthly Rate: \$ _____ /month

First Option Period Monthly Rate: \$ _____ /month

Solicitation No. - N° de l'invitation
B8297-200035/B
Client Ref. No. - N° de réf. du client
B8297-200035

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CCC No./N° CCC - FMS No./N° VME

Second Option Period Monthly Rate: \$ _____/month

Third Option Period Monthly Rate: \$ _____/month

2.3. Warehousing, Order Processing and Distribution

Canada will pay an all-inclusive monthly rate for warehousing, order processing and distribution services in accordance with Annex A – Statement of Work. The all-inclusive monthly rate is based on 2,000 square feet of secure storage space.

Contract Period Monthly Rate: \$ _____/month

First Option Period Monthly Rate: \$ _____/month

Second Option Period Monthly Rate: \$ _____/month

Third Option Period Monthly Rate: \$ _____/month

2.5 Shipping

Canada will pay the cost of shipping by a Secure Armored Transportation vehicle as specified in the Annex A – Statement of Work with no allowance for profit, overhead or mark-up and upon receipt of proper cost support documentation. Transportation charges by Secure Armored Transport Company are to be prepaid by the Contractor.

3. LABOUR RATE FOR MISCELLANEOUS SERVICES RELATED TO THE CONTRACT

Canada will pay an all-inclusive hourly rate for the provision of services related to the contract on an as and when required basis, including (but not limited to) receiving and restocking returned items, taking of inventory and secure destruction of IRCC immigration documents as directed by the IRCC Technical authority in writing.

Contract Period Double Custody Hourly Rate: \$ _____/hr

Single Custody Hourly Rate: \$ _____/hr

First Option Period Double Custody Hourly Rate: \$ _____/hr

Single Custody Hourly Rate: \$ _____/hr

Second Option Period Double Custody Hourly Rate: \$ _____/hr

Single Custody Hourly Rate: \$ _____/hr

Third Option Period Double Custody Hourly Rate: \$ _____/hr

Single Custody Hourly Rate: \$ _____/hr

ANNEX CSECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat B8297200035 PR 150872
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?
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité : No / Non Yes / Oui

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?
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document : No / Non Yes / Oui

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 checked="" 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 EMPLACEMENTS			

Special comments:
 Commentaires spéciaux : This security clearance is only required for personnel dealing with the production and design of the products.

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 A 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



Contract Number / Numéro du contrat B8297200035 PR 150872
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 :

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:
 Document Number / Numéro du document:

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 checked="" 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 EMPLACEMENTS			

Special comments:
 Commentaires spéciaux : This security clearance is only required for personnel dealing with the production and design of the products.

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 A 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

Solicitation No. - N° de l'invitation
 B8297-200035/B
 Client Ref. No. - N° de réf. du client
 B8297-200035

Amd. No. - N° de la modif.
 File No. - N° du dossier
 cw011. B8297-200035

Buyer ID - Id de l'acheteur
 cw011
 CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat B8297200035 PR 150872
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Allain Lauzon	Title - Titre Director - IM	Signature <i>Allain Lauzon</i>	Date JUL 30 2019
Telephone No. - N° de téléphone 613 437 6096	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel allain.lauzon@cic.gc.ca	
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Nigel Charles	Title - Titre Security Officer	Signature <i>Nigel Charles</i>	Date 1 August 2019
Telephone No. - N° de téléphone 613 437 7877	Facsimile No. - N° de télécopieur 613-954-8477	E-mail address - Adresse courriel nigel.charles@cic.gc.ca	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement		Digitally signed by: Leblanc, MarcAndre	
Name (print) - Nom (en lettres moulées) Leblanc, MarcAndre	Title - Titre	DN: CN = Leblanc, MarcAndre C = CA O = GC OU = PWGSC-TPSGC Date: 2019.11.21 14:58:29 -05'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name Vikenti Gorokhovski Contract Security Officer, Contract Security Division vikenti.gorokhovski@tpsgc-pwgsc.gc.ca Tel/Tél 613-957-9337	Title - Titre	Signature <i>Gorokhovski, Vikenti</i>	Date Digitally signed by Gorokhovski, Vikenti Date: 2019.08.15 11:14:02 -04'00'
Telephone		E-mail address - Adresse courriel	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat B8297200035 PR 150872
Security Classification / Classification de sécurité UNCLASSIFIED

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	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL	TRES SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TOP SECRET	A	B	C	CONFIDENTIEL		TRES SECRET	
Information / Assets Renseignements / Biens					✓											
Production					✓											
IT Media / Support TI		✓														
IT Link / Lien électronique																

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

Solicitation No. - N° de l'invitation
B8297-200035/B
Client Ref. No. - N° de réf. du client
B8297-200035

Amd. No. - N° de la modif.
File No. - N° du dossier
cw011. B8297-200035

Buyer ID - Id de l'acheteur
cw011
CCC No./N° CCC - FMS No./N° VME

APPENDIX 1 to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

**APPENDIX 1 to PART 4 OF THE BID SOLICITATION
 MANDATORY TECHNICAL CRITERIA**

A bid must meet all the mandatory requirements. Bids not meeting all of the mandatory requirements will be given no further consideration and will be declared non-responsive. Bids meeting all of the mandatory requirements will go on to be evaluated for the Point-Rated Requirements.

M.1 CORPORATE CAPABILITY

To demonstrate that the Bidder has the corporate capacity to manufacture paper-based security documents, the bid must provide a description of three (3) projects undertaken by the Bidder, or active, during the five (5) years preceding the date of posting this RFP that collectively included the provision of **all** of the following services and production techniques. The description of the projects must include the experience gained and demonstrate how it meets the requirements :

- M.1.1 Security Consultation and Design services;
- M.1.2 Managing the on-going supply of security components, including paper, required for completing the document;
- M.1.3 Offset printing incorporating security printing techniques including rainbow printing, chemically variable inks;
- M.1.4 Intaglio printing;
- M.1.5 Hot foil stamping of an Optically Variable Device (OVD);
- M.1.6 Optically variable inks,
- M.1.7 Inventory and Supply Chain management supporting on-going production;

M.1 CORPORATE CAPABILITY		MET	NOT MET
M.1.1	Security Consultation and Design services		
M.1.2	Managing the on-going supply of security components, including paper, required for completing the document		
M.1.3	Offset printing incorporating security printing techniques including rainbow printing and chemically variable inks		
M.1.4	Intaglio printing		
M.1.5	Hot foil stamping of an Optically Variable Device		
M.1.6	Optically variable inks		
M.1.7	Inventory and Supply Chain management supporting on-going production		

<p>Comments:</p>

M.2. PROJECT MANAGEMENT

The bid must provide a proposed Contractor/Client Project Organization Chart for Contract implementation and on-going production management.

The Contractor Project Organization Chart must:

- 2.1 Identify an individual, or individuals, who will act as the Contractor Project Manager and principal point of contact for the contract period;
- 2.2 Identify the positions and roles of the Bidder's employees who will interact with IRCC to refine the corporate inventory management system interface to meet the IRCC requirements, redesign or revise forms, manage press checks;
- 2.3 Identify the Bidder's employees implicated in the project, their positions in the organization and their accountability and reporting relationships for a problem escalation process.

M.2. PROJECT MANAGEMENT		MET	NOT MET
The Contractor Project Organization Chart(s) must:			
M.2.1	Identify an individual, or individuals, who will act as the Contractor Project Manager and principal point of contact for the contract period.		
M.2.2	Clearly Identify the positions and roles of the Contractor's employees who will interact with IRCC to refine the corporate inventory management system interface to meet the IRCC requirements, redesign or revise forms, manage press checks.		
M.2.3	Identify the Contractor's employees, their positions in the organization and their accountability and reporting relationships for a problem escalation process.		

APPENDIX 2 to PART 4 OF THE BID SOLICITATION

TECHNICAL EVALUATION - POINT RATED TECHNICAL CRITERIA

(Maximum score 252 points, minimum score required 189 points)

Pass Mark: To be considered responsive, a bid must obtain, in addition to having met all the mandatory criteria, a minimum of:

- (a) 50% for the point rated criteria R.1;
- (b) 75% for point rated criterion R.2;
- (c) 60% for point rated criterion R.3;
- (d) 50% for the point rated criteria R.4; and
- (e) **75% overall for all of the point rated criteria.**

Reference: For each Rated Criterion, the bid should indicate on which page to refer in their bid.

Weighting: To determine the points that will be allocated to the bid, the points obtained for each criterion will be multiplied by the weighting factor, which is indicated at the end of each Table. For example, where a weighting factor for a criterion is 3 and the Bidder's score is 2 points, the total points for that criteria will be 6.

R.1 Inventory/Warehouse Management System (maximum of 140 points)

The bid should demonstrate by including published specifications of the Bidder's Inventory/Warehouse Management System (IMS), that the IMS provides all of the functionalities for placing orders and monitoring the status of all Forms continually during the receiving of orders, storage, order fulfillment and distribution as described in the SOW. For each criterion, the bid should clearly refer to where in the IMS published specifications is the information demonstrating that the IMS satisfies the criterion.

R.1.1 Inventory management (Maximum of 50 points)

To satisfy the criteria, the IMS published specifications should demonstrate that the IMS can, at a minimum:

- R.1.1.1 Provide secure information management for the inventory, separate from that of any other of the Contractor's clients;
- R.1.1.2 Maintain a complete Forms inventory, listing each Form by Form number, edition date, quantity in inventory and all missing serial numbers associated with each Form;
- R.1.1.3 Monitor ordering, order fulfillment and shipping activity against inventory levels and minimum reorder points to provide near real time information on the status of levels of Forms in inventory;
- R.1.1.4 Permits password protected login, by designated users solely, with each user having their own username and password;
- R.1.1.5 Provides authorized users the ability to access the system in either official language.

Cross Reference to Proposal

The bid should provide information for the following criteria to demonstrate that the Inventory/Warehouse Management System can:	No information provided, or the information provided does not demonstrate that the IMS satisfies the criteria. 0 Points	The information provided demonstrates that the IMS partly satisfies the criteria. 1 Point	The information provided demonstrates that the IMS fully satisfies the criteria. 2 Points
R.1.1.1: a) provide secure information management for the IRCC inventory; and b) maintain the IRCC information separate from that of any other of the Contractor's clients.	_____ points	_____ points	_____ points
R.1.1.2: a) maintain a complete Form inventory; b) list each Form by Form number and edition date; c) show quantity in inventory; and d) show all missing serial numbers for each Form.	_____ points	_____ points	_____ points
R.1.1.3: a) monitor ordering, order fulfillment and shipping activity against inventory levels and minimum reorder points; and b) provide near real time information on the status of inventory levels.	_____ points	_____ points	_____ points
R.1.1.4: a) permit password protected login, by designated users; and b) provide individual users with their own username and password.	_____ points	_____ points	_____ points
R.1.1.5: a) provide users the ability to access the system in either English or French; and b) provide equal functionality in each language.	_____ points	_____ points	_____ points
Points allocated for R.1.1 _____/ out of 10 pts multiplied by weighting factor 5 = _____/50 pts			

Comments:

R.1.2 Order Taking (Maximum of 50 points)

To satisfy the criteria, the IMS published specifications should demonstrate that the IMS provides a web-based ordering module that can:

- R.1.2.1 Display the Forms in inventory, with the quantity per package, the packages in order processing, packages available in inventory, the available quantity of Forms, and the minimum replenishment point, as established with the Technical Authority;
- R.1.2.2 Permit only authorized users to place orders based on inventory information that is current at the time of ordering;
- R.1.2.3 Provide the following ordering functionality: identify receiving organizations, show only the permissible recipients for the product selected; set order priority, set delivery target dates; select products individually; select quantities to be shipped; provides a notes field for special instructions;
- R.1.2.4 Permit authorized users to modify, delete or cancel orders prior to shipping; and
- R.1.2.5 Permit authorized users to view all orders placed, displaying the following information - order number, priority, status, Fund Center, order created by, requested delivery date and notes.

Cross Reference to Proposal

The bid should provide the requested information for the following criteria to demonstrate that the web-based ordering module can:	No information provided, or the information provided does not demonstrate that the IMS satisfies the criteria. 0 Points	The information provided demonstrates that the IMS partly satisfies the criteria. 1 Point	The information provided demonstrates that the IMS fully satisfies the criteria. 2 Points
R.1.2.1: a) display the Forms in inventory, with the quantity per package, the packages in order processing and packages available in inventory; b) the available quantity of Forms; and c) the minimum replenishment point.	_____ points	_____ points	_____ points
R.1.2.2: a) identify receiving organizations; b) select permissible recipients for the receipt of material shipped; c) set order priority, set delivery target dates; d) select products individually;	_____ points	_____ points	_____ points

e) select quantities to be shipped; and f) provide a notes field for special instructions.			
R.1.2.3: a) monitor ordering, order fulfillment and shipping activity against inventory levels and minimum reorder points; and b) provide near real time information on the status of inventory levels.	_____ points	_____ points	_____ points
R.1.2.4: a) minimum permit authorized users to modify orders prior to shipping; b) delete orders prior to shipping; and c) cancel orders prior to shipping.	_____ points	_____ points	_____ points
R.1.2.5: a) permit authorized users to view all orders placed: <ul style="list-style-type: none"> • display order number, • display priority, display order status, • display Fund Center, • display order created by, • display requested delivery date and notes. 	_____ points	_____ points	_____ points
Points allocated for R.1.2 _____/out of 10 pts multiplied by weighting factor 5 = _____/50 pts			
Comments:			

R.1.3 Interface to Add and Modify the Permissible Recipients (Maximum of 10 points)

To satisfy the criteria, the IMS published specifications should demonstrate that the IMS provides an interface that:

R.1.3.1 Permits the Technical Authority to manage current permissible recipients, create new recipients, modify existing recipients and delete recipients.

Cross Reference to Proposal

The bid should provide the requested information for the following criteria to demonstrate that the interface to add and modify the permissible recipients can permit the Technical Authority to:	No information provided, or the information provided does not demonstrate that the IMS satisfies the criteria. 0 Points	The information provided demonstrates that the IMS partly satisfies the criteria. 1 Point	The information provided demonstrates that the IMS fully satisfies the criteria. 2 Points
---	--	--	--

R.1.3.1: a) view current permissible recipients; b) create new recipients; c) modify existing recipients; and d) delete recipients.	_____ points	_____ points	_____ points
Points allocated for R.1.3 _____ / out of 2 pts multiplied by weighting factor 5 = _____ /10 pts			
Comments:			

R.1.4 Report Processing and XML file (maximum 30 points)

To satisfy the criteria, the IMS published specifications should demonstrate that the IMS provides reporting processing and XML file functions that:

- R.1.4.1 Permits the Technical Authority to extract information based on – date(s), recipient(s), organization(s) and product(s);
- R.1.4.2 Extract packing slip information directly from the IMS in an XML format suitable for populating IRCC's tracking system - Controlled Key Forms Inventory Tracking System (CKFITS); and
- R.1.4.3 Provides an expanded view of orders entered into the IMS with:
 - A link that can be selected to download specific packing slip information in an XML format as requested, and
 - the date and time beside the link when the last download was performed.

Cross Reference to Proposal

The bid should provide the requested information for the following criteria to demonstrate that the report processing and XML file functions can:	No information provided, or the information provided does not demonstrate that the IMS satisfies the criteria. 0 Points	The information provided demonstrates that the IMS partly satisfies the criteria. 1 Point	The information provided demonstrates that the IMS fully satisfies the criteria. 2 Points
R.1.4.1 Permits the Technical Authority to extract information based on – date(s), recipient(s), organization(s) and product(s);	_____ points	_____ points	_____ points
R.1.4.2 Extract packing slip information directly from the IMS in an XML format;	_____ points	_____ points	_____ points
R.1.4.3 Provides an expanded view of orders entered into the IMS with: a) a link that can be selected to download specific packing slip	_____ points	_____ points	_____ points

information in an XML format as requested; and b) the date and time beside the link when the last download was performed . (maximum 10 points)			
Points allocated for R.1.4 ____/out of 6 pts multiplied by weighting factor 5 = ____/30 pts			
Comments:			

Total points for R.1 ____/140 points

Minimum of 50% passing mark (70 pts)

R.2 Warehouse Capacity (maximum 42 points)

To satisfy the criteria, the bid should clearly demonstrate that the Bidder's storage space provides the necessary secure, climate-controlled storage space with a temperature between 68° F/20° C and 76° F/24.4° C and a relative humidity of 35 to 55% and of sufficient size to store 2 million of the IMM 1442 Form and 4 million of the IMM 1346B Form. Bidders must describe their storage space in detail.

Cross Reference to Proposal

The bid should provide the requested information for the following criteria to demonstrate that the storage space has:	No information provided, or the information provided does not demonstrate that: i) if the bid proposed only one storage space, it satisfies the criteria; or ii) if more than one storage space is proposed, any of the storage spaces satisfy the criteria. 0 Point	The information provided demonstrates that: i) if the bid proposed only one storage space, that it partly satisfies the criteria; or ii) if more than one storage space is proposed, each storage space does not fully satisfy the criteria. 1 Point	The information provided demonstrates that: i) if the bid proposed only one storage space, that it fully satisfies the criteria; or ii) if more than one storage space is proposed, all of the storage spaces fully satisfies the criteria. 1.5 Points	The information provided demonstrates that the storage space exceeds the criteria. 2 Points
R.2.1.	____ points	____ points	____ points	____ points

Solicitation No. - N° de l'invitation
 B8297-200035/B
 Client Ref. No. - N° de réf. du client
 B8297-200035

Amd. No. - N° de la modif.
 File No. - N° du dossier
 cw011. B8297-200035

Buyer ID - Id de l'acheteur
 cw011
 CCC No./N° CCC - FMS No./N° VME

a) a sufficient size to store 2 million of the IMM 1442 Form and 4 million of the IMM 1346B Form;				
b) a climate-controlled storage space with a temperature between 68° F/20° C and 76° F/24.4° C and a relative humidity of 35 to 55%; and	_____ points	_____ points	_____ points	_____ points
c) security control as described at sections 5.3, 5.4 and 5.5 of the SOW.	_____ points	_____ points	_____ points	_____ points
Points allocated for R.2 _____/ out of 6 pts multiplied by weighting factor 7 = _____/42 pts				
Comments:				

Total points for R.2 _____/42 points
Minimum of 75% passing mark (31.5 pts)

R.3 QUALITY ASSURANCE PRACTICES (QA) (Maximum 30 Points R.3.1 OR R.3.2)

To satisfy the criteria, the bid should provide the information requested for either R.3.1 OR R.3.2

R.3.1 ISO Certification

To satisfy the criteria, the bid should demonstrate:

R.3.1.1 The Bidder's corporate commitment to Quality Assurance by providing, with the bid, a copy of their current and valid ISO certification relevant to the production of secure documents.

R.3.1.2 The extent of the Bidder's QA program by providing extracts of the table of contents of the ISO work procedures relevant to the production, inventory management, order fulfillment and distribution of secure documents.

Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, a copy of the of the ISO work procedures relevant to the work completed in the facility should be submitted with the proposal.

Cross Reference to Proposal

The bid should provide the requested information for the following criteria to demonstrate that the Bidder has:	No documentation is provided (Bidder's current and valid ISO certification / Extracts of the table of contents of the ISO work procedures) or documentation provided is not relevant to the criterion 0 Points	Documentation is provided (Bidder's current and valid ISO certification / Extracts of the table of contents of the ISO work procedures) and is relevant to the criterion
R.3.1.a Corporate ISO certification relevant to the production of secure documents.	_____ point	_____ /1 point
R.3.1.b Extract of table of contents of ISO work procedures relevant to: 1. Production, 2. Inventory management, 3. Order fulfillment, 4. Distribution 1 point each	_____ point	_____ /4points
Points allocated for R.3.1 _____ / out of 5 pts multiplied by weighting factor 6 = _____ /30 pts		
Comments:		

OR

R.3.2 Practices

To satisfy the criteria, the bid should demonstrate:

- R.3.2.1 The Bidder's corporate commitment to Quality Assurance by providing, with the bid, published documentation of the practices implemented within the Bidder's organization related to the production of secure documents.
- R.3.2.2 The extent of the Bidder's QA program by providing extracts of the table of contents of the published work procedures relevant to the production, inventory management, order fulfillment and distribution of secure documents.

Should the Bidder propose to utilize multiple facilities, each holding ISO certification relevant to this requirement, a copy of the of the ISO work procedures relevant to the work completed in the facility should be submitted with the proposal.

Cross Reference to Proposal

The bid should provide the requested information for the following criteria to demonstrate that the Bidder has:	No documentation is provided (published documentation of the practices implemented / Extracts of the table of contents of the work procedures) or documentation provided is not relevant to the criterion 0 Points	Documentation is provided (published documentation of the practices implemented / Extracts of the table of contents of the work procedures) and documentation provided is relevant to the criterion
R.3.2.a Quality Assurance practice implemented relevant to the production of secure documents.	_____ points	_____/1 point
R.3.2.b Extract of tables of contents of the table of contents of the work procedures relevant to: 1. Production, 2. Inventory management, 3. Order fulfillment, 4. Distribution 1 point each	_____ points	_____/4 points
Points allocated for R.3.2 ____/ out of 5 pts multiplied by weighting factor 6 = ____/ 30 pts		
Comments:		

Total points for R.3 _____/30points

Minimum of 60% passing mark (18 pts)

R.4. Business Continuity (maximum 40 points)

The bid should demonstrate the Bidder's capability to maintain the supply of the IMM 1346 B and the IMM 1446 B over the period of the contract by providing a Business Continuity Plan (the "Plan") it would implement to satisfy the requirements detailed in *A.14. Contingency Plans*, of the Statement of Work.

Should the bid include extracts from the Bidder's corporate Plan to satisfy the criteria, it should also provide any additional information necessary to demonstrate that it satisfies the criteria. The Bidder is entirely responsible to decide if additional information is necessary and what information.

The Plan should specifically propose how the Bidder would maintain service for each of the following:

R.4.1 Section A.14.1 Inventory Management System (IMS) of the Statement of Work
 (maximum 12 points)

To satisfy the criteria, the bid should describe the Bidder's procedures for maintaining the continuity of its IMS specifically as related to the IMS functions. The Plan should include:

- R.4.1.1 Degree of redundancy in the IM/IT systems and how the IMS is included in these systems;
- R.4.1.2 Procedures to move to a back-up IMS;
- R.4.1.3 Maximum number of hours/days between the IMS being unavailable and when on-line ordering can be operational;
- R.4.1.4 Maximum number of hours/days between the IMS being unavailable and when order processing can be operational;
- R.4.1.5 Maximum number of hours/days between the IMS being unavailable and a back-up system fully operational;
- R.4.1.6 Procedures to process orders in the event the IMS is unavailable for a period longer than one (1) day.

Cross Reference to Proposal

R.4.1 Inventory Management System	
R.4.1.1 Degree of redundancy in the IM/IT systems and how the IMS is included in these systems;	
No information provided, or the information provided does not demonstrate redundancy in systems and how IMS is included in these systems.	0 Points
The information provided partly demonstrates that it satisfies the criterion, i.e. only one of these two elements satisfies the criterion: 1- a degree of redundancy in IM/IT systems, or 2- how the IMS is included in these systems.	1 Point
The information provided demonstrates redundancy in IM/IT systems and how the IMS is included in these systems.	2 Points
Points for R.4.1.1	Points
R.4.1.2 Procedures to move to a back-up IMS;	
No information provided, or information provided does not explain the procedure for moving from a primary site to a back-up and does not demonstrate that the Bidder can move to a back-up site within the required timeframe.	0 Points

The information provided partly demonstrates that it satisfies the criterion, i.e. only one of these two elements satisfies the criterion: 1- does not explain the procedures for moving from a primary site to a back-up, or 2- does not demonstrate that the Bidder can move to a back-up site within the required timeframe.	1 Point
The information provided explains the procedures for moving from a primary site to a back-up and demonstrates that the Bidder can move to a back-up site within the required timeframe.	2 Points
Points for R.4.1.2	Points
R.4.1.3 Maximum number of hours/days between the IMS being unavailable and when on-line ordering can be operational	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the ordering function can be operational within the required timeframe.	1 Point
Information provided clearly explains how the ordering function can be operational within the required timeframe.	2 Points
Points for R.4.1.3	Points
R.4.1.4 Maximum number of hours/days between the IMS being unavailable and when order processing can be operational	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the order processing can be operational within the required timeframe.	1 Point
Information provided clearly explains how the order processing can be operational within the required timeframe.	2 Points
Points for R.4.1.4	Points
R.4.1.5 Maximum number of hours/days between the IMS being unavailable and a back-up system is fully operational	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the IMS can be operational within the required timeframe.	1 Point
Information provided clearly explains how the IMS can be operational within the required timeframe.	2 Points
Points for R.4.1.5	Points
R.4.1.6 Procedures to process orders in the event the IMS is unavailable for a period longer than one (1) day.	
No information provided, or the information provided does not include the procedures to process orders in the event the IMS is unavailable for a period longer than one (1) day.	0 Points
The information provided partly explain how the Bidder would process orders in the event the IMS is unavailable for a period longer than one (1) day.	1 Point
The information provided explains how the Bidder would process orders in the event the IMS is unavailable for a period longer than one (1) day.	2 Points
Points for R.4.1.6	Points
Total Points allocated for R.4.1 ____/12	

Comments:

R.4.2 Section A.6 and A.14.4 Warehouse of the Statement of Work (maximum 12 points)

To satisfy the criteria, the Plan should describe the Bidder's procedures for maintaining the continuity of its warehouse operations specifically related to the IRCC storage and order fulfillment requirements. The Plan should include:

- R.4.2.1 Secure back-up short term warehouse space suitable for storing the IRCC inventory of Forms and fulfilling orders where an alternate facility will be used in place of the original warehouse facility for a period of up to one month;
- R.4.2.2 Procedures to move and prepare within one (1) business day for order fulfillment quantities of Forms sufficient and explain how daily business operations at the space identified for short term storage will be maintained;
- R.4.2.3 Maximum number of hours/days for the IMS functions being fully operational in the space identified for short term storage;
- R.4.2.4 Secure back-up long term warehouse space suitable for storing the IRCC inventory of Forms and fulfilling orders where an alternate facility will be used in place of the original warehouse facility for a period up to five months;
- R.4.2.5 Procedures to move and prepare within five (5) business days for order fulfillment quantities of Forms sufficient and explain how daily business operations at the space identified for long term storage will be maintained;
- R.4.2.6 Maximum number of hours/days for all IMS functions being fully operational in the site identified for long term storage.

Cross Reference to Proposal

R.4.2 Warehouse	
R.4.2.1 S Secure back-up short term warehouse space suitable for storing the IRCC inventory of Forms and fulfilling orders where an alternate facility will be used in place of the original warehouse facility for a period of up to one month.	
No secure back-up short term warehouse space provided, or the secure space provided is not suitable for storing and fulfilling orders for a period of up to one month.	0 Points
A secure back-up short term warehouse space is provided, but partly suitable for storing and fulfilling orders for a period of up to one month.	1 Point
A secure back-up short term warehouse space is provided and it is fully suitable for storing and fulfilling orders for a period of up to one month.	2 Points
Points for R.4.2.1	Points
R.4.2.2 Procedures to move and prepare for order fulfillment quantities of Forms sufficient and explain how daily business operations at the space identified for short term storage will be maintained.	

No information provided, or the procedures provided does not explain how daily business operations at the space identified for short term storage will be maintained and does not demonstrate how it will be done within one (1) business day.	0 Points
The procedures provided partly satisfy the criterion, i.e. only one of these two elements satisfies the criterion: 1-procedures explain how daily business operations at the space identified for short term storage will be maintained, or 2- procedures demonstrate how it will be done within one (1) business day.	1 Point
The procedures provided explain how daily business operations at the space identified for short term storage will be maintained and demonstrate how it will be done within one (1) business day.	2 Points
Points for R.4.2.2	Points
R.4.2.3 Maximum number of hours/days for the IMS functions being fully operational in the site identified for short term storage.	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the IMS functions can be operational within the required timeframe.	1 Point
Information provided clearly explains how the IMS functions can be operational within the required timeframe.	2 Points
Points for R.4.2.3	2 Points
R.4.2.4 Secure back-up long term warehouse space suitable for storing the IRCC inventory of Forms and fulfilling orders where an alternate facility will be used in place of the original warehouse facility for a period up to five months.	
No secure back-up long term warehouse space provided, or the secure space provided is not suitable for storing and fulfilling orders for a period of up to five months.	0 Points
A secure back-up long term warehouse space is provided, but partly suitable for storing and fulfilling orders for a period of up to five months.	1 Point
A secure back-up long term warehouse space is provided and it is fully suitable for storing and fulfilling orders for a period of up to five months.	2 Points
Points for R.4.2.4	2 Points
R.4.2.5 Procedures to move and prepare within five (5) business days for order fulfillment quantities of Forms sufficient and explain how daily business operations at the space identified for long term storage will be maintained.	
No information provided, or the procedures provided does not explain how daily business operations at the space identified for long term storage will be maintained and does not demonstrate how it will be done within five (5) business days.	0 Points
The procedures provided partly satisfy the criterion, i.e. only one of these two elements satisfies the criterion: 1-procedures explain how daily business operations at the space identified for long term storage will be maintained, or 2- procedures demonstrate how it will be done within five (5) business days.	1 Point
The procedures provided explain how daily business operations at the space identified for long term storage will be maintained and demonstrate how it will be done within five (5) business days.	2 Points
Points for R.4.2.5	2 Points
R.4.2.6 Maximum number of hours/days for all IMS functions being fully operational in the site identified for long term storage.	

Solicitation No. - N° de l'invitation
 B8297-200035/B
 Client Ref. No. - N° de réf. du client
 B8297-200035

Amd. No. - N° de la modif.
 File No. - N° du dossier
 cw011. B8297-200035

Buyer ID - Id de l'acheteur
 cw011
 CCC No./N° CCC - FMS No./N° VME

No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information is provided; does not clearly explain how the IMS functions can be operational within required timeframe.	1 Point
Information provided clearly explains how the IMS functions can be operational within required timeframe.	2 Points
Points for R.4.2.6	2 Points
Total Points allocated for R.4.2 ____/12	
Comments:	

R.4.3 Section (A.14.5 Distribution) of the Statement of Work (maximum 10 points)

To satisfy the criteria, the Plan should describe the Bidder's procedures for maintaining the continuity of the delivery service should the Secure Armored Transport Company be unable to provide the service for a period of up to five (5) consecutive business days and for a period over five (5) consecutive business days.

Cross Reference to Proposal

R.4.3 Distribution	
No information provided, or the procedures provided does not demonstrate the continuity of the service.	0 Points
The procedures provided partly satisfies the criterion, i.e. only one of these 2 elements satisfies the criterion: 1- the procedures demonstrate the continuity of the service for a period up to five (5) consecutive business days, or 2- the procedures demonstrate the continuity of the service for a period over five (5) consecutive business days.	1 Point
The procedures provided demonstrate the continuity of the service for a period up to five (5) consecutive business days and for a period over five (5) consecutive business days.	2 Points
Total Points allocated for R.4.3 ____/ out of 2 pts multiplied by weighting factor 5 = ____/10 pts	
Comments:	

R.4.4 Production (maximum 6 points)

The Bidder should describe their procedures for maintaining the continuity of the production process for the 1442 B and IMM 1346 B. The description should include:

- R.4.4.1 Contingency planning for the offset printing;
- R.4.4.2 Contingency planning for the intaglio printing;
- R.4.4.3 Contingency planning for the finishing operations including application of the OVD;

Cross Reference to Proposal

R.4.4 Production	
R.4.4.1 Contingency planning for the offset printing	
No information provided for the criterion; or information provided does not address the criterion.	0 Points
Information provided does not clearly demonstrate the Bidder has contingency planning for maintaining the offset printing operations for completing the quantities required for a print order as specified in the statement of work.	1 Point
Information provided clearly demonstrates the Bidder has contingency planning for maintaining the offset printing operations for completing the quantities required for a print order as specified in the statement of work.	2 Points
Points for R.4.4.1	Points
R.4.4.2 Contingency planning for the intaglio printing	
No information provided for the criterion; or information provided does not address the criterion;	0 Points
Information provided does not clearly demonstrate that the Bidder has contingency planning for maintaining the intaglio printing operations for completing the quantities required for a print order as specified in the statement of work.	1 Point
Information provided clearly demonstrates that the Bidder has contingency planning for maintaining the intaglio printing operations for completing the quantities required for a print order as specified in the statement of work.	2 Points
Points for R.4.4.2	Points
R.4.4.3 Contingency planning for the finishing operations including application of the OVD	
No information provided for the criterion; or information provided does not address the criterion.	0 Points
Information provided does not clearly demonstrate that the Bidder has contingency planning for maintaining the finishing operations including application of the OVD for completing the quantities required for a print order as specified in the statement of work.	1 Point
Information provided clearly demonstrates the Bidder has contingency planning for maintaining the finishing operations including application of the OVD for completing the quantities required for a print order as specified in the statement of work.	2 Points
Points for R.4.4.3	Points
Total Points allocated for R.4.4 ____/6	
Comments:	

Solicitation No. - N° de l'invitation
B8297-200035/B
Client Ref. No. - N° de réf. du client
B8297-200035

Amd. No. - N° de la modif.
File No. - N° du dossier
cw011. B8297-200035

Buyer ID - Id de l'acheteur
cw011
CCC No./N° CCC - FMS No./N° VME

Total points for R.4 _____/40 points

Minimum of 50% passing mark (20 pts)

Total points overall for all of the point rated criteria

_____/252 points

Minimum of 75% passing mark (189 pts)

APPENDIX 1 to PART 5 OF THE BID SOLICITATION

CERTIFICATIONS AND ADDITIONAL INFORMATION

1. CERTIFICATIONS

1.1 Certifications Required with the Bid

1.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

1.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

1.2.1 Integrity Provisions – Required Documentation

1.2.1.1 In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

1.2.1.2 Pursuant to Section 17 of the Ineligibility and Suspension Policy, all suppliers, regardless of their status under the policy, must submit the following information when participating in a procurement process or real property transaction: Suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation; Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; Suppliers that are a partnership do not need to provide a list of names.

Check only one of the following:

- The Bidder is a corporate entity
- The Bidder is a privately owned corporation or sole proprietor
- The Bidder is a partnership

1.2.2 Federal Contractors Program for Employment Equity - Bid Certification

1.2.2.1 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 "Federal Contractors Program Limited Eligibility List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

- 1.2.2.2 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 [Federal Contractors Program Limited Eligibility List](#) at the time of contract award.
- 1.2.2.3 Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the [Federal Contractors Program Limited Eligibility List](#) during the period of the Contract.
- 1.2.2.4 The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

1.2.3 Federal Contractors Program for Employment Equity – Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a Contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the Contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract. For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- The Bidder certifies having no work force in Canada.
- The Bidder certifies being a public sector employer.
- The Bidder certifies being a federally regulated employer being subject to the [Employment Equity Act](#).
- The Bidder certifies having a combined workforce in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees in which case:
 - The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

B. Check only one of the following:

- The Bidder is not a Joint Venture.
- The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).

1.2.4 Canadian Content Certification

This procurement is limited to Canadian services. The Bidder certifies that:

- The service offered is a Canadian service as defined in the *SACC Manual* clause [A3050T](#) (2018-12-06) Canadian Content Definition, paragraph 2.

1.2.5 Status and Availability of Resources

1.2.5.1 The Bidder certifies that, should it be awarded a Contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

1.2.5.1 If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

- I understand and certify.

2. ADDITIONAL INFORMATION

2.1 Former Public Servant

2.1.1 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with 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.

2.1.2 For non-competitive bid: "fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when

the successful Bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

2.1.3 Definitions

"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 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 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.

2.2 Former Public Servant in Receipt of a Pension

2.2.1 As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes No

2.2.2 If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- i) name of former public servant; and
- ii) date of termination of employment or retirement from the Public Service.

2.2.3 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.

2.3 Work Force Adjustment Directive

2.3.1 Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes No

2.3.2 If so, the Bidder must provide the following information:

Solicitation No. - N° de l'invitation
B8297-200035/B
Client Ref. No. - N° de réf. du client
B8297-200035

Amd. No. - N° de la modif.
File No. - N° du dossier
cw011. B8297-200035

Buyer ID - Id de l'acheteur
cw011
CCC No./N° CCC - FMS No./N° VME

-
- i) name of former public servant;
 - ii) conditions of the lump sum payment incentive;
 - iii) date of termination of employment;
 - iv) amount of lump sum payment;
 - v) rate of pay on which lump sum payment is based;
 - vi) period of lump sum payment including start date, end date and number of weeks; and
 - vii) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.3.3 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.

Name: _____

Title (senior official): _____

Bidder Legal Name: _____

Bidder Address: _____

Telephone number: _____

E-mail Address: _____

Signature: _____

Date: _____

Solicitation No. - N° de l'invitation
B8297-200035/B
Client Ref. No. - N° de réf. du client
B8297-200035

Amd. No. - N° de la modif.
File No. - N° du dossier
cw011. B8297-200035

Buyer ID - Id de l'acheteur
cw011
CCC No./N° CCC - FMS No./N° VME

ANNEX D

SECURITY GUIDE

Security Guide

Reason for Protected B

Information/ Assets and Production: The vendors employee's working on various stages of the production process are required to have an Enhanced Reliability Status (ERC) clearance. The Vendors IT transmissions between point to point (within the vendors IT systems) are at the "Protected B" level.

Reason for Secret

Information/Assets and Production: The facility producing the cards must have a clearance level of "SECRET". The employee's with full knowledge of design/recipe (head designer, project & production Managers) of the vendor must hold a valid "SECRET" level clearance.

Transmittal Standard in Canada

TRANSMITTAL: to send protected and classified information from one person/place to another by a third party.

TYPE OF INFORMATION	RESTRICTED ACCESS AREA	PACKAGING ENCLOSURE ^{1,2}		DELIVERY METHODS	
		Single sealed envelope ^{3,5}	Double sealed envelope ^{4,5}	Departmental messenger	Postal or reliable courier service (when delivery is urgent & essential)
Protected "A"	Within	X		X	
	Outside	X		X	X
Protected "B"	Within	X		X	
	Outside	X		X	X
Protected "C"	Within	X		X	
	Outside		X	X	X ⁷
Confidential	Within	X		X	
	Outside	X		X	X
Secret	Within	X		X	
	Outside	X ⁶	X ⁶	X	X ⁷
Top Secret	Within	X		X	
	Outside		X	X	X ⁷

- You may replace the single or outer sealed envelope with a lockable carrying case (carrying bag, backpack, briefcase, etc.)
- Note: For bulk shipments, place in a tape-sealed enclosure (envelope, box, etc.) and then place in a locked and/or security-sealed enclosure (crate or transit case). Locks or seals must be applied at the departure point and removed at the reception point by appropriately-screened personnel.
- When possible, address single and the outer jacket of double sealed envelopes in a non-specific manner (e.g. to departmental mailroom, branch or section), include return address of sender with no security classification of the contents.
- When double sealed envelopes are used, the outer envelope should be addressed as per note 1. The inner envelope should show the address of the recipient (it may have an attention line with recipient's name), return address of sender and highest security classification of contents.
- When warranted by the need-to-know, single or inner envelopes should have one of the following restrictive caveats: "TO BE OPENED ONLY BY (position title)"- when only the incumbent of that position is to access the contents, OR "TO BE OPENED ONLY BY (name)"- when only the identified individual is to access the contents (e.g., personal information).
- It is highly recommended that Secret information be transmitted in a double sealed envelope.
- If departmental messenger service is not available and delivery is urgent, essential and approved by the DSO on a case-by-case basis, use these services, with the option of a signature upon delivery (this method greatly increases the risk of compromise).

Transmittal Standard outside Canada

TRANSMITTAL: to send protected and classified information from one person/place to another by a third party.

Note: The bearer does not have the need-to-know. Outside Canada means to, from or within GoC facilities (i.e. embassies, missions or deployments, GoC buildings, consulates etc.) in foreign countries.

TYPE OF INFORMATION	RESTRICTED ACCESS AREA	PACKAGING ENCLOSURE ^{1,2}		DELIVERY METHODS ⁶		
		Single sealed envelope ^{3,5}	Double sealed envelope ^{4,5}	Departmental messenger	DFAIT Diplomatic Mail Service	Postal or reliable courier service (when delivery is urgent & essential)
Protected "A"	Within	X		X		
	Outside	X		X	X	X ¹¹
Protected "B"	Within	X		X		
	Outside	X		X	X	X ¹¹
Protected "C"	Within	X	X ⁷	X		
	Outside		X ⁹	X ¹⁰	X	
Confidential	Within	X		X		
	Outside	X ⁸		X ¹⁰	X	X ¹²
Secret	Within	X	X ⁷	X		
	Outside		X ⁹	X ¹⁰	X	
Top Secret	Within	X	X ⁷	X		
	Outside		X ⁹	X ¹⁰	X	

- You may replace the single or outer sealed envelope with an approved dispatch case listed in the RCMP Security Equipment Guide (SEG).
- Note: For bulk shipments, place in a tape-sealed enclosure (envelope, box, etc.) and then place in a locked and/or security sealed enclosure (crate or transit case). Locks or seals must be applied at the departure point and removed at the reception point by appropriately-screened personnel.
- When possible, address single and the outer jacket of double sealed envelopes in a non-specific manner (e.g. to departmental mailroom, branch or section), include return address of sender with no security classification of the contents.
- When double sealed envelopes are used, the outer envelope should be addressed as per note 1. The inner envelope should show the address of the recipient (it may have an attention line with recipient's name), return address of sender and highest security classification of contents.
- When warranted by the need-to-know, single or inner envelopes should have one of the following restrictive caveats: "TO BE OPENED ONLY BY (position title)"- when only the incumbent of that position is to access the contents, OR "TO BE OPENED ONLY BY (name)"- when only the identified individual is to access the contents (e.g., personal information).
- When protected and classified information is transmitted to, from or within foreign countries and particularly in non NATO countries, the use of DFAIT Diplomatic Mail Services is very strongly recommended.
- It is highly recommended that this information be placed in a double sealed envelope in case of advertent opening.
- Use a double sealed envelope when transmitting by DFAIT Diplomatic Mail Services.
- Place a Transmittal Note and Receipt form in the inner envelope and seal with approved security tape specified in the RCMP Security Equipment Guide (SEG).
- Transmit only by appropriately-screened services and when delivery is urgent, essential and approved by the DSO.
- If DFAIT Diplomatic Mail Services and departmental messenger service is not available and as approved by the DSO on a case-by-case basis, use these services, with the option of a signature upon delivery (this method greatly increases the risk of compromise).
- This method only applies to the USA and the UK.

Protected Information

(Information sensitive to personal or commercial interest.)

	INFORMATION RELEASED COULD CAUSE	EXAMPLES OF PROTECTED INFORMATION	ELECTRONIC TRANSFERS (e.g., E-mail, FTP)	STORAGE	LAPTOP	COMMUNICATION ACROSS CANADA AND TO THE MISSIONS	DISPOSAL
A	<ul style="list-style-type: none"> Minor injury Embarrassment for an individual, a company or the Government of Canada 	Personal <ul style="list-style-type: none"> Date of birth** Home address** and telephone number** Salary** SIN** Fingerprint** Photo** Organization <ul style="list-style-type: none"> Contract number** Standing offers 	<ul style="list-style-type: none"> May be emailed between government departments and agencies without any additional safeguards. 	<ul style="list-style-type: none"> CIC Network drives (personal and shared drive) Appropriately labelled media*** 	Save on: <ul style="list-style-type: none"> Hard drive (C:) or other appropriately labelled media*** 	<ul style="list-style-type: none"> Use a regular telephone and a regular fax 	<ul style="list-style-type: none"> Overwrite/format media***
B	<ul style="list-style-type: none"> Medium to serious injury Detriment, harm Financial loss or gain for an individual, a company or the Government of Canada 	Personal <ul style="list-style-type: none"> Performance evaluation Medical/ Psychiatric information Contractual information Financial information Harassment investigation Organization <ul style="list-style-type: none"> Trade secrets of a third party Contractual information Competitive position of a third party Most CIC client files 	<ul style="list-style-type: none"> May be transmitted within CIC across Canada. Outside CIC, must use approved Government of Canada encryption software. Missions: <ul style="list-style-type: none"> Consult the security officer 	<ul style="list-style-type: none"> CIC Network drives (personal and shared drive) Appropriately labelled media*** Store all media*** in a secure cabinet Data on removable and portable media must be encrypted with Government of Canada approved encryption tools. 	Save on: <ul style="list-style-type: none"> Hard drive (C:) with approved Government of Canada encryption software. Copy must also exist on CIC corporate network. Consult the IT Security Unit 	<ul style="list-style-type: none"> Use a regular telephone and a secure fax approved by the Government of Canada (*) Use discretion on cellular telephone Missions: <ul style="list-style-type: none"> Use a secure telephone and secure fax 	<ul style="list-style-type: none"> Send media*** to the IT Security Unit for disposal or demagnetizing (degauss) Missions: <ul style="list-style-type: none"> Give to the security officer for disposal
C	<ul style="list-style-type: none"> Extremely serious injury Loss of life Significant financial loss or gain for an individual, a company or the Government of Canada 	<ul style="list-style-type: none"> Witness Protection Program Security plans for protecting very valuable assets 	<ul style="list-style-type: none"> Transmission must be on a secure network, not on the CIC protected B network Use a dedicated printer Missions: <ul style="list-style-type: none"> Consult the security officer 	<ul style="list-style-type: none"> Store only on a secure network or on a standalone PC with a removable hard drive that has been encrypted with Government of Canada approved encryption tools. Store data on media***, with the appropriately label, in an approved secure cabinet (safe) Use a dedicated printer 	Consult the IT Security Unit	<ul style="list-style-type: none"> Use a secure telephone and secure fax approved by the Government of Canada (*) For the use of a secure cellular telephone, consult with the COMSEC custodian Missions: <ul style="list-style-type: none"> Use a secure telephone and secure fax 	<ul style="list-style-type: none"> Send media*** to the IT Security Unit for disposal Missions: <ul style="list-style-type: none"> Give to the security officer for disposal

* Secure Telephone Units and secure fax approved by the Government of Canada - conversations and fax transmissions are encrypted when using these equipment. Contact your COMSEC Custodian.

** Data elements may be individually classified as Protected A. Combining these elements, that uniquely identifies an individual(s), may raise the classification above Protected B.

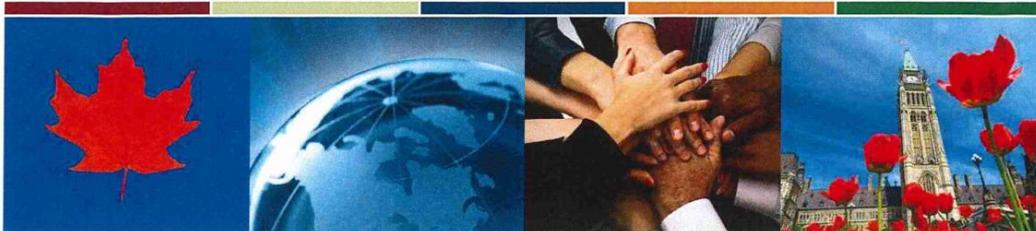
*** Floppy, CD, Hard Disk, Memory stick, etc.

Classified Information

(Information sensitive to national security or of national interest.)

	INFORMATION RELEASED COULD CAUSE	EXAMPLES OF PROTECTED INFORMATION	ELECTRONIC TRANSFERS (e.g., E-mail, FTP)	STORAGE	LAPTOP	COMMUNICATION ACROSS CANADA AND TO THE MISSIONS	DISPOSAL
CONFIDENTIAL	<ul style="list-style-type: none"> Minor injury Classified information that merits this level is limited 	<ul style="list-style-type: none"> Information related to negotiations with provincial governments 	<ul style="list-style-type: none"> Transmission must be on a secure network, not on the CIC protected B network Use a dedicated printer 	<ul style="list-style-type: none"> Store only on a secure network or on a standalone PC with a removable hard drive Store data on media***, with the appropriate label, in an approved secure cabinet Use a dedicated printer <p>Missions:</p> <ul style="list-style-type: none"> Consult the security officer 	<ul style="list-style-type: none"> Consult the IT Security Unit 	<ul style="list-style-type: none"> Use a secure telephone and secure fax (*) approved by the Government of Canada with a Confidential key For the use of a secure cellular telephone, consult with the COMSEC custodian 	<ul style="list-style-type: none"> Send media*** to the IT Security Unit for disposal <p>Missions:</p> <ul style="list-style-type: none"> Give to the security officer for disposal
SECRET	<ul style="list-style-type: none"> Serious injury Most classified information falls in this category 	<ul style="list-style-type: none"> Information exchange and negotiations with foreign governments Advice and recommendations to the Minister Cabinet Documents Financial Documents Case files with national security implications 	<ul style="list-style-type: none"> Transmission must be on a secure network, not on the CIC protected B network Use a dedicated printer <p>Missions:</p> <ul style="list-style-type: none"> Consult the security officer (C5) 	<ul style="list-style-type: none"> Store only on a secure network or on a standalone PC with a removable hard drive Store data on media***, with the appropriate label, in an approved secure cabinet (safe) Use a dedicated printer <p>Missions:</p> <ul style="list-style-type: none"> Consult the security officer 	<ul style="list-style-type: none"> Consult the IT Security Unit 	<ul style="list-style-type: none"> Use a secure telephone and secure fax (*) approved by the Government of Canada with a Secret key For the use of a secure cellular telephone, consult with the COMSEC custodian 	<ul style="list-style-type: none"> Send media*** to the IT Security Unit for disposal <p>Missions:</p> <ul style="list-style-type: none"> Give to the security officer for disposal
TOP SECRET	<ul style="list-style-type: none"> Exceptionally serious injury Information that merits this level is very limited 	<ul style="list-style-type: none"> International treaties and agreements Law enforcement and immigration intelligence Operational plans or political negotiations Scientific and technical data connected to the defence of the nation or allied nations 	<ul style="list-style-type: none"> Transmission must be on a secure network, not on the CIC protected B network Use a dedicated printer 	<ul style="list-style-type: none"> Store only on a secure network or on a standalone PC with a removable hard drive Store data on media***, with the appropriate label, in an approved secure cabinet (safe) Use a dedicated printer <p>Missions:</p> <ul style="list-style-type: none"> Consult the security officer 	<ul style="list-style-type: none"> Consult the IT Security Unit 	<ul style="list-style-type: none"> Use a secure telephone and secure fax (*) approved by the Government of Canada with a Top Secret key For the use of a secure cellular telephone, consult with the COMSEC custodian 	<ul style="list-style-type: none"> Send media*** to the IT Security Unit for disposal <p>Missions:</p> <ul style="list-style-type: none"> Give to the security officer for disposal

* Secure Telephone Units and secure fax approved by the Government of Canada - conversations and fax transmissions are encrypted when using these equipment. Contact your COMSEC Custodian.
 ** For delivery outside Canada, consult the IT Security Unit.
 *** Floppy, CD, Hard Disk, Memory stick, etc.



Transport Standard

TRANSPORT: to physically hand carry protected and classified information from one person/place to another.

Note: The carrier must have the need-to-know.

TYPE OF INFORMATION	RESTRICTED ACCESS AREA	IN CANADA				OUTSIDE CANADA			
		PACKAGING ENCLOSURE				PACKAGING ENCLOSURE			
		None req'd	Single sealed envelope ^{1,3}	Double sealed envelope ^{2,3}	Single sealed envelope in a secure enclosure (lockable carrying bag or case)	None req'd	Single sealed envelope ^{1,3}	Double sealed envelope ^{2,3}	Use an approved dispatch case (when replacing the outer envelope)
Protected "A"	Within	X				X			
	Outside		X				X		
Protected "B"	Within	X				X			
	Outside		X				X ⁷		
Protected "C"	Within		X				X		
	Outside				X ^{5,6}			X	X ⁸
Confidential	Within	X					X		
	Outside		X				X ⁷		
Secret	Within	X					X		
	Outside		X ⁴		X ^{5,6}			X	X ⁸
Top Secret	Within		X				X		
	Outside				X ^{5,6}			X	X ⁸

- When possible, address single and the outer jacket of double sealed envelopes in a non-specific manner (e.g. to departmental mailroom, branch or section), include return address of sender with no security classification of the contents.
- When double sealed envelopes are used, the outer envelope should be addressed as per note 1. The inner envelope should show the address of the recipient (it may have an attention line with recipient's name), return address of sender and highest security classification of contents.
- When warranted by the need-to-know, single or inner envelopes should have one of the following restrictive caveats: "TO BE OPENED ONLY BY (position title)" - when only the incumbent of that position is to access the contents, OR "TO BE OPENED ONLY BY (name)" - when only the identified individual is to access the contents (e.g., personal information).
- It is highly recommended that Secret Information be treated the same as Protected C and Top Secret, due to inadvertent opening while in transit and at security check points.
- It is highly recommended that this information be placed in a double sealed envelope while in transit and when passing through security check points.
- When warranted by a TRA that an enhanced security measure (higher assurance of tampering) is required, you may use an approved opaque tamper-indicating security polyethylene envelope with no security markings and placed in a carrying case (carrying bag, backpack, briefcase, etc.)
- When warranted by a TRA, use a double sealed envelope.
- You may replace the outer envelope with an approved dispatch case, but it is highly recommended the information be placed in a double sealed envelope.