



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

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

Title - Sujet Printing Services- FIN CAN Printing Services- Finance Canada	
Solicitation No. - N° de l'invitation 60074-200443/A	Date 2021-01-29
Client Reference No. - N° de référence du client 60074-20-0443	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-027-79662	
File No. - N° de dossier cw027.60074-200443	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-02-17 Heure Avancée de l'Est HAE	
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: Gillett (cw027), Brendan	Buyer Id - Id de l'acheteur cw027
Telephone No. - N° de téléphone (000) 000-0000 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FINANCE 90 ELGIN STREET OTTAWA Ontario K1A0G5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven (7) 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, the Security Requirements Checklist and Print Plant Security Checklist, the Plant Capacity Checklist, the Electronic Payment Instruments and the Evaluation Grid.

1.2 Summary

The Department of Finance Canada (FIN) requires printing services for the Finance project and associated documents in both English and French. The Period of the Contract will be from date of contract award to March 31, 2022, with the potential for two (2) additional one (1) year option periods.

Complete production to final format and delivery of completed quantities to the final destination(s) in Ottawa must be completed within 32 hours.

Estimated quantities and technical specifications, including logistic requirements, are provided in the Annex "A" Statement of Work and the Annex "B" Basis of Payment. Note that the project and associated documents will be printed in either black **OR** colour, which will be determined prior to the print run.

The actual number of documents is not finalized at this time and may vary. The actual number of pages and quantities are not finalized at this time and may increase or decrease depending on final page counts and run lengths. It is anticipated that there will be some variation (+ or – 15%) in the number of pages or print run.

The Finance project may take place over a weekend and/or a statutory holiday.

Regardless of the dates of production, the Contractor must provide all required resources and services to meet the confirmed production, distribution and delivery schedule for the complete quantities specified by the Finance Canada Project Authority.

In order to provide the necessary access to the Bidder's facilities for last-minute changes, to maintain security surveillance and to ensure timely delivery of documents, it is essential that the Bidder's production facilities be within a 100 kilometre radius of downtown Ottawa.

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 [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

For greater certainty, bidders should note that both their Primary Facility and Proposed Backup Facility must meet the stated security requirements at time of bid closing.

The requirement is limited to Canadian goods and/or services.

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

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 video conference.

1.4 Phase Bid Compliance Process

The Phased Bid Compliance Process applies to this requirement

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>) 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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

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: When using e-post 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 e-post Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an e-post Connect message if the bidder is using its own licensing agreement for e-post Connect.

Due to the nature of bid solicitation, transmission of bids in hard copy or by facsimile to PWGSC will not be accepted.

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: 2019-01](#) 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) working 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 – e-post Connect service

Canada requests that the Bidder submits its bid electronically 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
Section IV: Additional Information

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 hard copy or by facsimile will not be accepted.

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 their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) format
- (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>).

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"). The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "E" 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 SACC Manual Clauses

Section III: Certifications

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

Section IV: Additional Information

3.1.4 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

3.1.4.1 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:

Primary Facility

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

Proposed Backup Facility

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

- 3.1.4.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) 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

Canada will 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 (2020-05-28) 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.

- (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 (2017-07-31) Technical Evaluation

4.1.2.1 (2017-07-31) Mandatory Technical Criteria

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

4.1.2.2 Technical Evaluation

4.1.2.3 Mandatory Technical Criteria

The following definitions apply for the purposes of the Mandatory Criterion M.1

"External client(s)" means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

"Internal client(s)" means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

"Printed communication publications]" means printed books produced as saddle-stitch, perfect bound, spiral, wire "O", or cerlox binding) for the purposes of communicating an idea or programme to the public or to selected groups of individuals or professionals.

M.1 Corporate Experience – Perfect Binding

M.1.1. The Bidder must demonstrate that it has been contractually bound to an external client (outside of the Bidder's own company) for a contract to provide the printing and finishing of a minimum of 6,000 perfect bound publications constructed with a minimum of 500 text pages (250 sheets).

M.1.1.a The Bidder must provide the following information for the Contract:

- i. The Client information;
- ii. A description of each of the perfect bound publications produced under the Contract.
- iii. The number of pages
- iv. The total quantity produced

M.1.2 This contract must have been started or completed on or after January 1, 2015.

M.1.2.a The Bidder must provide the following information for the Contract:

- i. The Contract start date or end date;
- ii. A copy of the invoice(s) presented to the Client for the requirement.

M.1.3 This contract must include all of the following services:

- i. Printing and finishing (*i.e. collating, binding, trimming, etc.*) of perfect bound publications to final format;
- ii. Preparation for distribution/delivery;
- iii. Delivery to destination(s).

M.1.3.a The Bidder must provide a description of the services provided for the contract.

During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

M.2 Capability of the Bidder and the Back-up Facility to Produce the Project Documents as specified in the Annex "A" Statement of Work

M.2.1 The Bidder must confirm in writing that it has the capability to produce all of the Project documents and the optional the Project documents to final format for delivery in the timelines specified in the Annex "A" Statement of Work.

M.2.1.a To demonstrate that the Bidder has the required equipment and production capacity to produce the Project documents, the Bidder must complete all of the production information as specified in the Annex "D" Plant Capacity grid of this solicitation. The Bidder must attach the completed Annex "D" Plant Capacity grid with its proposal.

M.2.2 The Bidder must confirm in writing at bid closing that the proposed back-up facility has the capability to produce all of the Project documents and the optional Project requirements to final format for delivery in the timelines specified in the Annex "A" Statement of Work if required.

M.2.2.a. To demonstrate that the proposed back-up facility has the required equipment and production capacity to produce the Project documents, the Bidder must complete all of the production information as specified in the Annex "D" Plant Capacity grid of this solicitation. The Bidder must attach the completed Annex "D" Plant Capacity grid with its proposal.

M.2.3 The completed Annex "D" Plant Capacity grid must demonstrate that the Bidder's equipment and the Back-up facility's equipment can meet the following technical requirements:

- i. Printing of a minimum of 200,000 impressions in black within 10 hours.
- ii. Printing of a minimum of 200,000 impressions in colour within 10 hours.
- iii. Folding of a minimum of 30,000 signatures (8 – 32 pages per signature to meet the project document requirements) within 10 hours
- iv. Folding of a minimum of 30,000 panel fold brochures (3 – 5 panels to meet the project document requirements) within 10 hours
- v. Spiral Binding of 100 booklets per hour
- vi. Perfect binding of 700 booklets per hour
- vii. Saddle-stitch of a minimum 10,000 per hour

Proposals that do not demonstrate that the Bidder's equipment can meet the technical requirements specified in M.2.3 (i – vii) will be considered non-responsive and will be given no further consideration.

M.3 “Lock-Down” security requirements and the “IT and Communications” security requirements as specified in Annex “C”

M.3.1 The Bidder must confirm in writing that it will meet the “Lock-Down” security requirements and the “IT and Communications” security requirements as specified in Annex “C” of this solicitation.

M.3.1.a The Bidder must provide all of the required information and documentation as specified in the *M.3.1.a Print Plant Pre-Contract Security Checklist - EVALUATION GRID BIDDER'S FACILITY* included in Annex “F” of this solicitation.

M.3.1.b The information and documentation provided will be verified during an on-site visit by the Government of Canada at the Bidder's facility as a part of the evaluation process and before contract award. The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder's facility for evaluation purposes. **As a result of ongoing restrictions related to COVID 19, Canada may request the option to verify the Bidders' facilities in person, through virtual tour (hosted by the Bidder) or a combination of both in order satisfy the requirements of the on-site inspection. Bidders must be able to accommodate the virtual tour option.**

M.3.2 The Bidder must confirm in writing that the proposed back-up facility will meet the “Lock-Down” security requirements and the “IT and Communications” security requirements as specified in Annex “C” of this solicitation.

M.3.2.a The Bidder must provide all of the required information and documentation as specified in the *M.3.2.a Print Plant Pre-Contract Security Checklist - EVALUATION GRID BACK-UP FACILITY* included in Annex “F” of this solicitation.

M.3.2.b The information and documentation provided will be verified during an on-site visit by the Government of Canada at the Bidder's identified Back-up facility as a part of the evaluation process and before contract award. The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder's identified Back-up facility for evaluation purposes. **As a result of ongoing restrictions related to COVID 19, Canada may request the option to verify the Bidders' facilities in person, through virtual tour (hosted by the Bidder) or a combination of both in order satisfy the requirements of the on-site inspection. Bidders must be able to accommodate the virtual tour option.**

M.4 Business Continuity Plan

M.4.1 The Bidder must provide the Annex “H” Business Continuity Plan (BCP) detailing how it will maintain production, supply and delivery of the Project documents during events that would negatively impact the Bidder's operations.

M.4.1.a The BCP must provide details to demonstrate how the Bidder will maintain each of the following activities (i - iv) to meet Government of Canada requirements as specified in the Annex “A” Statement of Work for the production of the Project during events in the event that the Bidder's operations are impacted:

- i. Pre-press, Digital and Proofing;
- ii. Offset or Digital operations;
- iii. Finishing (collating, binding, and trimming)
- iv. Shipping activities and delivery to destination.

M.4.2 The Bidder must provide details to demonstrate how the Bidder will ensure that the security level is maintained for each of the activities listed in M.4.1.a (i - iv) to meet the security requirements as specified in Part 7 and in Annex "C".

M.4.2.a For each of the activities listed in M.4.1.a (i - iv): the Bidder must identify all of the Bidder's facility where work will be carried out and the security level granted of each facility.

M.4.2.b For each of the activities listed in M.4.1.a (i - iv): the Bidder must identify all back-up facility where work will be carried out in the event that the Bidder's normal operations are impacted.

M.4.2.c For each of the activities listed in M.4.1.a (i - iv): the Bidder must provide the full addresses of the proposed back-up facility (sites or premises) where work will be carried out in the event that the Bidder's normal operations are impacted.

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

M.4.2.d The Bidder provide the name of all individuals who will require access to classified or protected information, assets and sensitive work sites at all back-up facility where work will be carried out in the event that the Bidder's normal operations are impacted.

M.4.3 The Bidder must provide confirmation in writing from the proposed back-up facility(ies), indicating that the identified Back-up facility is available and will meet the requirements of the Project if required due to an interruption in the Bidder's normal operations.

M.5 Environmental Considerations

M.5.1 The Bidder must confirm in writing that the proposed text paper to be used for the printing of the project documents as specified in the Annex "A: Statement of Work is 30% recycled and uses fibre originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS).

M.5.2 The Bidder must provide the following information for the proposed paper stock:

- a. The Recycled content of the paper;
- b. The third party certification (FSC, SGI, etc...)
- c. The Brand name of the paper

Bidders MUST meet all the mandatory requirements of the RFP. Bids not meeting all the mandatory requirements will be given no further consideration.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, all applicable taxes excluded; FOB destination, Canadian customs duties and excise taxes included.

The Financial Evaluation will be based on the total evaluated price of the financial proposal using the Basis of Payment.

To determine the total evaluated price, the all-inclusive prices and rates submitted in the Annex "B": Basis of Payment will be multiplied and when specified divided by the corresponding quantities for evaluation, and then added together to obtain the total evaluated price as specified in the Annex "B": Basis of Payment.

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical 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 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 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

(http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&ga=1.229006812.1158694905.1413548969#afed).

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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

5.2.3.1.1 SACC Manual clause A3050T (2020-07-01) Canadian Content Definition

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:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (d) the Bidder must provide the addresses of the proposed site and back up facility, premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

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

- (a) Before award of a contract 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

Solicitation No. - N° de l'invitation
60074-200443/A
Client Ref. No. - N° de réf. du client
60074-200443

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.60074-200443

Buyer ID - Id de l'acheteur
cw035
CCC No./N° CCC - FMS No./N° VME

-
- 6.2 For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\) of Public Works and Government Services Canada](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

7.1.2 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.

7.1.2.1 Task Authorization Process

The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex I.

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.

The Contractor must provide the Project Authority, within five (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.

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.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$100,000.00, 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.

7.1.2.3 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%.

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.

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(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2030 (2020-05-28), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, with approved Document safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. Processing of **CLASSIFIED** information electronically at the Contractor's site is **NOT** permitted under this Contract.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor **must** comply with the provisions of the:
 - a.) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b.) *Industrial Security Manual* (Latest Edition).

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 (CSO) must ensure through the Industrial Security Program (ISP) 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 date of award to March 31, 2022 inclusive.

7.4.2 Delivery Date

All the deliverables must be received 32 hours after the project start time.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A": Statement of Work of the Contract.

7.4.4 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2)** additional one(1) year **optional** 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 fifteen (15) 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Brendan Gillett
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
360 Albert Street
Ottawa, Ontario K1R 7X7

Telephone: (343) 571-1444
Facsimile: 613-991-5870
E-mail address: Brendan.Gillett@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

(To be completed at time of contract award)

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.

7.5.3 Contractor's Representative

(To be completed at time of contract award)

7.6 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Basis of Payment

7.7.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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 \$ _____. Customs duties are excluded and Applicable Taxes are extra.

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.

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.

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.

7.7.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

7.7.3 SACC Manual Clauses

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

SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

7.7.4 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)

7.7.5 Discretionary Audit

SACC Manual clause C0100C (2010-01-11) Discretionary Audit – Commercial Goods and/or Services

7.8 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 time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. 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 Project Authority, Finance Canada Procurement and Materiel Management (Client Department) and Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 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.

7.9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification.

7.10 Applicable Laws

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

7.11 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 2030 (2020-05-28) General Conditions – High Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____.

7.12 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

7.13 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.14 SACC Manual Clauses

SAAC Manual clause P1005C (2010-01-11) Packaging and Packing of Printed Products
SAAC Manual clause P1009C (2007-11-30) Author's Alterations
SAAC Manual clause P1010C (2010-01-11) Quality Levels for Printing
SAAC Manual clause P1011C (2010-01-11) Quality Levels for Colour Reproduction
SAAC Manual clause P1016C (2010-01-11) Quality Levels for Binding
SAAC Manual clause P2010C (2016-01-28) Paper - Price Adjustment - Contract

ANNEX "A"

STATEMENT OF WORK

PROJECT

1. DESCRIPTION:

Printing services for the Finance Canada projects and associated documents. The actual number of documents and quantities is not finalized at this time and may vary. The actual number of pages is not finalized at this time and may increase or decrease depending on final page counts and run lengths. It is anticipated that there will be some variation (+ or – 15%) in the number of pages or print run.

The Project may take place over a weekend and/or a statutory holiday.

Regardless of the dates of production, the Contractor must provide all required resources and services to meet the confirmed production, distribution and delivery schedule for the complete quantities specified by the Government of Canada Project Authority.

1.1:

A price for both Offset and Digital (or a combination of both) printing may be acceptable. Bidders must indicate what printing method they are supplying for each item.

2. SECURITY:

All documents associated with this requirement are classified **Secret**.

3. Documents **must** be produced in a 32 hour lock-down.

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

The "lock-down" will be conducted in stages, starting with the pre-press area and moving forward to include the press, bindery, distribution/shipping, and loading dock areas as production progresses. Each area will be added to the total "lock-down" area and released only upon completion of the final delivery.

As specified in Annex "C", the Contractor must allocate space for food preparation and storage, rest area, washroom facilities within the "secure zone" until the lock-down is released.

The first four (4) hours is to enable the supplier to perform all necessary activities to produce laser proofs for approval by Government of Canada officials on-site.

The lock-down will be under the control of the Government of Canada security officers.

The Government of Canada Project Authority will be on-site for the complete production and distribution of the Project documents.

Supplier **must** certify that all security requirements detailed in Annex "C" will be met and followed, and also agree to allow the Department to place departmental security officials on their premises throughout the entire project.

In the event of an interruption in the Bidder's operations due to technical or other disaster, the Contractor's resources identified for the complete production process (pre-press – final distribution) must be transported to the back-up facility to complete the production and distribution requirements of the Project as specified in this Annex "A" Statement of Work. The required resources must be transported in a single vehicle large enough to accommodate all the Contractor's identified resources and the Government of Canada Security representative.

DOCUMENT SPECIFICATIONS

In the event of an increase or a decrease to the number of copies or the number of pages, the prices will be calculated on a prorate basis in accordance with the additional copies pricing in the Annex "B" Basis of Payment.

3.1: ENGLISH PLAN

The Government of Canada Project Authority will confirm to the Contractor in writing, on the date of production, which Scenario (scenario 1 or scenario 2) will be required. Only one scenario will be produced, however the Contractor must meet the required timelines regardless of the scenario selected for production.

3.1.A ENGLISH PLAN – Book 1 (Scenario 1)

Format:	Unilingual
Trim size:	6.5" x 9.75"
No. of pages:	340 pages + cover.
Stock:	Text – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents). Cover – Kallima or equivalent, 10pt, C1S.
Ink:	Text – 1/1 Black only (different screen values in charts, etc). No bleeds. Cover – 4/0 colour process (100% coverage) Satin varnish. Prints one side only. Bleeds 4 sides.
Binding:	Perfect bound.
Material supplied:	PDF files.
Proofs:	Cover – Colour proofs (to be approved <u>on site</u> by client before lock-down starts) Text – Laser proofs (to be approved <u>on site</u> by client).
No. of copies:	3,500 copies plus a price per hundreds and thousands.
Overruns:	2% overruns accepted
Notes:	Covers – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers). Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals English
4:00 a.m. (Release Date)	2,000
6:00 a.m.	3,300
8:00 a.m.	3,500

3.1.B ENGLISH PLAN – Book 2 (Scenario 1)

Format:	Unilingual
Trim size:	6.5" x 9.75"
No. of pages:	78 pages + cover.
Stock:	Text – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents). Cover – Kallima or equivalent, 10pt, C1S.
Ink:	Text – 1/1 Black only (different screen values in charts, etc). No bleeds. Cover – 1/0 (Bk), No bleeds, Satin varnish
Binding:	Perfect bound.
Material supplied:	PDF files.
Proofs:	Cover – Colour proofs (to be approved <u>on site</u> by client before lock-down starts) Text – Laser proofs (to be approved <u>on site</u> by client).
No. of copies:	3, 500 copies plus a price per hundreds and thousands.
Overruns:	2% overruns accepted
Notes:	Covers – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers). Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals English
4:00 a.m. (Release Date)	2,000 sets
6:00 a.m.	3,300 sets
8:00 a.m.	3,500 sets

3.1.C ENGLISH Book (Scenario 2)

Format: Unilingual
Trim size: 6.5" x 9.75"
No. of pages: 418 pages + cover.
Stock: **Text** – Recycled Offset White 120m basis
(with a minimum of 30% post-consumer waste contents).
Cover – Kallima or equivalent, 10pt, C1S.
Ink: **Text** – 1/1 Black only (different screen values in charts, etc). No bleeds.
Cover – 4/0 colour process (100% coverage) Satin varnish. Prints one side only.
Bleeds 4 sides.
Binding: Perfect bound.
Material supplied: PDF files.
Proofs: **Cover** – Colour proofs (to be approved on site by client before lock-down starts)
Text – Laser proofs (to be approved on site by client).
No. of copies: 3,500 copies plus a price per hundreds and thousands.
Overruns: 2% overruns accepted
Notes: **Covers** – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers).
Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals English
4:00 a.m. (Release Date)	2,000
6:00 a.m.	3,300
8:00 a.m.	3,500

3.2. FRENCH PLAN

The Project Authority will confirm to the Contractor in writing, on the date of production, which Scenario (scenario 1 or scenario 2) will be required. Only one scenario will be produced, however the Contractor must meet the required timelines regardless of the scenario selected for production.

3.2.A FRENCH PLAN – Book 1 - (scenario 1)

Format: Unilingual
Trim size: 6 1/2" x 9.75"
No. of pages: 400 pages in French + cover.
Stock: **Text** – Recycled Offset White 120m basis
(with a minimum of 30% post-consumer waste contents).
Cover – Kallima or equivalent, 10pt, C1S.

Ink: **Text** – 1/1 Black only (different screen values in charts, etc). No bleeds.
Cover – 4/0 colour process (100% coverage) Satin varnish. Prints one side only. Bleeds 4 sides.

Binding: Perfect bound.

Material supplied: PDF files.

Proofs: **Cover** – Colour proofs (to be approved on site by client before lock-down starts)
Text – Laser proofs (to be approved on site by client).

No. of copies: 1,900 copies plus a price per hundreds and thousands.

Overruns: 2% overruns accepted

Notes: **Covers** – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers).
Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals French
4:00 a.m. (Release Date)	1,000 sets
6:00 a.m.	1,500 sets
8:00 a.m.	1,900 sets

3.2.B FRENCH PLAN – Book 2 (Scenario 1)

Format: Unilingual

Trim size: 6 1/2" x 9.75"

No. of pages: 88 pages + cover.

Stock: **Text** – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents).
Cover – Kallima or equivalent, 10pt, C1S.

Ink: **Text** – 1/1 Black only (different screen values in charts, etc.). No bleeds.
Cover – 1/0 (Bk), No bleeds, Satin varnish.

Binding: Perfect bound

Material supplied: PDF files.

Proofs: **Cover** – Colour proofs (to be approved on site by client before lock-down starts)
Text – Laser proofs (to be approved on site by client).

No. of copies: 1,900 copies plus a price for additional hundreds and thousands.

Overruns: 2% overruns accepted

Notes: **Covers** – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers).
Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals French
4:00 a.m. (Release Date)	1,000 sets
6:00 a.m.	1,500 sets
8:00 a.m.	1,900 sets

3.2.C FRENCH Book (scenario 2)

Format: Unilingual
Trim size: 6 1/2" x 9.75"
No. of pages: 488 pages in French + cover.
Stock: **Text** – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents).
Cover – Kallima or equivalent, 10pt, C1S.
Ink: **Text** – 1/1 Black only (different screen values in charts, etc). No bleeds.
Cover – 4/0 colour process (100% coverage) Satin varnish. Prints one side only. Bleeds 4 sides.
Binding: Perfect bound.
Material supplied: PDF files.
Proofs: **Cover** – Colour proofs (to be approved on site by client before lock-down starts)
Text – Laser proofs (to be approved on site by client).
No. of copies: 1,900 copies plus a price per hundreds and thousands.
Overruns: 2% overruns accepted
Notes: **Covers** – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers).
Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals French
4:00 a.m. (Release Date)	1,000 sets
6:00 a.m.	1,500 sets
8:00 a.m.	1,900 sets

3.3 OPTIONAL DOCUMENTS

The Project Authority will confirm to the Contractor in writing, on the date of production, which optional documents will be required. Any optional document may be required to be produced. The Contractor must meet the required timelines regardless of how many of the optional documents selected for production.

3.A Speech - *(Optional)

Format: Unilingual—Separate English and French documents.
Trim size: 8.5" x 11"
No. of pages: 8 pages each language, self-cover.
Stock: 40M white recycled bond (minimum of 30% post-consumer waste contents).
Ink: 1/1 (Bk). No bleeds.
Binding: 1 stitch upper left hand corner.
Material supplied: PDF files. **Originals to be handed-off 24 hours before 4 a.m. delivery as per schedule.**
Proofs: Bindery proofs for each language to be approved on site by client.
No. of copies: 1,500 English and 800 French copies plus a price for additional hundreds.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals	
	English	French
4:00 a.m. (Release Date)	1,500	800

3.B News Release - *(Optional)

Format: Unilingual—Separate English and French documents.
Size: 8 1/2" x 11"
No. of pages: 2 pages English, 2 pages French.
Stock: 40M white recycled bond (minimum of 30% post-consumer waste contents).
Ink: 1/1 (Bk). No bleeds.
Binding: N/A. If additional 2 pages, 1 stitch upper left hand corner.
Material supplied: PDF files. **Originals to be handed-off 24 hours before 4 a.m. delivery as per schedule.**
Proofs: Bindery proofs for each language to be approved on site by client.
No. of copies: 1,500 English and 800 French copies plus a price for additional hundreds.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals	
	English	French
4:00 a.m. (Release Date)	1,500	800

3.C Briefing Book - *(Optional)

Format: Unilingual—Separate English and French documents.

Size: 8 1/2" x 11"
No. of pages: 100 pages English, 120 pages French + cover.
Also provide a price for additional 2 pages and additional colour blank insert.
Stock: **Text** – 40M White recycled bond (minimum of 30% post-consumer waste contents).
Cover – Domtar Colours (colour to be determined)
Ink: **Text** – 1/1 (Bk), (different screen values in charts, etc.). No bleeds.
Cover – Black only
Binding: Spiral
Material supplied: PDF files. **Originals to be handed-off 24 hours before 4 a.m. delivery as per schedule.**
Proofs: Bindery proofs for each language to be approved on site by client.
No. of copies: 225 English and 200 French copies plus a price for additional hundreds.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals	
	English	French
4:00 a.m. (Release Date)	225	200

3.E Saddle stitch booklet – *(optional)

Format: Unilingual
Trim size: 6.5" x 9.75"
No. of pages: 24 pages + cover.
Also provide a price for additional 4 pages
Stock: **Text** – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents).
Cover – Kallima or equivalent, 10pt, C1S.
Ink: **Text** – 1/1 Black only (different screen values in charts, etc.). No bleeds.
Cover – 4/0 colour process (100% coverage) Satin varnish. Prints one side only. Bleeds 4 sides.
Binding: Perfect bound.
Material supplied: PDF files.
Proofs: **Cover** – Colour proofs (to be approved on site by client before lock-down starts)
Text – Laser proofs (to be approved on site by client).
No. of copies: 3, 500 copies plus a price per hundreds and thousands.
Overruns: 2% overruns accepted
Notes: **Covers** – Files will be supplied up-to 24 hours prior to the lock-up (no lock-up for printing the covers). Provide price for additional hundreds and thousands.
Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time Required	Cumulative totals	
	English	French

4:00 a.m. (Release Date)	2,000	1,000
6:00 a.m.	3,500	1,900

3.F Alternative Format (Large Print) - *(Optional)

Format: Unilingual—Separate English and French documents.
Size: 14" X 8.5"
No. of pages: 1200 originals English, 1550 originals French.
Stock: 40lb, White bond (minimum 30% post-consumer waste content).
Ink: 1/0 (Bk). No bleeds.
Binding: Loose Shrink-Wrap, Box separately
Material supplied: PDF files. **Originals to be handed-off 24 hours before 4 a.m. delivery as per schedule.**
Proofs: One complete set approved on site by client
No. of copies: 4 English and 4 French copies

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals English	French
4:00 a.m. (Release Date)	4	4

3.G Fiscal Monitor - *(Optional)

Format: Unilingual—Separate English and French documents.
Size: 8.5" X 11"
No. of pages: 8 originals English, 8 originals French.
Stock: 40lb, White bond, (minimum 30% post-consumer waste content)
Ink: 1/1 (Bk). No Bleeds.
Binding: 1 stitch upper left-hand corner.
Material supplied: PDF files. **Originals to be handed-off 24 hours before 4 a.m. delivery as per schedule.**
Proofs: One complete set approved on site by client
No. of copies: 1850 English and 1000 French copies

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals English	French
4:00 a.m. (Release Date)	1850	1000

3.H Orator Speech - *(Optional)

Format: Bilingual
Size: 8.5" X 11"

No. of pages:	30 pages
Stock:	40lb, White bond (minimum 30% post-consumer waste content)
Ink:	1/0 (BK). No bleeds
Binding:	Band, Box Separately
Material supplied:	PDF files. Originals to be handed-off 24 hours before 4 a.m. delivery as per schedule.
Proofs:	One complete set approved on site by client
No. of copies:	31

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals
4:00 a.m. (Release Date)	31

4. PLANT CAPACITY:

The Contractor must have the required printing and bindery capacity to meet the production and delivery requirements as specified in this Annex "A" Statement of Work.

5. DISTRIBUTION AND ACCOMMODATIONS

The Contractor must provide a minimum of 3,000 square feet at its production facility to accommodate Government of Canada distribution personnel and the Contractor's required resources to meet the required packaging and distribution operations, as well as provide access to its loading dock, for a maximum of a 24-hour period.

The Contractor must provide sixteen (16) resources to complete the distribution process (unpacking and packing) of the documents. This includes any of the Contractor's resources that have completed their work on the printing and binding requirements of the Project documents. The Contractor must also provide all required resources to shrink wrap skids, as well as to load the trucks for the distribution of the completed items at the loading dock during the entire production schedule.

6. PACKAGING

The completed documents must be packaged in unmarked cardboard boxes and identified as English or French with special packing tape as specified in this Annex "A" Statement of Work.

The Contractor must provide all shipping materials including, but not limited to plastic straps, poly-wrap, boxes, cartons, and pallets.

The Contractor is responsible for addressing any items being distributed/shipped. This includes output and application of any required labels.

The label must be applied to the end of each and every box. Boxes must be labelled to identify the title of document and the quantity per box.

Mandatory box dimensions are as follows: 14" x 10" x 9.5".

7. DELIVERY

All copies must be available for distribution and must be delivered to the final destination address in Ottawa by the delivery times specified in the delivery schedules outlined in Section 3 of this Statement of Work entitled Document Specifications. DELIVERY TIMES ARE MANDATORY even if alternate production facility or contingency plans have to be used. The Contractor must provide all required resources and vehicles (dedicated to this project) to meet the stated delivery requirements.

Historically, to meet the project requirements and delivery deadlines, two (2) -5-tonne trucks have been dedicated to this project.

8. COMPONENTS

- a) All components required to complete the Contract, whether produced or purchased by the Contractor or provided to the Contractor, are the property of the Government of Canada.
- b) The Contractor must return all components to the Government of Canada Project Authority within five (5) working days of receiving the request to do so, and at no additional cost to Canada.
- c) Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

9. QUALITY ASSURANCE

The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex "A" Statement of Work.

ANNEX "B"

BASIS OF PAYMENT

B.1 Financial proposal

Bidders must provide all-inclusive pricing in the format specified, for each component identified in this ANNEX "B" - Basis of Payment.

If the Bidder agrees then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The Bidder is required to submit firm, all inclusive, rates and prices, including all services, operations and materials to produce, package and deliver the final products (including but not limited to the cost for all pre-press work on files provided by Government of Canada, the creation and delivery of proofs, production to final format, preparation for delivery, etc..) in the required quantities to the destination as specified in the Annex A Statement of Work, FOB destination, GST/HST extra if applicable, shipping / freight included to the final destination address in the National Capital Region.

TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by any contractor to satisfy the terms of any resulting contract.

BIDDERS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/procurement-data/tenders>) AND RETURN IT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR BID.

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

B.1.1 - Contract Period

Item	Description	Price (\$)
1	TEXT PAGES Recycled Offset White 120m basis	Price per sheet
1. All inclusive price per sheet including: all set-ups, all operations and materials for printing (one [1] side or two [2] sides of sheet) as specified in the Annex A Statement of Work.		
1.1	6.5" x 9.75" sheet printed black (one side)	
	1 – 100,000 Sheets	
	100,001 – 500,000 sheets	
	500,001 – 1,000,000 sheets	
	1,000,001 + sheets	\$0.000
1.2	6.5" x 9.75" sheet printed black (two sides)	
	1 – 50,000 Sheets	
	50,001 – 250,000 sheets	
	250,001 – 500,000 sheets	
	500,001 + sheets	\$0.000
1.3	6.5" x 9.75" sheet printed in full colour (one side)	
	1 – 100,000 Sheets	
	100,001 – 500,000 sheets	
	500,001 – 1,000,000 sheets	
	1,000,001 + sheets	\$0.000
1.4	6.5" x 9.75" sheet printed in full colour (two sides)	
	1 – 50,000 Sheets	
	50,001 – 250,000 sheets	
	250,001 – 500,000 sheets	
	500,001 + sheets	\$0.000

2	TEXT PAGES 40M White Recycled Bond	Price per sheet
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2. All inclusive price per sheet including: all set-ups, all operations and materials for printing (one [1] side as required, trimming to final size and assembled with text as specified in the Annex A Statement of Work.		
2.1	8-1/2" x 11" sheet printed in black (one side)	
	1 – 100,000 Sheets	
	100,001 – 500,000 sheets	
	500,001 – 1,000,000 sheets	
	1,000,001 + sheets	\$0.000
2.2	8-1/2" x 11" sheet printed in black (two sides)	
	1 – 50,000 Sheets	
	50,001 – 250,000 sheets	
	250,001 – 500,000 sheets	
	500,001 + sheets	\$0.000
2.3	8-1/2" x 11" sheet printed in full colour (one side)	
	1 – 100,000 Sheets	
	100,001 – 500,000 sheets	
	500,001 – 1,000,000 sheets	
	1,000,001 + sheets	\$0.000
2.4	8-1/2" x 11" sheet printed in full colour (two sides)	
	1 – 50,000 Sheets	
	50,001 – 250,000 sheets	
	250,001 – 500,000 sheets	
	500,001 + sheets	\$0.000

3	TEXT PAGES 40M White Bond	Price per sheet
3. All inclusive price per sheet including: all set-ups, all operations and materials for printing (one [1] side as required, trimming to final size as specified in the Annex A Statement of Work.		
3.1	8-1/2" x 11" sheet printed in black (one side)	
	1 – 100,000 Sheets	
	100,001 – 500,000 sheets	
	500,001 – 1,000,000 sheets	
	1,000,001 + sheets	\$0.000
3.2	8-1/2" x 11" sheet printed in black (two sides)	
	1 – 50,000 Sheets	
	50,001 – 250,000 sheets	
	250,001 – 500,000 sheets	
	500,001 + sheets	\$0.000
3.3	8-1/2" x 11" sheet printed in full colour (one side)	
	1 – 100,000 Sheets	
	100,001 – 500,000 sheets	
	500,001 – 1,000,000 sheets	
	1,000,001 + sheets	\$0.000
3.4	8-1/2" x 11" sheet printed in full colour (two sides)	
	1 – 50,000 Sheets	
	50,001 – 250,000 sheets	
	250,001 – 500,000 sheets	
	500,001 + sheets	\$0.000

4	TEXT PAGES 40M White Bond	Price per cover
4. All inclusive price per sheet including all set-ups, all operations and materials for printing (one [1] side as required, trimming to final size as specified in the Annex A Statement of Work.		
4.1	12" X 18" sheet printed in black (one side)	
	1 – 10,000 Sheets	
		\$0.000
4.2	12" X 18" sheet printed in black (two sides)	
	1 – 10,000 Sheets	

4.3	12" X 18" sheet printed in full colour (one side)	
	1 – 10,000 Sheets	\$0.000
4.4	12" X 18" sheet printed in full colour (two sides)	
	1 – 10,000 Sheets	\$0.000

5	COVERS Kallima or equivalent, 10pt, C1S.	Price per cover
5. All inclusive price per cover including: all set-ups, all operations and materials for printing (one [1] side as required, trimming to final size as specified in the Annex A Statement of Work.		
5.1	6.5" x 9.75" sheet printed black (one side)	
	1 – 100,000 Sheets	
	100,001 – 500,000 sheets	
	500,001 – 1,000,000 sheets	
	1,000,001 + sheets	\$0.000
5.2	6.5" x 9.75" sheet printed black (two sides)	
	1 – 50,000 Sheets	
	50,001 – 250,000 sheets	
	250,001 – 500,000 sheets	
	500,001 + sheets	
5.3	6.5" x 9.75" sheet printed in full colour (on one side)	
	1 – 100,000 Sheets	
	100,001 – 500,000 sheets	
	500,001 – 1,000,000 sheets	
	1,000,001 + sheets	\$0.000
5.4	6.5" x 9.75" sheet printed in full colour (on two sides)	
	1 – 50,000 Sheets	
	50,001 – 250,000 sheets	
	250,001 – 500,000 sheets	
	500,001 + sheets	\$0.000

6	COVERS Kallima or equivalent, 10pt, C1S.		Price per cover
6. All inclusive price per cover including: all set-ups, all operations and materials for printing (one [1] side as required, trimming to final size as specified in the Annex A Statement of Work.			
6.1	8-1/2" x 11" sheet printed black (one side)		
	1 – 100,000 Sheets		
	100,001 – 500,000 sheets		
	500,001 – 1,000,000 sheets		
	1,000,001 + sheets		\$0.000
6.2	8-1/2" x 11" sheet printed black (two sides)		
	1 – 50,000 Sheets		
	50,001 – 250,000 sheets		
	250,001 – 500,000 sheets		
	500,001 + sheets		
6.3	8-1/2" x 11" sheet printed in full colour (on one side)		
	1 – 100,000 Sheets		
	100,001 – 500,000 sheets		
	500,001 – 1,000,000 sheets		
	1,000,001 + sheets		\$0.000
6.4	8-1/2" x 11" sheet printed in full colour (on two sides)		
	1 – 50,000 Sheets		
	50,001 – 250,000 sheets		
	250,001 – 500,000 sheets		
	500,001 + sheets		\$0.000

7 BINDERY OPERATIONS		
7. All inclusive price per bindery operation including: all set-ups and all operations (including punching and loading) and materials for the provision of bindery operation as specified in the Annex A Statement of Work to supply the final products and ready the items for delivery/pickup.		
Price per Perfect Bound		
7.1	Perfect Bound 6.5" x 9.75" binding (up to 1/2"), price per copy	
7.2	Perfect Bound 6.5" x 9.75" binding (3/4"), price per copy	
7.3	Perfect Bound 6.5" x 9.75" binding (1"), price per copy	
7.4	Perfect Bound 6.5" x 9.75" binding (1-1/2"), price per copy	
7.5	Perfect Bound 6.5" x 9.75" binding (2"), price per copy	\$0.000
Price per Spiral Bound		
7.6	Spiral Bound 8-1/2" x 11" binding (up to 1/2"), price per copy	
7.7	Spiral Bound 8-1/2" x 11" " binding (3/4"), price per copy	
7.8	Spiral Bound 8-1/2" x 11" binding (1"), price per copy	
7.9	Spiral Bound 8-1/2" x 11" binding (1-1/2"), price per copy	
7.10	Spiral Bound 8-1/2" x 11" binding (2"), price per copy	\$0.000
Price per staple/stitch		
7.11	1 Wire stitching	
7.12	2 Wire stitching	\$0.000
Price per sheet		
7.13	Folding price per fold per sheet	\$0.000
8 Labour		
8. All inclusive price define period of work.		
8.1	Resource type 1 (Labourer)	\$ / hour
8.2	Resource type 2 (Supervisor)	\$ / hour

9	INCREASE FOR URGENT/RUSH SERVICE - less than one (1) day	%
9.1	Less than 4 hour Extremely Urgent delivery	35%
9.2	Less than 12 hours Urgent delivery	25%
9.3	36 hours Rush delivery	15%

10	INCREASE FOR OVERTIME WORK (OUTSIDE CORE HOURS)	%
10.1	Percentage increase over the basic price for work completed outside of core hours as described in Annex A – Statement of Work	%

11	INCREASE FOR SECURE LOCKUP	%
11.1	Percentage increase for secure lockup over basic price for work completed in Annex A – Statement of Work	%

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Corporate Service Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail		
Finance Canada print project		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Solicitation No. - N° de l'invitation
60074-200443/A
Client Ref. No. - N° de réf. du client
60074-200443

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.60074-200443

Buyer ID - Id de l'acheteur
cw035
CCC No./N° CCC - FMS No./N° VME



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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 ☐ Yes
Non 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 ☐ Yes
Non 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 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 :

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 ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non 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 ☒ Yes
Non 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À 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 ☐ Yes
Non 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 ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART C - (continue) / 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 CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens Production					X									
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Print Plant Security Checklist

Part I

Company Name

Company Address

Company URL

Part II— IT Security checklist

- | | |
|----|---|
| 1. | A. The Contractor must confirm that the network connectivity to the pre-press, press and digital areas can be disconnected from the rest of the printing plant during the lockdown period.
B. The Contractor must also confirm that the remaining operational workstations cannot see outside of their own LAN (i.e. bridging). |
| 2. | A. The Contractor must provide a network diagram for the Contactor's facility, showing the list of remaining IP operational hosts (PCs, printers, faxes, etc.) and their IP addresses on the isolated network.
B. The Contractor must perform a network scan at the beginning of the lockdown day to confirm the responding hosts, demonstrating that the network connectivity to the lockdown areas is disconnected from the rest of the printing plant. The Government of Canada must be provided with the scan results as evidence. |
| 3. | A. The Contractor must confirm that there will be no Internet connectivity in the pre-press, press, bindery and distribution areas during the lockdown period.
B. The Contractor must perform a test at the beginning of the lockdown day on the remaining operational workstations (e.g.: Google search) to confirm lack of Internet connectivity. The Government of Canada must be provided with the evidence (e.g.: screenshots). |
| 4. | A. The Contractor must confirm the wireless can be turned off on all remaining operational workstations in the pre-press, press, Digital, bindery, and distribution areas during the lockdown period.
B. The contractor must perform WiFi scans at the beginning of the lockdown day in the lockdown areas and provide the results to Government of Canada as evidence. |
| 5. | The Contractor must confirm that all phones will be removed from the pre-press, press, Digital, bindery and distribution areas during the lockdown period. |
| 6. | The Contractor must confirm that Print Plant employees entering the lockdown areas do not have cell phones, rocket sticks, USB drives, or any other portable storage devices in the lockdown areas. |

Part III - Physical Security checklist

The Contractor must provide all of the following information:

1.	The Contractor must provide a floor plan of the lock down area in the Contractor's facility that the work will be conducted in a "security zone" designed so that access may be limited to authorized personnel only and to prevent the possibility of forced entry, observation or eavesdropping.
2.	The Contractor must ensure that Emergency exits in the lockdown area will not allow uncontrolled access to the secure zone in which the project is being carried out.
3.	<p>The Contractor must identify on the floor plan where a secure location for the storage of sensitive waste from the print job will be located.</p> <p><i>Note: sensitive waste will be retrieved by Government of Canada personnel after completion of the print job and must remain properly secured until such time.</i></p>
4.	The Contractor must demonstrate on the floor plan of the lock down area that it has allocated space for food preparation and storage, rest area, washroom facilities.

Part IV— Acknowledgement checklist

The Contractor must provide all of the following information:

1.	The Contractor must identify the Contractor's proposed coordinator that will be responsible for the implementation of the security requirements of the Contract.
2.	The Contractor must agree to immediately report all suspected or actual violations of security to the Government of Canada Coordinator, Security Services Division.
3.	The Contractor must agree that the lock-down will be released only upon notification in writing from Government of Canada Security Representative.
4.	The Contractor must agree that should the lock-down period include a business day (Monday to Friday), the Contractor will conduct business without impacting on these security requirements.
5.	The Contractor must agree to allow Government of Canada to place departmental security officials on their premises throughout the entire project.
6.	The Contractor must agree to store project components, including electronic storage media, film and paper documents, in approved locked containers, or in a secure room designed to prevent unauthorized access and is in accordance with the security requirements as specified in Part 7 and Annex "C".
7.	The Contractor must agree to keep a record of all documents received by, or removed from, the site by the Government of Canada.

- | |
|---|
| 8. The Contractor must agree to permit all shipments to and from the Contractor's site and relating to this project to be escorted by at least one (1) Government of Canada security escorts at the plant for this purpose. |
| 9. The Contractor must agree to not make public, in any way, information related to the project, including the existence of the project itself, without the consent of Government of Canada by completing Annex "G" Non-Disclosure Agreement (NDA) for all contractors and subcontractors. |
| 10. The Contractor must agree that project components, including electronic storage media, film and paper documents, shall not be removed from the project site except by or with the consent of the Client. |
| 11. The Contractor must agree that once employees have entered the secure zone they are not permitted to leave without written authorization by the Contractor's site authority.

The Contractor must agree that If for any reason an individual needs to leave the lock-down, the situation is to be thoroughly reviewed by the Contractor's site authority and discussed with Government of Canada Security Services Representative on site and the Government of Canada Coordinator, Security Services Division before providing such authorization. |
| 12. The Contractor must agree that all information related to the Government of Canada Project and stored on removable electronic media used in the performance of this contract will be completely destroyed, before the device can be used for some other purpose. |

ANNEX "D"

PLANT CAPACITY

OFFSET PRINTING

Pre-press: Image setter, imposition, laser proofs:

(Number of pages per hour) _____/hr

Press: **Web Press:** (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

Sheet Fed Press:

1 Colour (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

2 Colour (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

4 Colour (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

5 Colour (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

6 Colour (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

BINDERY

Folding:

(number of folded signatures per hour?)	_____ /hr 32'
(number of folded signatures per hour?)	_____ /hr 16's
(number of folded signatures per hour?)	_____ /hr 8's
(number of accordion folds per hour?)	_____ /hr 3 to 5
(number of accordion folds per hour?)	_____ /hr 6 & 7

Saddle stitch:

(number of finished books per hour?) _____ /hr

Perfect binding:

(number of finished books per hour?) _____ /hr

Collating:

(How many collated and secured sets per hour?)

Documents #1 to #2 (**scenario 1**): _____ /sets per hr

DIGITAL PRINTING

Digital Roll Feed: (How many available?) _____
(number of impressions per hour) _____ /hr
Maximum sheet size: _____
Maximum sheet size: _____

Digital Sheet Feed: (How many available?) _____
(number of impressions per hour) _____ /hr
Maximum sheet size: _____
Maximum sheet size: _____

BACK UP FACILITY CAPACITY

OFFSET PRINTING

Pre-press: Image setter, imposition, laser proofs:

	(Number of pages per hour)	_____	/hr
Press:	Web Press: (How many available?)	_____	
	(number of impressions per hour)	_____	/hr
	Maximum sheet size:	_____	
	Maximum sheet size:	_____	
	Sheet Fed Press:		
	1 Colour (How many available?)	_____	
	(number of impressions per hour)	_____	/hr
	Maximum sheet size:	_____	
	Maximum sheet size:	_____	
	2 Colour (How many available?)	_____	
	(number of impressions per hour)	_____	/hr
	Maximum sheet size:	_____	
	Maximum sheet size:	_____	
	4 Colour (How many available?)	_____	
	(number of impressions per hour)	_____	/hr
	Maximum sheet size:	_____	
	Maximum sheet size:	_____	
	5 Colour (How many available?)	_____	
	(number of impressions per hour)	_____	/hr
	Maximum sheet size:	_____	
	Maximum sheet size:	_____	
	6 Colour (How many available?)	_____	
	(number of impressions per hour)	_____	/hr
	Maximum sheet size:	_____	
	Maximum sheet size:	_____	

BINDERY

Folding:

(number of folded signatures per hour?)	_____ /hr 32'
(number of folded signatures per hour?)	_____ /hr 16's
(number of folded signatures per hour?)	_____ /hr 8's
(number of accordion folds per hour?)	_____ /hr 3 to 5
(number of accordion folds per hour?)	_____ /hr 6 & 7

Saddle stitch:

(number of finished books per hour?)	_____ /hr
--------------------------------------	-----------

Perfect binding:

(number of finished books per hour?)	_____ /hr
--------------------------------------	-----------

Collating:

(How many collated and secured sets per hour?)	
Documents #1 to #2 (scenario 1):	_____ /sets per hr

DIGITAL PRINTING

Digital Roll Feed:	(How many available?)	_____
	(number of impressions per hour)	_____ /hr
	Maximum sheet size:	_____
	Maximum sheet size:	_____

Digital Sheet Feed:	(How many available?)	_____
	(number of impressions per hour)	_____ /hr
	Maximum sheet size:	_____
	Maximum sheet size:	_____

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60074-200443

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.60074-200443

Buyer ID - Id de l'acheteur
cw035
CCC No./N° CCC - FMS No./N° VME

ANNEX "E" 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)

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60074-200443

Amd. No. - N° de la modif.
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cw035.60074-200443

Buyer ID - Id de l'acheteur
cw035
CCC No./N° CCC - FMS No./N° VME

ANNEX “F”

EVALUATION GRID

EVALUATION SUMMARY	
MANDATORY REQUIREMENT:	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
Mandatory Checked by:	Date:
Overall Comments:	

1.1 TECHNICAL EVALUATION

1.1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Main site		Backup site	
	Met	Not Met	Met	Not Met
M.1 Corporate Experience – Perfect Binding				
M.1.1. The Bidder must demonstrate that it has been contractually bound to an external client (outside of the Bidder's own company) for a contract to provide the printing and finishing of a minimum of 2,500 perfect bound publications constructed with a minimum of 500 text pages (250 sheets).				
M.1.1.a The Bidder must provide the following information for the Contract:	i.			
i. The Client information;	ii.			
ii. A description of each of the perfect bound publications produced under the Contract.	iii.			
iii. The number of pages	iv.			
iv. The total quantity produced				
M.1.2 This contract must have been started or completed on or after January 1, 2015.	i.			
M.1.2.a The Bidder must provide the following information for the Contract:	ii.			
i. The Contract start date or end date;				
ii. A copy of the invoice(s) presented to the Client for the requirement.				
M.1.3 This contract must include all of the following services:	i.			
i. Printing and finishing (<i>i.e. collating, binding, trimming, etc.</i>) of perfect bound publications to final format;	ii.			
ii. Preparation for distribution/delivery;	iii.			
iii. Delivery to destination(s).				
M.1.3.a The Bidder must provide a description of the services provided for the contract.				

Evaluation Criteria	Main site		Backup site	
	Met	Not Met	Met	Not Met
M.2 Capability of the Bidder and the Back-up Facility to Produce The Government of Canada Project Documents as specified in the Annex "A" Statement of Work				
M.2.1 The Bidder must confirm in writing that it has the capability to produce all of the Government of Canada Project documents and the optional the Government of Canada Project documents to final format for delivery in the timelines specified in the Annex "A" Statement of Work.				
M.2.1.a To demonstrate that the Bidder has the required equipment and production capacity to produce the Government of Canada Project documents, the Bidder must complete all of the production information as specified in the Annex "D" Plant Capacity grid of this solicitation. The Bidder must attach the completed Annex "D" Plant Capacity grid with its proposal.				
M.2.2 The Bidder must confirm in writing that the proposed back-up facility has the capability to produce all of the Government of Canada Project documents and the optional Government of Canada Project documents to final format for delivery in the timelines specified in the Annex "A" Statement of Work if required.				
M.2.2.a. To demonstrate that the proposed back-up facility has the required equipment and production capacity to produce the Government of Canada Project documents, the Bidder must complete all of the production information as specified in the Annex "D" Plant Capacity grid of this solicitation. The Bidder must attach the completed Annex "D" Plant Capacity grid with its proposal.				
<p>M.2.3 The completed Annex "D" Plant Capacity grid must demonstrate that the Bidder's equipment and the Back-up facility's equipment can meet the following technical requirements:</p> <ul style="list-style-type: none"> i. Printing of a minimum of 200,000 impressions in black within 10 hours. ii. Printing of a minimum of 200,000 impressions in colour within 10 hours. iii. Folding of a minimum of 30,000 signatures (8 – 32 pages per signature to meet the project document requirements) within 10 hours iv. Folding of a minimum of 30,000 panel fold brochures (3 – 5 panels to meet the project document requirements) within 10 hours v. Spiral Binding of 100 booklets per hour vi. Perfect binding of 700 booklets per hour vii. Saddle-stitch of a minimum 10,000 per hour <p>Proposals that do not demonstrate that the Bidder's equipment can meet the technical requirements specified in M.2.3 (i – vii) will be considered non-responsive and will be given no further consideration.</p>	i.			
	ii.			
	iii.			
	iv.			
	v.			
	vi.			
	vii.			

Evaluation Criteria	Main site		Backup site	
	Met	Not Met	Met	Not Met
M.3 Lock-down” security requirements and the “IT and Communications” security requirements as specified in Annex “C”				
M.3.1 The Bidder must confirm in writing that it will meet the “Lock-Down” security requirements and the “IT and Communications” security requirements as specified in Annex “C” of this solicitation.				
M.3.1.a The Bidder must provide all of the required information and documentation as specified in the <i>M.3.1.a Print Plant Pre-Contract Security Checklist - EVALUATION GRID BIDDER’S FACILITY</i> included in Annex “F” of this solicitation.				
M.3.1.b The information and documentation provided will be verified during an on-site visit by the Government of Canada at the Bidder’s facility as a part of the evaluation process and before contract award. The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder’s facility for evaluation purposes. As a result of ongoing restrictions related to COVID 19, Canada may request the option to verify the Bidders' facilities in person, through virtual tour (hosted by the Bidder) or a combination of both in order satisfy the requirements of the on-site inspection. Bidders must be able to accommodate the virtual tour option.				

M.3.1.a Print Plant Pre-contract Security Checklist - EVALUATION GRID – BIDDER’S FACILITY

M.3.1.a Part I—Bidder & Location

Company Name
Company Address
Company URL

The information provided must address clearly the points that are subject to the evaluation criteria against which the bid will be evaluated.

The information provided will be verified during an on-site visit by the Government of Canada at the Bidder’s facility as a part of the evaluation process and before contract award.

The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder’s facility for evaluation purposes.

M.3.1.a Part II— IT Security checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Main site		Backup site	
	Evaluation of Bid	On-site verification	Evaluation of Bid	On-site verification
1. A. The Bidder must confirm in writing that the network connectivity to the pre-press, press and Digital areas can be disconnected from the rest of the printing plant during the lockdown period. B. The Bidder must provide a description of how it will meet this requirement. C. The Bidder must also confirm in writing that the remaining operational workstations cannot see outside of their own LAN (i.e. bridging).	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. A. The Bidder must provide a network diagram for the Bidder's facility, showing the list of remaining IP operational hosts (PCs, printers, faxes, etc.) and their IP addresses on the isolated network. B. The Bidder must confirm in writing that will perform a network scan at the beginning of the lockdown day to verify the responding hosts, demonstrating that the network connectivity to the lockdown areas is disconnected from the rest of the printing plant. The Bidder must provide the scan results to the Government of Canada as evidence.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. A. The Bidder confirm in writing that there will be no Internet connectivity in the pre-press, press, Digital, bindery and distribution areas during the lockdown period. B. The Bidder must also confirm in writing that will perform a test (e.g.: Google search) at the beginning of the lockdown day on the remaining operational workstations to verify the lack of Internet connectivity. The Bidder must provide the evidence (e.g.: screenshots) to the Government of Canada.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. A. The Bidder must describe how the wireless can be turned off on all remaining operational workstations in the pre-press, press, Digital, bindery, and distribution areas during the lockdown period. B. The Bidder must confirm in writing that will perform WiFi scans at the beginning of the lockdown day in the lockdown areas and provide the results to Government of Canada as evidence.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The Bidder must provide a description of how it will ensure that all phones will be removed from the pre-press, press, Digital, bindery and distribution areas during the lockdown period.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The Bidder must provide a description of how it will ensure that Print Plant employees entering the lockdown areas do not have cell phones, rocket sticks, USB drives, or any other portable storage devices capable of receiving or transmitting a signal in the lockdown areas.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

M.3.1.a Part III - Physical Security checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Main site		Backup site	
	Evaluation of Bid	On-site verification	Evaluation of Bid	On-site verification
1. The Bidder must demonstrate through submission of a floor plan of the lock-down area in the Bidder's facility that the work will be conducted in a "security zone" designed so that access may be limited to authorized personnel only and to prevent the possibility of forced entry, observation or eavesdropping.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The Bidder must describe how any Emergency exits in the lockdown area will not allow uncontrolled access to the secure zone in which the project is being carried out. The Bidder must describe the measures that it will implement to ensure that such exits are adequately protected.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The Bidder must identify on the floor plan where a secure location for the storage of sensitive waste from the print job will be located. <i>Note: sensitive waste will be retrieved by Government of Canada personnel after completion of the print job and must remain properly secured until such time.</i>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The Bidder must demonstrate on the floor plan of the lock-down area that it has allocated space for food preparation and storage, rest area, washroom facilities.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

M.3.1.a Part IV— Acknowledgement checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Main site		Backup site	
	Evaluation of Bid	On-site verification	Evaluation of Bid	On-site verification
1. The Bidder must identify the Bidder's proposed coordinator that will be responsible for the implementation of the security requirements of the Contract.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The Bidder must provide its agreement in writing to immediately report all suspected or actual violations of security to the Government of Canada Coordinator, Security Services Division.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The Bidder must provide confirmation in writing that the lock-down will be released only upon notification in writing from Government of Canada Security Representative.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The Bidder must provide confirmation in writing that should the lock-down period include a business day (Monday to Friday), the Bidder agrees to conduct business without impacting on these security requirements.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. The Bidder must provide its agreement in writing to allow Government of Canada to place Government of Canada departmental security officials on their premises throughout the entire project.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The Bidder must provide its agreement in writing to store project components, including electronic storage media, film and paper documents, in approved locked containers, or in a secure room designed to prevent unauthorized access and is in accordance with the security requirements as specified in Part 7 and Annex "C".	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. The Bidder must provide its agreement in writing to keep a record of all documents received by, or removed from, the site by the Government of Canada.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. The Bidder must provide its agreement in writing to permit all shipments to and from the Bidder's site and relating to this project to be escorted by at least two (2) Government of Canada security escorts at the plant for this purpose.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. The Bidder must provide its agreement in writing to not make public, in any way, information related to the project, including the existence of the project itself, without the consent of Government of Canada.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. The Bidder must provide confirmation writing that project components, including electronic storage media, film and paper documents, shall not be removed from the project site except by or with the consent of the Client.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. The Bidder must provide its agreement in writing that once employees have entered the secure zone they are not permitted to leave without written authorization by the Contractor's site authority. The Bidder must provide its agreement in writing that If for any reason an individual needs to leave the lock-down, the situation is to be thoroughly reviewed by the Contractor's site authority and discussed with Government of Canada's Security Services Representative and the Government of Canada Coordinator, Security Services Division before providing such authorization.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. The Bidder must confirm in writing that all information related to the Government of Canada Project and stored on removable electronic media used in the performance of this contract will be completely destroyed, before the device can be used for some other purpose.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation Criteria	Met	Not Met	Met	Not Met
M.3.2 The Bidder must confirm in writing that the proposed back-up facility will meet the "Lock-Down" security requirements and the "IT and Communications" security requirements as specified in Annex "C" of this solicitation.				
M.3.2.a The Bidder must provide all of the required information and documentation as specified in the <i>M.3.2.a Print Plant Pre-Contract Security Checklist - EVALUATION GRID BACK-UP FACILITY</i> included in Annex "F" of this solicitation.				

M.3.2.b The information and documentation provided will be verified during an on-site visit by the Government of Canada at the Bidder's identified Back-up facility as a part of the evaluation process and before contract award. The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder's identified Back-up facility for evaluation purposes.

M.3.2.a Print Plant Pre-contract Security Checklist EVALUATION GRID – BACK-UP FACILITY

M.3.2.a Part I—Bidder & Location

Company Name

Company Address

Company URL

The information provided must address clearly the points that are subject to the evaluation criteria against which the bid will be evaluated.

The information provided will be verified during an on-site visit by the Government of Canada at the Bidder's identified Back-up facility as a part of the evaluation process and before contract award.

The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder's identified Back-up facility for evaluation purposes.

M.3.2.a Part II— IT Security checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Main site		Backup site	
	Evaluation of Bid	On-site verification	Evaluation of Bid	On-site verification
1. A. The Bidder must confirm in writing that the Back-up facility's network connectivity to the pre-press, press and Digital areas can be disconnected from the rest of the printing plant during the lockdown period. B. The Bidder must provide a description of how the Back-up facility will meet this requirement. C. The Bidder must also confirm in writing that the remaining operational workstations at the Back-up facility cannot see outside of their own LAN (i.e. bridging).	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>2. A. The Bidder must provide a network diagram for the Back-up facility, showing the list of remaining IP operational hosts (PCs, printers, faxes, etc.) and their IP addresses on the isolated network.</p> <p>B. The Bidder must confirm in writing that will perform a network scan at the beginning of the lockdown day to verify the responding hosts, demonstrating that the network connectivity to the lockdown areas is disconnected from the rest of the Back-up facility. The Bidder must provide the scan results to the Government of Canada as evidence.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. A. The Bidder must confirm in writing that there will be no Internet connectivity in the Back-up facility's pre-press, press, Digital, bindery and distribution areas during the lockdown period.</p> <p>B. The Bidder must also confirm in writing that will perform a test (e.g.: Google search) at the beginning of the lockdown day on the remaining operational workstations to verify the lack of Internet connectivity. The Bidder must provide the evidence (e.g.: screenshots) to the Government of Canada.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. A. The Bidder must describe how the wireless can be turned off on all remaining operational workstations in the pre-press, press, Digital, bindery and distribution areas of the Back-up facility during the lockdown period.</p> <p>B. The Bidder must confirm in writing that will perform WiFi scans at the beginning of the lockdown day in the lockdown areas and provide the results to Government of Canada as evidence.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. The Bidder must provide a description of how it will ensure that all phones will be removed from the pre-press, press, Digital, bindery and distribution areas of the Back-up facility the during the lockdown period.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>6. The Bidder must provide a description of how it will ensure that Print Plant employees entering the lockdown areas of the Back-up facility do not have cell phones, rocket sticks, USB drives, or any other portable storage devices capable of receiving or transmitting a signal in the lockdown areas.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

M.3.2.a Part III - Physical Security checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Main site		Backup site	
	Evaluation of Bid	On-site verification	Evaluation of Bid	On-site verification
1. The Bidder must demonstrate through submission of a floor plan of the lock-down area in the Back-up facility, that the work will be conducted in a "security zone" designed so that access may be limited to authorized personnel only and to prevent the possibility of forced entry, observation or eavesdropping.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The Bidder must describe how any Emergency exits in the lockdown area of the Back-up facility will not allow uncontrolled access to the secure zone in which the project is being carried out. The Bidder must describe the measures that the Back-up facility will implement to ensure that such exits are adequately protected.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The Bidder must identify on the floor plan where a secure location for the storage of sensitive waste from the print job will be located at the Back-up facility. <i>Note: sensitive waste will be retrieved by Government of Canada personnel after completion of the print job and must remain properly secured until such time.</i>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The Bidder must demonstrate on the floor plan of the lock-down area of the Back-up facility that space for food preparation and storage, rest area, and washroom facilities has been allocated.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

M.3.2.a Part IV— Acknowledgement checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Main site		Backup site	
	Evaluation of Bid	On-site verification	Evaluation of Bid	On-site verification
1. The Bidder must identify the Back-up facility's proposed coordinator that will be responsible for the implementation of the security requirements of the Contract.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The Bidder must provide agreement in writing from the Back-up facility to immediately report all suspected or actual violations of security to the Government of Canada Coordinator, Security Services Division.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The Bidder must provide confirmation in writing from the Back-up facility that the lock-down will be released only upon notification in writing from Government of Canada Security Representative.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The Bidder must provide confirmation in writing from the Back-up facility that should the lock-down period include a business day (Monday to Friday), the Back-up facility agrees to conduct business without impacting on these security requirements.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The Bidder must provide its agreement in writing to allow Government of Canada to place Government of Canada departmental security officials on their premises throughout the entire project.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The Bidder must provide agreement in writing from the Back-up facility to store project components, including electronic storage media, film and paper documents, in approved locked containers, or in a secure room designed to prevent unauthorized access and is in accordance with the security requirements as specified in Part 7 and Annex "C".	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. The Bidder must provide agreement in writing from the Back-up to keep a record of all documents received by, or removed from, the site by the Government of Canada.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. The Bidder must provide agreement in writing from the Back-up facility to permit all shipments to and from the Back-up facility's site and relating to this project to be escorted by at least two (2) Government of Canada security escorts at the plant for this purpose.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. The Bidder must provide agreement in writing from the Back-up facility to not make public, in any way, information	<input type="checkbox"/> Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

related to the project, including the existence of the project itself, without the consent of Government of Canada.	<input type="checkbox"/> Not Met		<input type="checkbox"/> Not Met	
10. The Bidder must provide confirmation in writing from the Back-up facility that project components, including electronic storage media, film and paper documents, shall not be removed from the project site except by or with the consent of the Client.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. The Bidder must provide agreement in writing from the Back-up facility that once employees have entered the secure zone they are not permitted to leave without written authorization by the Contractor's site authority. The Bidder must provide agreement in writing from the Back-up facility that If for any reason an individual needs to leave the lock-down, the situation is to be thoroughly reviewed by the Contractor's site authority and discussed with Government of Canada's Security Services Representative and the Government of Canada Coordinator, Security Services Division before providing such authorization	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. The Bidder must provide confirmation in writing from the Back-up facility that all information related to the Government of Canada Project and stored on removable electronic media used in the performance of this contract will be completely destroyed, before the device can be used for some other purpose.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation Criteria	Main site		Backup site	
	Met	Not Met	Met	Not Met
M.4 Business Continuity Plan				
M.4.1 The Bidder must provide a Business Continuity Plan (BCP) detailing how it will maintain production, supply and delivery of the Government of Canada Project documents during events that would negatively impact the Bidder's operations.				
M.4.1.a The BCP must provide details to demonstrate how the Bidder will maintain each of the following activities (i - iv) to meet Government of Canada requirements as specified in the Annex "A" Statement of Work for the production of the Project during events in the event that the Bidder's operations are impacted: i. Pre-press, Digital and Proofing; ii. Printing or Digital operations; iii. Finishing (collating, binding, and trimming) iv. Shipping activities and delivery to destination.	i.			
	ii.			
	iii.			
	iv.			
M.4.2 The Bidder must provide details to demonstrate how the Bidder will ensure that the security level is maintained for				

each of the activities listed in M.4.1.a (i - iv) to meet the security requirements as specified in Part 7 and in Annex "C".				
M.4.2.a For each of the activities listed in M.4.1.a (i - iv): the Bidder must identify all of the <u>Bidder's</u> facility where work will be carried out and the security level granted of each facility.				
M.4.2.b For each of the activities listed in M.4.1.a (i - iv): the Bidder must identify all <u>back-up</u> facility where work will be carried out in the event that the Bidder's normal operations are impacted.				
M.4.2.c For each of the activities listed in M.4.1.a (i - iv): the Bidder must provide the full addresses of the proposed back-up facility (sites or premises) where work will be carried out in the event that the Bidder's normal operations are impacted. Street Number / Street Name, Unit / Suite / Apartment Number City, Province, Territory / State Postal Code / Zip Code Country				
M.4.2.d The Bidder provide the name of all individuals who will require access to classified or protected information, assets and sensitive work sites at all <u>back-up facility</u> where work will be carried out in the event that the Bidder's normal operations are impacted.				
M.4.3 The Bidder must provide confirmation in writing from the proposed back-up facility(ies), indicating that the identified Back-up facility is available and will meet the requirements of the Government of Canada Project if required due to an interruption in the Bidder's normal operations.				

Evaluation Criteria	Main site		Backup site	
	Met	Not Met	Met	Not Met
M.5 Environmental Consideration				
M.5.1 The Bidder must confirm in writing that the proposed text paper to be used for the printing of the Government of Canada project documents as specified in the Annex "A: Statement of Work is 30% recycled and uses fibre originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS).				

Solicitation No. - N° de l'invitation
60074-200443/A
Client Ref. No. - N° de réf. du client
60074-200443

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.60074-200443

Buyer ID - Id de l'acheteur
cw035
CCC No./N° CCC - FMS No./N° VME

M.5.2 The Bidder must provide the following information for the proposed paper stock: a. The Recycled content of the paper; b. The third party certification (FSC, SGI, etc...) c. The Brand name of the paper	a.			
	b.			
	c.			

Bidders MUST meet all the mandatory requirements of the RFP. Bids not meeting all the mandatory requirements will be given no further consideration.

ANNEX "G"

CONFIDENTIALITY AGREEMENT

THIS AGREEMENT is made as of the XX day of XXX, XXXX.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF Canada, as represented by

THE MINISTER OF FINANCE; and

(hereinafter referred to as "Canada")

-AND-

[COMPANY]

(hereinafter referred to as "Company")

WHEREAS Canada and the Company (together the "**Parties**" and individually a "**Party**") are entering into an agreement to provide printing and other related services pursuant to that agreement (the "**Purpose**");

AND WHEREAS in connection with the Purpose, the Company will have access to, or will otherwise receive or obtain, certain Confidential Material as hereinafter defined, and each Party wishes to protect the confidentiality of such Confidential Material;

NOW THEREFORE, in consideration for being given access to the Confidential Material, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree and covenant as follows:

1. Definitions

"Agreement" means this agreement between Canada and the Company, as the same may be amended from time to time.

"Confidential Material" means any data or information of or relating to Canada, whether by verbal, written or electronic communication or otherwise, that is non-public, confidential or proprietary in nature and is identified by Canada as confidential either verbally in the case of oral communications, or in writing in all other cases, or that by the nature of the circumstances surrounding such disclosure or receipt would reasonably be deemed to be proprietary and

confidential. Confidential Material shall include, but not be limited to: information the disclosure of which could reasonably be expected to be injurious to the financial interests of Canada or any government institution or to the ability of Canada to manage the national economy or could reasonably be expected to result in an undue benefit to any person. The Confidential Information may contain trade secrets, personal, financial commercial, scientific or technical information of Canada, the disclosure of which may be harmful to Canada.

“Representative” means the directors, officers and employees of the Company who have a valid SECRET security clearance in accordance with the Standard on Security Screening as published by the Treasury Board of Canada Secretariat and who need to have access to Confidential Material for the Purpose.

2. Disclosure

The Company agrees that all Confidential Material disclosed to it hereunder will be (i) treated confidentially by the Company in accordance with this Agreement; and (ii) used solely for the Purpose and not for any other purpose. Unless specifically authorized in writing by Canada or as otherwise provided for under this section, the Company will: (a) not disclose any portion of any Confidential Material to any person except to Representatives; (b) advise all Representatives before they receive direct or indirect access to Confidential Material of the obligations of the Company under this Agreement, instruct and require Representatives to comply with the terms hereof and provide and obtain an Acknowledgement from all Representatives in a form substantially similar to the Acknowledgement set out as a Schedule to this Agreement; and (c) take, at a minimum, the precautions that the Company affords its own confidential information of a similar nature, to safeguard and protect from direct or indirect disclosure to any other person or entity all Confidential Material disclosed to the Company or its Representatives.

The Company will provide to Canada a list of all Representatives and will notify Canada of any amendment to such list prior to any Representative receiving direct or indirect access to Confidential Material.

At any time at Canada's written request, the Company will promptly redeliver to Canada or, at Canada's option, securely destroy all written material and all copies and extracts of the Confidential Material and shall not retain any copies thereof.

3. Remedies

The Company, upon becoming aware of any unauthorized disclosure or use of Confidential Material by the Company, shall forthwith notify Canada of same.

The Company agrees that money damages may not be a sufficient remedy for any breach of this Agreement and that in addition to all other remedies available to Canada, Canada may seek specific performance and injunctive or other equitable relief as a remedy for any breach

without the requirement to post any bond or deposit in respect thereof, if such remedy is available against the Company under the applicable law.

4. No Licence

This Agreement shall not be construed as granting or conferring to the Company any rights by licence or otherwise in any Confidential Material. The Company shall not disclose, disseminate, copy or otherwise use any Confidential Material other than as expressly permitted in accordance this Agreement.

5. Survival

Except as otherwise specified herein, the Company obligations under this Agreement shall continue in full force and effect for a period of six years after the date hereof.

6. Notices

Any demand, notice or other communication to be given in connection with this Agreement shall be in writing and shall be effectively given if delivered personally or sent by e-mail (return receipt requested) as follows:

- (a) if to Canada, to:

Finance Canada
90 Elgin Street
Ottawa, ON, K1A 0G5

Attn: Shawn Dunn
E-mail: shawn.dunn@canada.ca

- (b) if to the Company, to:

Attn:
E-mail:

7. Miscellaneous

This Agreement will be governed by, and construed in accordance with, the laws of the Province of Ontario and the laws of Canada applicable therein. Each of the Parties irrevocably attorns to the non-exclusive jurisdiction of the courts of the Province of Ontario. No modification or alteration may be made to this Agreement without the express written consent of each of the Parties hereto.

This Agreement contains the entire agreement between the Parties concerning the subject matter hereof and supersedes all prior agreements and understandings, both written and oral, between the Parties regarding the subject matter hereof. Each Party acknowledges having received good and valuable consideration in relation to their agreeing to enter into this Agreement. This Agreement can only be amended in writing by the Parties.

This Agreement, and any amendments, may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will together constitute one and the same instrument. Any facsimile or electronic transmitted copies hereof bearing a manual, facsimile or other electronic signature shall, for all purposes, be deemed originals. For greater clarity, the electronic signature shall be reputed to constitute, much like wet ink, the best evidence available of consent of the Parties to the terms of this Agreement. For the purposes of this Agreement, "electronic signature" means a signature that consists of one or more letters, characters, numbers or other symbols in digital form incorporated in, attached to or associated with an electronic version of this Agreement.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the date first above written.

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, AS REPRESENTED BY THE
MINISTER OF FINANCE

Per: _____
Name: _____
Title: _____

[COMPANY]

By: _____
Name: _____
Title: _____

SCHEDULE

ACKNOWLEDGEMENT OF REPRESENTATIVE

Dear Colleague,

You have been identified as an employee with a need to have direct or indirect access to confidential material provided by the Government of Canada ("Canada") under an agreement entered into between Canada and this company.

The Company has entered into a Confidentiality Agreement with Canada, a copy of which is attached, in order to ensure the protection of the confidential material. Under the Confidentiality Agreement, all employees with a need to have direct or indirect access to the confidential material must:

- Not disclose any portion of the confidential material to anyone else, including any family member;
- Only use the confidential material for the purpose under which it was provided; and
- Take, at a minimum, the precautions that this company takes with its own confidential information of a similar nature.

In order to ensure that the Company does not retain any confidential material in a manner contrary to the Confidentiality Agreement, you must ensure that any records containing confidential material will be returned or destroyed upon request.

In addition, you must not buy or sell any stocks, bonds or other securities or otherwise make any trades based on any confidential material.

Failure to comply with these obligations will result in disciplinary action, which may include termination of employment. Some of the confidential material could also constitute insider information and/or trade secrets, the disclosure or improper use of which may result in criminal prosecution.

Please respond to this note affirming that you possess a valid SECRET security clearance from Canada and that you understand and will abide by this process and the obligations under the Confidentiality Agreement. Should you have any questions regarding your obligations as a result of this Confidentiality Agreement, please do not hesitate to contact your manager.

ANNEX "H"

Business Continuity Planning (BCP)

- 1.1.1 The Production of the **Federal Budget and Economic, and Fiscal Updates**, in a timely manner is a critical service to the **Department of Finance**. Therefore, the Contractor must have robust Business Continuity Plan (BCP) in place for all operations required to complete the inventory supply, warehousing, Manufacturing, Personalization and Distribution.
- 1.1.2 The Contractor must immediately inform the Project Authority prior to invoking its BCP procedures for any given situation and must consult with the Project Authority on the volume that may be continued until normal operations are able to be resumed.
- 1.1.3 The BCP must address the following at a minimum:
 - a) facilities and human resources;
 - b) mechanical breakdown, hardware failures (including IT systems), and system failures;
 - c) supply chain integrity and continuity of supply;
 - d) service outages (including power outages).
 - e) security;
 - f) data protection/data tracking;
 - g) terrorism; and
 - h) natural disaster, pandemic and other extreme events.
- 1.1.4 The BCP must specifically detail all provisions for:
 - a) the functioning of the Production facility and any backup facilities;
 - b) staffing;
 - c) maintenance of supply;
 - d) continuation of Production and return to normal operations.

ANNEX "I"

TASK AUTHORIZATION

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 - Autorization de tâche (Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)
---	--

Contract Number

Enter the PWGSC contract number.

Numéro 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.

Numéro 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

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 établies 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.

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
60074-200443/A
Client Ref. No. - N° de réf. du client
60074-200443

Amd. No. - N° de la modif.
File No. - N° du dossier
cw035.60074-200443

Buyer ID - Id de l'acheteur
cw035
CCC No./N° CCC - FMS No./N° VME

Clear Data - Effacer les données

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Instructions - Page 2



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 \$
--	--	---

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"/>

PWGSC - TPSGC 572 (2014-04)

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.

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.

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.

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