



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada  
See herein for bid submission  
instructions/  
Voir la présente pour les  
instructions sur la présentation  
d'une soumission  
NA  
Ontario

**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**

<b>Title - Sujet</b> Journal Printing Services	
<b>Solicitation No. - N° de l'invitation</b> W4938-21040S/A	<b>Date</b> 2020-06-17
<b>Client Reference No. - N° de référence du client</b> W4938-21040S	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-015-7945	
<b>File No. - N° de dossier</b> TOR-0-43018 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-07-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Abela, Aaron	<b>Buyer Id - Id de l'acheteur</b> tor015
<b>Telephone No. - N° de téléphone</b> (416) 262-6212 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Canadian Military Journal P.O. Box 17000 Station Forces KINGSTON Ontario K7K7B4 Canada	

**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**

Public Works and Government Services Canada  
Ontario Region  
10th Floor, 4900 Yonge Street  
Toronto  
Ontario  
M2N 6A6

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into six 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; and
- Part 6 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, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the DND 626 Task Authorization Form and any other annexes.

### 1.2 Summary

1.2.1 The Department of National Defence and the Canadian Armed Forces (DND/CAF) undertakes to publish the Canadian Military Journal in both official languages (English and French) on a quarterly basis. DND/CAF require journal printing services on an as-and-when-requested basis up to a maximum of four issues per year.

1.2.2 The Task Authorization Contract will be for a period of 1 year from August 1, 2020 to July 31, 2021. There will be an option to extend the contract for two (2) additional one (1) year periods.

1.2.3 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

1.2.4 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."

### 1.3 Debriefings

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.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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.

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.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving - PWGSC  
10<sup>th</sup> Floor, 4900 Yonge Street  
Toronto, Ontario  
M2N 6A6

[TPSGC.orreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca)  
(*email address for epost Connect service*)

**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.

### 2.3 Former Public Servant

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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, 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.

#### Definitions

For the purposes of this clause, "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 size of 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 Pension 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.

#### **Former Public Servant in Receipt of a Pension**

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

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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](#).

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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.

#### **2.4 Enquiries - Bid Solicitation**

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

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

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

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.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with 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.

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

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

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

Section I: Technical Bid (2 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

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.

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.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 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

- 
- 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.

### **Section I: Technical Bid**

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.

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. 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.

### **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

#### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "1" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "1" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.1.3 Exchange Rate Fluctuation**

[C3011T \(2013-11-06\), Exchange Rate Fluctuation](#)

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

**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) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

<b>M#</b>	<b>Mandatory Technical Criteria (M)</b>	<b>Cross Reference to Proposal</b>
M1	<p><b>The Bidder must provide proof of valid certification (valid at the time of bid closing date) for a minimum of one of the three listed items below with the offer:</b></p> <p><b>Valid proof is demonstrated by providing a copy of the valid certification with the offer.</b></p> <p><b>1. Environmental Choice Program (ECP)</b> OR</p> <p><b>2. ISO 14001 International Organization Standardization</b> OR</p> <p><b>3. One of the following Chain of Custody Certification from a Forest Management Program:</b>                      (a) Forestry Stewardship Council (FSC)                      (b) Sustainable Forestry Initiative (SFI)                      (c) Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS)</p> <p><b>**If the written confirmation has not been provided at bid closing, Public Works and Government Services Canada (PWGSC) will notify the Bidder that they are required to provide it within two (2) business days following notification from PWGSC. (Note: This time requirement reflects PWGSC's expectation that they are readily available.)</b></p> <p>If the Bidder fails to provide the required document(s) within two (2) business days, their bid will be deemed non-responsive and that it will be given no further consideration</p>	

**4.1.2 Financial Evaluation**

**4.1.2.1 Mandatory Financial Criteria**

- i. Bidders must submit pricing in accordance with Annex B, Basis of Payment, with their bid at bid closing;

ii. The evaluation of price will be calculated as follows :

(a) The unit prices provided by the bidder for the price per copy identified at Items 2.1, 3.1, and 4.1 will be multiplied by the estimated usage (copies per print run) and then multiplied by the estimated number of publications per year.

Totals will be added together along with aggregate dollar value totals of Items 2.2, 3.2 and 4.2 to obtain the aggregate cost to be used in the evaluation.

Totals will be added together to obtain the aggregate cost to be used in the evaluation.

iii. The Total Evaluated Cost will be the aggregate total of (a) and (b) above.

**4.1.2.2** *SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

**4.1.2.3** Each price will be multiplied by the estimated usage, for each period, to arrive at the extended price. Each extended price will be added together to arrive at an evaluated price.

#### **4.2 Basis of Selection – Mandatory Technical Criteria**

A bid must comply with all requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest Evaluated Price will be recommended for award of a contract.

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

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.

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.

#### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

##### **5.1.1 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 Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

##### **5.1.2 Additional Certifications Required with the Bid**

###### **5.1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

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Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6, Example 2, of the Supply Manual.

#### 5.1.2.1.1 SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

### 5.2 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 specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

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](#) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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 "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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 "FCP Limited Eligibility to Bid list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### 6.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### 6.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "C"
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **6.1.1.2 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" means **10%** of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **6.1.1.3 Task Authorization Limit**

The *Project Authority* may authorize individual task authorizations up to a limit of \$ **(to be filled in at contract award)**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

#### **6.1.1.4 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Canadian Military Journal, Canadian Defence Academy, Kingston, Ontario, Canada. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

#### **6.1.1.5 Periodic Usage Reports - Contracts with Task Authorizations**

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The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on an annual basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 6.2 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](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.

### 6.2.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 6.3 Security Requirements

**6.3.1** There is no security requirement applicable to the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from August 1, 2020 to July 31, 2021 inclusive.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) 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.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Aaron Abela  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Drive, Suite 480C  
Mississauga, Ontario. L5B 2N5

Telephone: 905-615-2061  
Facsimile: 905-615-2060  
E-mail address: aaron.abela@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.

##### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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.

##### 6.5.3 Contractor's Representative *(To be completed by the bidder)*

Solicitation No. - N° de l'invitation  
W4938-21040S/A  
Client Ref. No. - N° de réf. du client  
W4938-21040S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-0-43018

Buyer ID - Id de l'acheteur  
TOR015  
CCC No./N° CCC - FMS No./N° VME

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6.6 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.

## 6.7 Payment

### 6.7.1 Basis of Payment - Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B".

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.7.2 Limitation of expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$\_\_\_\_(to be specified at contract award)\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

### 6.7.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

#### **6.7.4 Electronic Payment of Invoices – Contract**

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

- a. Direct Deposit (Domestic and International);

#### **6.8 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
  - b. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.9 Certifications and Additional Information**

### **6.9.1 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.

### **6.10 Applicable Laws**

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

### **6.11 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 general conditions [2035](#) (2020-05-28), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

### **6.12 Defence Contract**

*SACC Manual* clause [A9006C](#) (2012-04-16) Defence Contract

### **6.13 Foreign Nationals (Canadian Contractor)**

*SACC Manual* clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

### **6.14 Insurance Requirements**

*SACC Manual* clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

**ANNEX "A"**

**STATEMENT OF WORK**

Requirements (TASKS):

<p><b>1a) TITLE:</b> Provide title, if applicable</p>	<p style="text-align: center;"><b>Canadian Military Journal</b></p>
<p><b>1b) OBJECTIVE:</b> Objective of what is being printed</p>	<p><b>1.1</b> The <i>Canadian Military Journal</i> (herein known as the <i>Journal</i>) is the official professional publication of the Department of National Defence and the Canadian Armed Forces (DND/CAF). It serves as a forum for military professionals and the Canadian academic community to engage in informed discussions and debates, and in so doing, stimulates the intellectual growth and development of the DND/CAF. The <i>Canadian Military Journal</i> has been tasked with the broad purpose of informing both the Canadian and international public about defence issues in general, and about developments within the DND/CAF.</p> <p><b>1.2</b> The <i>Journal</i> is published quarterly in both official languages (English and French) under the authority of the Minister of National Defence and the direction of the Project Authority.</p> <p><b>1.3</b> Given that the <i>Journal</i> is the official professional journal of the DND/CAF, is a research and reference tool with a lengthy shelf life, and is widely distributed throughout the Executive Branches of the Canadian Government and internationally (universities, colleges and libraries), the publication will be designed with the knowledge that it will be printed at a library print quality level, in accordance with the Public Works and Government Services Canada (PWGSC) standards (ref 5.7.3. c.).</p>
<p><b>1c) SCOPE OF WORK:</b> What is expected of the supplier</p>	<p>The contractor will be responsible for printing (flat sheet press with 10 micron capability) a maximum of four issues per year.</p> <p>Given the nature of the historical photographs and cartographic images used in the <i>Journal</i>, the publication must be printed on a flat sheet press with 10 micron capability.</p> <p><b>Note:</b> A High Definition Screening Library Quality Printing equivalent to the 10 Micron Stochastic Screening Technology capability specified above will also be accepted.</p>
<p><b>1d) DESCRIPTION:</b> Brief description of item being printed. What is it used for? Who is it for?</p>	<p><b>Item being printed:</b> The <i>Journal</i> is the official professional quarterly journal of the Department of National Defence and the Canadian Armed Forces (DND/CAF).</p> <p><b>What is it used for:</b> The <i>Journal</i> serves as a forum for both military</p>

professionals and the Canadian academic community to engage in informed discussions and debates, and in so doing, stimulates the intellectual growth and development of the DND/CAF. The *Journal* has been tasked with the broad purpose of informing both the Canadian and international public about defence issues in general, and about developments within the DND/CAF.

**Who is it for:** The *Canadian Military Journal's* readership is ever-increasing and includes a very broad international audience. The Journal reaches at least 98 accredited Canadian universities and a further 52 universities worldwide. At least 175 subscriptions go the US alone, including major universities, centres for strategic studies, and other military and governmental institutions. It is also subscribed by 125 national libraries in Canada and at least another 35 globally. It reaches all our MPs and Senators, all foreign military attachés in Canada, all Canadian military attachés abroad, and all staff, war, and defence colleges in all NATO countries, and most 'Canada friendly' powers, including Australia, Brazil, Argentina, Uruguay, New Zealand, India, Mongolia, Thailand, Singapore, and Japan, as well as varied and extensive individual global subscriptions.

**Product:**

**1.1**The *Journal* is an 8.5 x 11 inch, perfect bound publication with a rigid card stock cover. The artwork changes in every cover and is chosen and supplied (in high resolution electronic file) by the Project Authority. The cover is printed in a four colour process plus black and the artwork and publication title are highlighted by a spot gloss UV treatment. The cover background colour also changes with every issue in a rotation following the pattern below:

ISSUE	COLOUR	COLOUR CODE
Autumn Bilingual Issue	Black	Black
Winter Bilingual Issue	Dark Gray	40% Black
Spring Bilingual Issue	White	White
Summer Bilingual Issue	Light Gray	20% Black

**1.2**The publication is printed on a flat sheet press and averages 180 pages (**maximum 80 pages in both official languages**). The English and French versions are bound in a manner that the reader needs only to invert the publication to read the other language in the upright position. The *Journal* will be constructed under the broad guidance that each issue will follow, but will not be limited by, the following basic format:

ARTICLE ELEMENTS	ELEMENTS PER ISSUE	WORD COUNT (approximate)
Editor's Corner	1	900
Valour Column	1 (as required)	800
Feature Articles	5 (average)	4000-7000 (each)
Book Reviews	3-4	900-1500 (each)
Opinion Piece	2 (average)	1500-2500
Commentary	1	2000

	Letter to the Editor	1 (as required)	300
<b>2) QUANTITY &amp; TOTAL NUMBER OF PAGES:</b>	<p><b>One single print run of 5,800 copies per issue in a bilingual format.</b>  <b>NOTE:</b> This number of copies may vary over the length of the contact down to 4,800 copies minimum.</p> <p><b>Printed on:</b> 2 sides of page</p>		
<b>3) SIZE:</b>	<p><b>What is the Trim or Finished Size? i.e. Finished size of book</b>  8.5 x 11 inches</p>		
<b>4) STOCK:</b>	<p><b>What type of paper is required for the job?</b></p> <ol style="list-style-type: none"> <li>a. Supreme gloss 130lb cover</li> <li>b. Supreme gloss 60lb text.</li> </ol> <p>100% recycled waste stock will be used as much as possible. When not available, a minimum of 10% post-consumer waste must be used. After award of contract, suggestions of substitute paper for an equivalent or better quality by the contractor will be required in writing, approved by the Project Authority and will be at no additional cost to the <i>Journal</i>.</p> <p><b>Environmental Considerations</b>  Where the Contractor is involved in the recommendation and/or specification of printing requirements, the standards described below must be adhered to:</p> <ol style="list-style-type: none"> <li>a. The Government of Canada requires that vegetable-based inks be specified whenever possible;</li> <li>b. The Government of Canada requires that paper stocks conforming to the following be specified whenever possible: The Government of Canada uses only paper stocks considered to be environmentally friendly. Selection of these papers is based on factors such as sustainable development, life-cycle management and/or forest management. For this Contract, papers from manufacturers certified under the Environmental Choice Program (ECP) and/or ISO 14001 International Organization Standardization and/or Chain of Custody certification from a Forest Management Program such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS) will be acceptable for completion of work.</li> <li>c. The Contractor shall make every possible effort towards supplying print services that are the result of environmentally sound processes, without detracting from the appearance of said items.</li> <li>d. As a result of compliance with these regulations, applicable environmental logos will be displayed inside the cover of the Journal.</li> <li>e. The quality of work will be specified in the printing specifications as either informational or library in accordance with the Public Works and Government Services Canada publication entitled</li> </ol>		

	<p>“Quality Levels for Printing” and/or “Quality Levels for Colour Reproduction” latest issues.</p>
<p><b>5) INK:</b></p>	<p><b>Standard black for text pages:</b> no</p> <p><b>Number of colours for the job:</b>  <b>a. Cover:</b> 4 colour process + 1 PMS 032 + <b>overall smudgeproof lay-flat matte lamination</b> on 1 side (bleeds) + <b>spot gloss UV outside</b> (on image and title) / 4 colour process + overall Gloss Aqueous  <b>b. Text:</b> 4 colour process / 4 colour process</p> <p><b>Ink Specifications for both the Outside Covers and Inside Covers for this project:</b>  4 process + Gloss Aqueous + Smudgeproof Layflat Matte Lamination + Sport Gloss UV outside / 4 process + Gloss AQ.</p> <p><b>Use process colours (CMYK) only?</b>  <b>Cover</b> – no  <b>Text</b> – yes (except for the text inside the Journal in red colour).</p> <p><b>If no, indicate PMS colours requested that cannot be converted to CMYK:</b>  <b>Cover</b> – PMS 032  <b>Text</b> – text inside the Journal in red colour also require PMS 032</p> <p><b>Indicate:</b>  <b>Cover</b> – Bleeds off of pages  <b>Text</b> – No bleeds off of pages</p>
<p><b>6) MATERIALS SUPPLIED:</b></p>	<p><b>Format and version files are supplied:</b>  InDesign V.4 with high resolution PDFs.</p> <p><b>Indicate:</b>  Email via contractor secure FTP site</p>
<p><b>7) PROOFS:</b></p>	<p><b>Proofs required:</b>  High resolution colour proof</p> <p><b>If high resolution proof, indicate:</b>  Match proof</p> <p><b>Note to supplier:</b> One set of proofs is standard and required for “sign-off” (included in the price)</p>
<p><b>8) BINDING:</b></p>	<p><b>Perfect bound and shrink wrapping in bundles of five.</b></p>
<p><b>9) PACKAGING &amp;</b></p>	

<b>LABELS:</b>	<b>Special Instructions:</b>  <b>The boxes will be labelled clearly</b> and placed on the box to allow convenient recall and recognition when warehoused as follows:  <b>CANADIAN MILITARY JOURNAL VOLUME</b> (volume number as a digit), <b>NO.</b> (number in volume series as a digit)  All further labelling, such as boxes to individual units and subscribers, will be done by the Government of Canada Publications Depot.  <b><u>Note to supplier:</u></b> - <i>Not exceed 35 lbs or approximately 16 kg.</i> - <i>Number of cartons must be listed. (i.e. 1 of 10, etc.)</i> - <i>Labels must indicate title of product, quantity, description of publication in each carton (or item number if applicable), address, special instructions</i>
<b>10) DELIVERY:</b>	<b>Three boxes of advanced copies will be sent</b> directly to the Canadian Military Journal at:  <b>CANADIAN MILITARY JOURNAL CANADIAN DEFENCE ACADEMY 2 RIDOUT SQUARE PO BOX 17000, STATION FORCES KINGSTON, ON K7K 7B4</b>  <b>Complete delivery to be made by the following dates of the years of the contract:</b> Winter Issue – 21 December Spring Issue – 21 March Summer Issue – 21 June Fall Issue – 19 October  A schedule for each issue will be provided for planning purposes.  <b>Address to be delivered:</b>  <b>DSCO 4 / DOCA 4 PUBLICATIONS 2140 PROM THURSTON DR OTTAWA, ON K1A 0K7</b>  <b>Name of Department:</b> Government of Canada Publications  <b>Depot Contact/Attention to:</b> (TBA at Contract Award) <b>Phone:</b> 613-998-4335  <b>Special instructions:</b> Call (TBA at Contract Award prior to delivery).

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File No. - N° du dossier  
TOR-0-43018

Buyer ID - Id de l'acheteur  
TOR015  
CCC No./N° CCC - FMS No./N° VME

**CORRECTIONS  
REQUIRED UPON  
REVIEW OF  
PROOFS**

The proof will be reviewed carefully by the customer to catch any errors before printing. Any minor changes will be listed (as necessary) for corrections upon review of the proofs and before printing which will result in an extra charge (AA).

## **ANNEX "B"**

### **BASIS OF PAYMENT**

The firm unit prices must be all inclusive prices, for the provision in accordance with Annex A – Statement of Work, in Canadian funds including Canadian customs duties, excise taxes, F.O.B. destination, including all delivery charges, travel and living, and required documentation specified. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is not included.

The price is to include all printing, any folding and collating required to assemble the pages in proper sequence, binding, packaging, labelling, shipping and offloading charges at the Government of Canada Publications Dept, Ottawa, Ontario.

#### **1.0 Work Orders – As and When Requested (Task Authorizations)**

Firm Unit Pricing available to Department of National Defence under circumstances where a Task Authorization for services in accordance with Annex "A" and authorized by the Project Authority (PA) or designated representative.

#### **2.0 Contract Period - Year 1 – August 01, 2020 to July 31, 2021**

##### **2.1 Publications**

A minimum of 3 publications per year, with a maximum of 4 publications per year.  
A minimum of 4,800 copies per print-run, with a maximum of 5,800 copies per print-run.

All inclusive unit price for the printing of each publication where each copy of the Canadian Military Journal has a page count of 180 pages (maximum):

\$ \_\_\_\_\_ per copy x an estimated 5,800 copies (maximum) per print-run x 4 publications per year (maximum) = \$ \_\_\_\_\_

##### **2.2 As and When Requested Services - Author's Alteration (AA)**

These may include minor changes per publication allocated for any corrections required upon review of the proofs before printing – resulting in an extra charge (AA).

Task Authorization – Author's Alteration (AA) Limitation of Expenditure: \$4,000.00

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Buyer ID - Id de l'acheteur  
TOR015  
CCC No./N° CCC - FMS No./N° VME

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### **3.0 Option Year 1 (Contract Period – Year 2) – August 01, 2021 to July 31, 2022**

#### **3.1 Publications**

A minimum of 3 publications per year, with a maximum of 4 publications per year.  
A minimum of 4,800 copies per print-run, with a maximum of 5,800 copies per print-run.

All inclusive unit price for the printing of each publication where each copy of the Canadian Military Journal has a page count of 180 pages (maximum):

\$\_\_\_\_\_ per copy x an estimated 5,800 copies (maximum) per print-run x 4 publications per year (maximum) = \$\_\_\_\_\_

#### **3.2 As and When Requested Services – Author's Alteration (AA)**

These may include minor changes per publication allocated for any corrections required upon review of the proofs before printing – resulting in an extra charge (AA).

Task Authorization – Author's Alteration (AA) Limitation of Expenditure: \$4,000.00

### **4.0 Option Year 2 (Contract Period – Year 3) – August 01, 2022 to July 31, 2023**

#### **4.1 Publications**

A minimum of 3 publications per year, with a maximum of 4 publications per year.  
A minimum of 4,800 copies per print-run, with a maximum of 5,800 copies per print-run.

All inclusive unit price for the printing of each publication where each copy of the Canadian Military Journal has a page count of 180 pages (maximum):

\$\_\_\_\_\_ per copy x an estimated 5,800 copies (maximum) per print-run x 4 publications per year (maximum) = \$\_\_\_\_\_

#### **4.2 As and When Requested Services – Author's Alteration (AA)**

These may include minor changes per publication allocated for any corrections required upon review of the proofs before printing – resulting in an extra charge (AA).

Task Authorization – Author's Alteration (AA) Limitation of Expenditure: \$4,000.00

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### **ANNEX "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:

- 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)

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W4938-21040S/A  
Client Ref. No. - N° de réf. du client  
W4938-21040S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-0-43018

Buyer ID - Id de l'acheteur  
TOR015  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C"**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

See attached.

Form - Formulaire

Instructions - Page 2

### Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization (Use form DND 626 for contracts for the Department of National Defence)**

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche (Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)**

**Contract Number**

Enter the PWGSC contract number.

**Número du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Número de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

Form - Formulaire

Instructions - Page 1

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**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établis conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

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**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

Solicitation No. - N° de l'invitation  
W4938-21040S/A  
Client Ref. No. - N° de réf. du client  
W4938-21040S

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-0-43018

Buyer ID - Id de l'acheteur  
TOR015  
CCC No./N° CCC - FMS No./N° VME

Clear Data - Effacer les données

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Public Works and Government  
Services Canada

Travaux publics et Services  
gouvernementaux Canada

Annex  
Annexe \_\_\_\_\_

### Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat	

#### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

#### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

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**Annex**  
**Annexe** \_\_\_\_\_

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

**By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.**

**En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.**

**The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.**

**La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.**

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date