



## 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

<b>Title - Sujet</b> Reprographic Services - PPSC	
<b>Solicitation No. - N° de l'invitation</b> 72000-200053/A	<b>Date</b> 2021-02-04
<b>Client Reference No. - N° de référence du client</b> 72000-20-0053	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CW-027-79693	
<b>File No. - N° de dossier</b> cw027.72000-200053	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2021-02-19</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gillett, Brendan	<b>Buyer Id - Id de l'acheteur</b> cw027
<b>Telephone No. - N° de téléphone</b> (000) 000-0000 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PUBLIC PROSECUTION SERVICE OF CANADA 12th Floor 800 Burrard St Vancouver British Columbia V6Z2E7 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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<b>ANNEX "A"</b> .....	ERROR! BOOKMARK NOT DEFINED.
STATEMENT OF WORK .....	ERROR! BOOKMARK NOT DEFINED.
<b>ANNEX "B"</b> .....	ERROR! BOOKMARK NOT DEFINED.
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Work Request Order form, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, and the Evaluation Grid.

### **1.2 Summary**

The Public Prosecutions Service of Canada requires the provision of reprographic services for the British Columbia (BC) region. The reprographic services required are copying, short run printing from supplied hard copy originals and electronic format (i.e. PDF), binding documents and scanning paper documents to electronic format (i.e. PDF) as specified for each Work Request.

The Contractor must provide the required services to the PPSC - BC region during the working hours of the PPSC Vancouver regional office. Core business hours are from 8 a.m. to 5 p.m. Pacific time; Monday to Friday. Specific work orders may require completion outside of these core hours. Any work performed by the Contractor outside of the identified core hours must be in accordance with the Annex B Basis of Payment and upon written approval by the PPSC Project Authority. PPSC-BC offices in Vancouver are comprised of the main office at 840 Howe Street as well as three (3) sub offices at 800 Burrard Street, 211 Columbia and the Vancouver Provincial Court house, 222 Main Street location.

The period of the Contract will be from date of award to March 1, 2023, with the option to extend two (2) one (1) year periods under the same terms and conditions.

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.

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

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

### **1.3 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2020-05-28) 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](mailto: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

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Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

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

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

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

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

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

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## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.



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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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.

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## Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with 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.

## Section III: Certifications

Bidders must submit the certifications required under Part 5.

## Section IV: Additional Information Precedent to Contract Award

### 3.1.3 Bidder's Proposed Site(s)

The Bidder must provide the full address(es) of the Bidder's site(s) or premises for which are required for Work Performance:

Location Street Number / Street Name, City, Province, Territory Postal Code	What work will be performed at this location?

### 3.1.4 List of Subcontractor(s)

If the Work includes the use of subcontractors, the names and locations of the subcontractors shall be listed as part of the bid with particulars of the Work to be performed or material to be purchased. The Contracting Authority is to be notified, in writing, of any changes to the list of subcontractors prior to their commencing the Work.

For the purposes of this clause, there is no requirement to report the purchase of off-the-shelf items and software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

Subcontractors' name(s)	Location Street Number / Street Name, City, Province, Territory Postal Code	What work will be performed at this location?

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### 3.1.5 Integrity Provisions – List of Names

All suppliers must submit the following information:

- i. suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. suppliers that are a partnership do not need to provide a list of names.

If the list of names has not been received by the time the evaluation of bids is completed, the contracting authority will inform the supplier of a time within which to provide the information. Providing the required names is a mandatory requirement for award of a contract. Failure to provide the list of names within the time specified will render a bid, or the supplier otherwise disqualified for award of a contract.

### 3.1.6 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

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

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

- 3.1.6.2** 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.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

**The following definitions apply for the purposes of the Mandatory Criteria only:**

**"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.

**"Image(s)"**: means one (1) side of a printed text page or other printed document

**"Hard copy documents"** means text pages or other documents produced on paper (including cover paper)

**"Disassembling** of original documents" means to remove any adhesive notes, any damaged originals, any dividers, and all fasteners and/or binding from documents.

**"Reassembling** of original documents" means to reconstruct documents in their original order and format including the replacement of any adhesive notes, any damaged originals, any dividers, and all fasteners and/or binding in accordance with original document boundaries.

**"File manipulation"** means removing highlights from documents and/or re-sizing documents (enlargement or reduction in size);

**Creating name conventions for output files:** means to list: File name, file number, date, time of request, level of service and signature line, etc.

### **M.1 Corporate Experience Reprographic Services - Copying/Short Run Printing**

The Bidder must demonstrate that it is or has been contractually bound to an external client (outside of the Bidders own company) for a contract to provide copying / short run printing services from hard copy documents for the production of final printed copies.

M.1.1.a: The Bidder must provide the client information (for example: the name of the organization);

M.1.1.b The Bidder must provide a copy of the production docket for the Contract or a copy of an invoice presented to the Client for Contract.

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M.1.1.1 The Contract must have been started or completed on or after March 1, 2021.

M.1.1.1.a The Bidder must provide the Contract start date or end date (month and year);

M.1.1.2 The Contract must be or must have been for the Bidder to provide copying / short run printing of a minimum of 500,000.00 images from hard copy documents over the period of one (1) year\*.

\*The copying / short run printing services may have been provided all at one (1) time or as required during a period of one (1) year or less.

M.1.1.2.a The Bidder must indicate the total number of images reproduced or to be reproduced from hard copy documents to final printed copies over the period of one (1) year\*.

M.1.1.2.b The Bidder must provide the start and end date (month and year) of the one (1) year period\* during which the copying / short run printing was or will be completed.

M.1.1.2.c The Bidder must provide a description of the format of the final printed copies including the following:

- i. paper size(s)
- ii. binding type(s)

M.1.1.3 The copying / short run printing services provided by the Bidder under the Contract must also include or must have included all of the following:

- i. Disassembling original documents;
- ii. Reassembling of original documents;
- iii. Binding of final copies such as cerlox binding, punching and loading into three [3] ring binders, stapling, etc.;
- iv. Supply and insertion of tab dividers or other dividers\*\*.

\*\* If the Bidder has provided or is providing the copying / short run printing services over a period of one (1) year, then it is not necessary for every copy produced to have included tab dividers or other dividers. At least one (1) of the documents produced under the contract must have included or must include the supply and insertion of tab dividers or other dividers into the final copies produced.

M.1.1.3.a The Bidder must provide a description of the requirements for the disassembling of the original documents supplied to the Bidder for copying / short run printing.

M.1.1.3.b The Bidder must provide a description of the requirements for the reassembling of the original documents supplied to the Bidder for copying / short run printing

M.1.1.3.c The Bidder must provide a description of the binding requirements for the final copies produced.

M.1.1.3.d The Bidder must provide a description of the tab dividers or other dividers supplied and inserted into the final copies produced.

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

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## **M.2 Corporate Experience Reprographic Services - Scanning**

M.2.1. The Bidder must demonstrate that it is or has been contractually bound to an external client (outside of the Bidders own company) for a contract to provide scanning services for the production of final electronic documents on digital media (such as CDs, DVDs, USBs, removable hard drive).

M.2.1.a: The Bidder must provide the client information (for example: the name of the organization);

M.2.1.b The Bidder must provide a copy of the production docket for the Contract or a copy of an invoice presented to the Client for Contract.

M.2.1.1 The Contract must have been started or completed on or after March 1, 2021.

M.2.1.1.a The Bidder must provide the Contract start date or end date (month and year);

M.2.1.2 The Contract must be or must have been for the Bidder to provide scanning of a minimum of 150,000 images from hard copy documents to electronic format (PDF and/or other Office suite applications) over the period of one (1) year\*.

\*The scanning services may have been provided all at one (1) time or as required during a period of one (1) year or less.

M.2.1.2.a The Bidder must indicate the total number of images scanned or to be scanned from hard copy documents to electronic format over the period of one (1) year\*.

M.2.1.2.b The Bidder must provide the start and end date (month and year) of the one (1) year period\* during which the scanning will be or was completed.

M.2.1.2.c The Bidder must indicate the final electronic format or formats of the scanned documents (for example: PDF and/or other Office suite applications) provided.

M.2.1.3 The scanning services provided by the Bidder under the Contract must also include or must have included all of the following:

- i. Disassembling original documents;
- ii. Reassembling of original documents;
- iii. File manipulation;
- iv. Creating and/or maintaining name conventions for output files;
- v. Provide final electronic documents on CD/DVD or USB;

M.2.1.3.a The Bidder must provide a description of the requirements for the disassembling of the original documents supplied to the Bidder for scanning.

M.2.1.3.b The Bidder must provide a description of the requirements for the reassembling of the original documents supplied to the Bidder for scanning

M.2.1.3.c The Bidder must provide a description of the file manipulation requirements for the purposes of creating the final scanned documents.

M.2.1.3.d The Bidder must provide a description of the requirements for file naming in accordance with the file naming conventions provided by the client

M.2.1.3.e The Bidder must provide a description of the digital media used to provide the final electronic documents to the client.

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

### **M.3 Capability of the Bidder to Produce the Public Prosecutions of Canada Documents as specified in the Annex A Statement of Work**

M.3.1 The Bidder must confirm in writing that it has the capability to produce all of the Public Prosecution Service of Canada documents to final format for delivery in the timelines specified in the Annex A Statement of Work.

M.3.1.a The Bidder must provide a statement to confirm that it can provide scanning and copying / short run printing of supplied documents to comply with the service levels for Extremely Urgent, Urgent, Rush, and Standard Work Requests as specified in the Annex A Statement of Work.

M.3.2 To demonstrate that the Bidder has the required capability to produce all of the PPSC documents to final format for delivery on a priority basis and comply with the timelines specified in the Annex A Statement of Work, the Bidder must provide a detailed description of its production processes (including available resources and equipment) for the completion of scanning and copying / short run printing as follows:

#### **M.3.2.a Extremely Urgent:**

The Bidder must provide a description of:

M.3.2.a.1: the production processes it will utilize to provide the scanning and short run printing services within a one (1) hour service standard.

M.3.2.a.2: the available resources to provide the scanning and short run printing services within a one (1) hour service standard.

M.3.2.a.3: the available equipment to provide the scanning and short run printing services within a one (1) hour service standard.

#### **M.3.2.b Urgent:**

The Bidder must provide a description of:

M.3.2.b.1: the production processes it will utilize to provide the scanning and short run printing services within a 2-1/2 hour service standard.

M.3.2.b.2: the available resources to provide the scanning and short run printing services within a 2-1/2 hour service standard.

M.3.2.b.3: the available equipment to provide the scanning and short run printing services within a 2-1/2 hour service standard.

#### **M.3.2.c Rush:**

The Bidder must provide a description of:

M.3.2.c.1: the production processes it will utilize to provide the scanning and short run printing services within a 4 hour service standard.

M.3.2.c.2: the available resources to provide the scanning and short run printing services within a 4 hour service standard.

M.3.2.c.3: the available equipment to provide the scanning and short run printing services within a 4 hour service standard.

#### **M.3.2.d Standard:**

The Bidder must provide a description of:

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M.3.2.d.1: the production processes it will utilize to provide the scanning and short run printing services within one (1) business day.

M.3.2.d.2: the available resources to provide the scanning and short run printing services within one (1) business day.

M.3.2.d.3: the available equipment to provide the scanning and short run printing services within one (1) business day.

#### **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 Public Prosecution Service of Canada documents during events that would negatively impact the Bidders operations (for example: power outage, mechanical failure, etc..).

M.4.1.a The BCP must provide details to demonstrate how the Bidder will maintain and/or restore each of the following activities (i - iii) to meet Public Prosecution Service of Canada requirements as specified in the Annex A Statement of Work for the production of the Public Prosecution Service of Canada documents in the event that the Bidders operations are negatively impacted:

- i. Printing operations;
- ii. Scanning operations;
- iii. Finishing (collating, binding, and trimming)

M.4.2 The Bidder must indicate whether it proposes using a back-up facility or back-up facilities to maintain the production of any of the activities listed in M.4.1.a (i - iii) in the event that the Bidders normal operations are impacted.

If the Bidder proposes using a back-up facility or back-up facilities to maintain the production of any of the activities listed in M.4.1.a (i - iii) the Bidder must provide:

M.4.2.a the full address(es) of the proposed back-up facility (sites or premises) where work will be carried out.

M.4.2.b 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 - iii) to meet the security requirements as specified in Part 7 and in Annex C.

#### **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 PPSC project documents as specified in the Annex A: Statement of Work 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).

**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.



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

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 Excel spreadsheet being distributed through Government Electronic Tendering Service (BuyandSell.gc.ca).

#### **4.1.2.1 Mandatory Financial Criteria**

##### **4.1.2.1 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, 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 Excel spreadsheet.

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 Excel spreadsheet being distributed through Government Electronic Tendering Service (BuyandSell.gc.ca).

#### **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.

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## **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.

#### **5.1.1 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.

#### **5.1.2 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](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.

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### **5.1.3 Additional Certifications Precedent to Contract Award**

#### **5.1.3.1 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.

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

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

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 sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

2. For additional information on security requirements, 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.

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## 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".

### 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, 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/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
  - (b) Industrial Security Manual (Latest Edition)

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### **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 1, 2023 inclusive

#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

#### **7.4.3 Delivery Points**

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

### **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

E-mail address: Brendan.Gillett@pwgsc-tpsgc.gc.ca

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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 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

#### General Enquiries (Project Manager)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

#### Replacement for Project Manager

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

### 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: 2012-2 of the Treasury Board Secretariat of Canada.

### 7.7 Payment

#### 7.7.1 Basis of Payment

The Contractor will be paid in accordance with Annex "B" for Work performed pursuant to the Contract.

#### 7.7.2 Basis of Payment – Work Requests

In consideration of the Contractor satisfactorily completing all of its obligations for each work request, the Contractor will be paid the firm unit price(s) in accordance with the Basis of Payment, in Annex "B", Applicable Taxes are extra.

#### 7.7.3 Limitation of Expenditure

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

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2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - 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 contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.4 Payment**

H1001C (2008-05-12) - Multiple Payments

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

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

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

- a. Direct Deposit (Domestic and International);

#### **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 and Contracting Authority identified under the section entitled "Authorities" of the Contract.



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## **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 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **7.9.3 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, Work Request Order Form;
- (f) Annex D, Security Requirements Check List;
- (g) 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.

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#### **7.14 SACC Manual Clauses**

The following terms and conditions are incorporated herein.

SAAC Manual clause P1005C (2010-01-11) Packaging and Packing of Printed Products

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

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## ANNEX "A"

### STATEMENT OF WORK

Reprographics (copying/short run printing and scanning) services for the Public Prosecution Service of Canada (PPSC), British Columbia (BC) region. PPSC- BC offices in Vancouver are comprised of the main office at 800 Burrard St. as well as two (2) sub offices at 211 Columbia St. and the Vancouver Provincial Court house, 222 Main St. location. Printing service requests for 211 Columbia Street must be delivered and picked up from the PPSC 222 Main Street office location.

#### A.1 REQUIREMENT

The reprographics services required are those related to copying and/or short run printing from supplied hard copy originals and electronic format (i.e. PDF), binding documents and scanning paper documents to electronic format (i.e. PDF) as specified for each Work Request. Documents will range from a single sheet to 400 or more sheets printed on one (1) or both sides.

Of the reprographics services required the majority of the work is anticipated to be for the copying and/or short run printing of documents from hard copy originals and electronic format (i.e. PDF) and any required binding of the finished documents. The work required contains confidential information. Some documents may have a security classification of up to "Protected B". In handling all requests and documents, the Contractor must ensure the secure nature of information therein as specified in the Contract Clauses section and the Security Requirements Check List.

The Contractor must provide the required services to the PPSC- BC region during the working hours of the PPSC Vancouver regional office. Core business hours are from 8 a.m. to 5 p.m. Pacific time; Monday to Friday. Specific work orders may require completion outside of these core hours. Any work performed by the Contractor outside of the identified core hours must be in accordance with the Annex B Basis of Payment and upon written approval by the PPSC Project Authority.

##### A.1.1 Process for Work Requests

Work Requests will be submitted to the Contractor by authorized PPSC Ordering Authorities. There is a range of 50- 70 PPSC staff members who may action a Work Request at any given time. The PPSC Project Authority will provide the Contractor with the details regarding the authorized PPSC Ordering Authorities after award of contract.

Work Requests will be submitted to the Contractor on the "*Work Request Order*" form (refer to example in Annex "C"), which includes the delivery date, the security level and the specifications and/or instructions for the required services for each Work Request as well as all of the necessary information for invoicing the PPSC. The Contractor must not accept work without this form.

The Contractor must accept Work Requests supplied by PPSC Ordering Authorities as follows:

- In person, at the Contractor's counter;
- Couriered directly to the Contractor's premises, or
- Via e-mail
- Via *facsimile*

Each Work Request will be supplied to the Contractor with the required hard copy or electronic components as specified for the requirement as well as any other supplied material specified by the PPSC Ordering Authority to be provided at contract award.

The start time begins as soon as the Contractor receives and confirms receipt of the order requisition and materials to be copied/printed/etc.

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## **A.2 MATERIAL SUPPLIED**

Components for copying/short run printing services will be supplied to the Contractor by the PPSC Ordering Authority with each Work Request. The material for the required reprographics services will normally be supplied as single or multiple page hard copy documents in paper format or as PDF files or in electronic files done in standard word-processing software and graphic arts industry applications. *There may also be encrypted files or password protected files.*

The Contractor must review supplied electronic files within 2 hours of their reception or less dependent upon the delivery schedule.

The Contractor must contact the PPSC Ordering Authority immediately if supplied media varies from the description of the material supplied as stated in the specifications of the Work Request. The Contractor must also contact the PPSC Ordering Authority immediately if there are problems accessing or processing the files, printing from the supplied files or printing or scanning hard copy documents.

Components for scanning to electronic format will be supplied to the Contractor by the PPSC Ordering Authority as hard copy documents with the Work request.

Review of the supplied material must be accounted for in the production schedule unless otherwise specified in writing by the PPSC Ordering Authority.

Memory sticks (USBs) and removable hard drives will be supplied to the Contractor by the PPSC Ordering Authority when the scanning/electronic requirement is to be saved onto these devices.

### **A.2.1 Handling Supplier Non-Standard Documents for Scanning or Reproduction**

As required, the Contractor must prepare non-standard documents for scanning or reproduction. Non-Standard documents include:

- a. different paper such as blueprints, maps or photographs;
- b. file volumes of documents of different paper weights, such as onion-skin, heavier stock, etc.;
- c. file volumes of documents that cannot be fed automatically through scanning machines due to damage;
- d. exceptional number of sticky notes, and
- e. bindings such as books, cerlox, pamphlets or booklet (e.g. Reports).

## **A.3 COPYING/SHORT RUN PRINTING SERVICES**

The Contractor must print from the supplied hard copy and/or electronic format originals as supplied by the PPSC Ordering Authority for each requirement.

The Contractor must supply all materials and operations to complete the copying/short run printing services specified in each Work Request.

Work Requests for copying/short run printing services may include the printing and assembling of covers, gathering sheets, stapling, wire stitching, drilling, folding, enlargements/reductions of images, supply of tab dividers, inserting printed and/or supplied material, and various binding operations as specified for each.

The required size of each document being produced may vary, however, the bulk of the work will be for the standard sizes of: 8 1/2"x11"; 8 1/2"x14" and 11"x17".

As required, supplied original documents may require special handling. The Contractor must remove and rebind supplied bound originals in the same order and style as the originally supplied documents or as specified by the PPSC Ordering authority.

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Supplied electronic original documents may be provided on a CD, DVD, USB key, removable hard drive or via email.

The Contractor must provide all materials to produce the work to final format including the supply of binders.

#### A.3.1 Quality

The print and binding quality level is Informational, in accordance with the Public Works and Government Services (PWGSC) Publications entitled "Quality Levels for Printing" and/or "Quality Levels for Colour" and "Quality Level for Binding" latest issues.

#### A.3.2 Overruns/Underruns

No overruns and no underruns will be accepted.

#### A.3.3 Text and Cover Papers

The Government of Canada uses paper stocks considered to be environmentally friendly. Selection of these papers is based on factors such as sustainable development, life-cycle management and/or forest management. For this contract, papers from manufacturers certified under the Environmental Choice Program (ECP), or who are using fiber 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 (CSNSFMS) will be acceptable for completion of the work.

#### A.3.4: Description

Specifications for each Work Request will be provided to the Contractor by the PPSC Ordering Authority at the time of the Work Request:

Quantities:	From 1 copy to 12 (usually not more than 12)
Size:	From as small as 8 1/2"w x 11"h and larger than 11"w x 17"h
Number of Pages:	From 1 page to 800 pages (400 sheets printed on 2 sides) but may occasionally be more. Documents will vary in size. Original documents usually do not exceed 400 sheets per document.
Prints:	<p>On one (1) and/or two (2) sides as specified in each Work Request. Print colours will range from black only to black+ spot colours (PMS) to full colour (4 colour process).</p> <p>Some documents may require enlargements and/or reductions to the image size of the supplied originals. As specified in the Work Request, the Contractor must reduce and/or enlarge images.</p>
Text paper:	40m (20 lbs) Bond and/or text papers in white or pastel colours* as specified in each Work Request.
Cover paper:	<p>130m (651bs) White or pastel colours*; uncoated</p> <p>* most common colours requested are beige/tan, light green and light blue</p>
Bindery:	<p>The bindery requirements for printed copies will vary and may include any of the following as specified in each Work Request:</p> <ul style="list-style-type: none"><li>• gathering (collating) sheets, stapling (wire stitching), cerlox binding, spiral binding, drilling holes, and insertion into three ring ("O-ring") binders.</li></ul>

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- Assembling covers, assembling printed documents into sets, assembling supplied material, inserting tab dividers and/or inserting supplied material with printed documents.
- Folding by machine and/or by hand.

Binders:

Binders are white standard vinyl:

- 3-ring standard presentation binder for 8 ½" x 11" sheet size, round-ring, silver tone hardware with triggers, sheet lifter, with clear front cover and spin for inserts with pockets on front and back covers.
- 
- 4-ring standard presentation binder for 8 ½" x 14" sheet size, round-ring, silver tone hardware with triggers, sheet lifter, with clear front cover and spin for inserts with pockets on front and back covers.

Divider:

Tab Dividers:

Black print (alphabetical, numerical or custom printed) on one (1) side of tab extension only.

Cut:

1/10 Cut for alphabetical tab dividers (1 bank of 10 tabs per bank); and

1/5 Cut for numerical tab dividers (1 bank of 5 tabs per bank);

Clear Mylar on tab extension of alphabetical and numerical tab dividers and clear Mylar strip along binding edge (on back) of all tab dividers. Mylar is not to contain PVC.

Tab/Divider Paper:

220m (110 lbs) index, White, 9pt.

PPSC Supplied

Material for Insertion:

As required for any Work Request, the PPSC Ordering Authority may supply material to be inserted into printed documents. The Contractor must insert the PPSC supplied dividers and/or inserts into position in the documents as specified by the PPSC Ordering Authority in the Work

Request:

- Labels: With titles or sub-titles. As specified, the Contractor must affix the supplied labels on a cardboard divider and insert into the supplied documents.
- Tab dividers and inserts must be assembled or inserted into position and bound with document. Manual transcript of hand-written information on sticker (post-it) must be copied and added in position and in sequence in the printed documents.

### **A.3.5 SCANNING**

As required, the Contractor must scan hard-copy documents to various electronic formats. The majority of the requests for scanning are for documents to be scanned to PDF. The various other formats that may be required are limited to common Office Suite applications (MS Office, Corel Office and Lotus Office, etc.) as well as graphic arts industry applications (Adobe products, Quark Xpress, Foxit and MS OneDrive, etc.).

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Naming convention for the output files will be determined on a job-by-job, if required.

The Contractor must perform some file manipulation if specified in the work order. For example, documents may need to be zoomed in, highlighting marks removed, etc.

The Contractor must scan documents into the same page format as the documents supplied unless requested otherwise on the work request.

There is no limit to the file size the Contractor must produce.

The Contractor must save the digital files after scanning onto either a CD, DVD, supplied memory stick (USB), or supplied removable hard-drive as specified on the Work Request.

#### **A.3.5.1 Document Preparation for Scanning**

Most documents supplied to the Contractor by the PPSC Ordering Authority will conform to standard paper sizes and weights and will be fastened with clips or staples. On the rare circumstances when the original supplied document is bound, the Contractor must take apart and rebind supplied bound originals in the same order and style as the originally supplied documents.

For all files/documents supplied by the PPSC Ordering Authority, the Contractor must:

- a. remove all bindings from documents and files, such as paper clips, staples, binder clips, three-ring binders and rubber bands, noting what fastenings or bindings were used at each document boundary (paper parts that are contained within a binding element for re-assembly) for later reconstruction;
- b. maintain the integrity of the file/documents, ensuring that pages and documents are kept in their original order. It must be possible to reconstruct the file, down to the fastenings and the file boundaries;
- c. insert separator sheets in place of these bindings in order to keep track of pages that were bound together;
- d. move post it notes to open areas on a page or onto a clean sheet of paper so as not to obscure any information;
- e. mark transitions from single-sided to double-sided sheets; and
- f. photocopy torn, folded or fragile originals onto new sheets of paper for scanning. Track where to replace the originals when scanning is completed.

#### **A.4 SERVICE STANDARDS**

PPSC is responsible for providing the Work Requests directly to the Contractor. Once the Contractor has confirmed receipt of both the components and the work request the service standard time requirement commences.

It is a constitutional requirement to provide the Court with full disclosure of the investigation. The type of service standard chosen will depend on the time frame required for disclosure and will be reflected in the service standard indicated in the Work Request. Occasionally, the work may be required to be done during the lunch recess.

- **EXTREMELY URGENT**

Completion of the required copies in the final format specified in the Work Request must be made within one (1) hour of receipt of both the components and Work Request from the PPSC Ordering Authority.

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- **URGENT**

Completion of the required copies in the final format specified in the Work Request must be made within two and a half (2.5) hours of receipt of both the components and Work Request from the PPSC Ordering Authority.

- **RUSH**

Completion of the required copies in the final format specified in the Work Request must be made within four (4) hours of receipt of both the components and Work Request from the PPSC Ordering Authority.

- **STANDARD**

Completion of the required copies in the final format specified in the Work Request must be made within one (1) working day (next day) of receipt of both the components and Work Request from the PPSC Ordering Authority.

## **A.5 DELIVERY ADDRESS**

The completed Work Requests will be picked up by PPSC Ordering Authority or the PPSC Ordering Authority will make arrangements for delivery.

Dependant upon the level of service, the client may choose to wait at the Contractor's premises. When the PPSC Ordering Authority does not remain on-site, the Contractor's On-Site Manager or designate will inform PPSC Ordering Authority by telephone or by e-mail once the job has been completed, so the documents can be picked up by the PPSC Ordering Authority.

## **A.6 PACKAGING AND RECEIVING SPECIFICATIONS**

### **A.6.1 Packaging**

- All printed materials must be placed flat in cartons and packed tightly.
- Cartons must be sized appropriately for the contents and must be packed solidly to prevent shifting, curling and prevent damage of the contents.
- The maximum weight of a loaded carton is not to exceed twenty-five (25) pounds.

### **A.6.2 Labeling**

All carton ends must be labeled with the following:

- PPSC Work Request number.
- Product title (if applicable) of enclosed material.
- Exact quantity enclosed in carton.
- Box number and of total number of boxes in shipment; e.g. Box 1 of 3.

### **A.6.3 Packing of CD/DVDs**

COs and DVDs are to be packaged individually in paper sleeves then grouped in envelopes or boxes depending on the quantity.

USB keys and removable hard drives are to be packaged in bubble envelopes.

### **A.6.4 Packing Slips**

Each shipment must include a Packing Slip. The Packing Slip must contain the following information:



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- 
- Contractor name and address.
  - PPSC Ordering Authority name and address.
  - PPSC Work Request number.
  - Exact quantity enclosed in carton.
  - The total number of boxes in shipment.

#### A.7 COMPONENTS

- All components required to complete each Work Request, whether produced or purchased by the Contractor, or provided to the Contractor are the property of the Government of Canada.
- The Contractor must return all components to the PPSC Ordering Authority identified in each Work Request upon completion of the work and at no additional cost to Canada.
- Component must be packaged appropriately and safeguard the contents from damage.

#### A.8 INVOICING

In conjunction with the Contract Clauses, invoices must be submitted on a weekly basis and must include a detailed billing statement that includes the following for each Work Request completed during the billing period:

- Work Request number
- Quantity specified
- Services rendered (copying/short run printing or scanning, inserting etc.)
- Cost breakdown per Unit of Issue
- Total cost including applicable taxes
- Copy of the Work Request Order form

## ANNEX "B"

### BASIS OF PAYMENT

#### B.1.1 - Contract Period

Item	Description	Price (\$)
1	<b>TEXT PAGES BOND WHITE (20 lb) 40M</b>	Price per sheet
<b>1. All inclusive price per sheet</b> including: all set-ups, all operations and materials for printing (one [1] side or two [2] sides of sheet) and includes moving and replacing post-it notes and gathering of sheets as specified in the Annex A Statement of Work.		
1.1	8-1/2" x 11" sheet printed black (on one side)	
1.2	8-1/2" x 11" sheet printed black (on two sides)	
1.3	8-1/2" x 11" sheet printed in full colour (on one side)	
1.4	8-1/2" x 11" sheet printed in full colour (on two sides)	
1.5	8-1/2" x 14" sheet printed black (on one side)	
1.6	8-1/2" x 14" sheet printed black (on two sides)	
1.7	8-1/2" x 14" sheet printed in full colour (on one side)	
1.8	8-1/2" x 14" sheet printed in full colour (on two sides)	
1.9	11" x 17" sheet printed black (on one side)	
1.10	11" x 17" sheet printed black (on two side)	
1.11	11" x 17" sheet printed in full colour (on one side)	
1.12	11" x 17" sheet printed in full colour (on two side)	

2	<b>COVERS, UNCOATED WHITE SMOOTH FINISH 130M (65lb)</b>	Price per cover
<b>2. All inclusive price per cover including:</b> all set-ups, all operations and materials for printing (one [1] side as required, trimming to final size and assembled with text or insertion into front sleeve of binder as specified in the Annex A Statement of Work.		
2.1	8-1/2" x 11" sheet printed black (on one side)	
2.2	8-1/2" x 11" sheet printed in colour (on one side)	
2.3	8-1/2" x 14" sheet printed black (on one side)	
2.4	8-1/2" x 14" sheet printed in colour (on one side)	

3	COVERS, UNCOATED COLOUR SMOOTH FINISH 130M (65lb)	Price per cover
<b>3. All inclusive price per cover including:</b> all set-ups, all operations and materials for printing (one [1] side as required, trimming to final size and assembled with text or insertion into front sleeve of binder as specified in the Annex A Statement of Work.		
3.1	8-1/2" x 11" sheet printed in black (on one side)	
3.2	8-1/2" x 11" sheet printed in black (on two side)	
3.3	8-1/2" x 11" sheet printed in full colour (on one side)	
3.4	8-1/2" x 11" sheet printed in full colour (on two side)	
3.5	8-1/2" x 14" sheet printed in black (on one side)	
3.6	8-1/2" x 14" sheet printed in black (on two side)	
3.7	8-1/2" x 14" sheet printed in full colour (on one side)	
3.8	8-1/2" x 14" sheet printed in full colour (on two side)	
3.9	8-1/2" x 11" sheet acetate (no printing)	
3.10	8-1/2" x 14" sheet acetate (no printing)	
4	TAB DIVIDERS 110 lb Index	Price per divider
<b>4. All inclusive price per tab divider including:</b> all set-ups, all operations and materials for the provision of printed tab dividers with clear mylar on tab extensions and binding edge, drilling or punching for binding and insertion in their proper position in the text or binder as specified in the Annex A Statement of Work.		
4.1	8-1/2" x 11" Price per divider (alpha/numerical) 1/10th or 1/5th	
4.2	8-1/2" x 14" Price per divider (alpha/numerical) 1/10th or 1/5th	
4.3	8-1/2" x 11" Price per divider (blank)	
4.4	8-1/2" x 14" Price per divider (blank)	
4.5	Affixing supplied labels, as described in the Annex A, Statement of Work	
4.6	8-1/2" X 11" 2.4 mm clear Polypropylene Sheet Protector, top loading 3 holes punched for inclusion in D-ring binder	
4.7	8-1/2" X 14" 2.4 mm clear Polypropylene Sheet Protector, top loading 3 holes punched for inclusion in D-ring binder	
5	BINDERY OPERATIONS	Price per copy
<b>5. All inclusive price per bindery operation including:</b> 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.		

5.1	<b>Cerlox 8-1/2" x 11" binding (up to 1/2"), price per copy</b>	
5.2	<b>Cerlox 8-1/2" x 11" binding (3/4"), price per copy</b>	
5.3	<b>Cerlox 8-1/2" x 11" binding (1"), price per copy</b>	
5.4	<b>Cerlox 8-1/2" x 11" binding (1-1/2"), price per copy</b>	
5.5	<b>Cerlox 8-1/2" x 11" binding ( 2"), price per copy</b>	
5.6	<b>Cerlox 8-1/2" x 14" binding (up to 1/2"), price per copy</b>	
5.7	<b>Cerlox 8-1/2" x 14" binding (3/4"), price per copy</b>	
5.8	<b>Cerlox 8-1/2" x 14" binding ( 1"), price per copy</b>	
5.9	<b>Cerlox 8-1/2" x 14" binding (1-1/2"), price per copy</b>	
5.10	<b>Cerlox 8-1/2" x 14" binding (2" ), price per copy</b>	
5.11	<b>Spiral 8-1/2" x 11" binding (1") , price per copy</b>	
5.12	<b>Spiral 8-1/2" x 14" binding (1") , price per copy</b>	
		<b>Price per staple/stitch</b>
5.13	<b>Wire stitching (up to 20 sheets) price per staple/stitch</b>	
5.14	<b>Wire stitching (21 to 32 sheets) price per staple/stitch</b>	
5.15	<b>Wire stitching (33 to 52 sheets) price per staple/stitch</b>	
5.16	<b>Wire stitching (53 to 85 sheets) price per staple/stitch</b>	
5.17	<b>Wire stitching ( 86 - 215 sheets) price per staple/stitch</b>	
		<b>Price per sheet</b>
5.18	<b>Drill three holes for supplied materiel, price per sheet</b>	
5.19	<b>Folding price per fold per sheet</b>	
<b>Binders are white standard vinyl: 3 D-Ring standard presentation binder for either 8-½" x 11" sheet size or 4 round ring standard presentation binder for 8-½" x 14" sheet size, as specified in the Annex A Statement of Work.</b>		
<b>Binders - 8-½" x 11" sheet size</b>		<b>Price per binder</b>
5.20	<b>Binder (1/2" capacity) , price per binder</b>	

5.21	Binder (1" capacity) , price per each binder	
5.22	Binder (1-1/2" capacity) , price per binder	
5.23	Binder (2" capacity) , price per binder	
5.24	Binder (3" capacity) , price per binder	
5.25	Binder (4" capacity) , price per binder	
	<b>Binders - 8-1/2" x 14" sheet size</b>	
5.26	Binder (1/2" capacity) , price per binder	
5.27	Binder (1" capacity) , price per binder	
5.28	Binder (1-1/2" capacity) , price per binder	
5.29	Binder (2" capacity) , price per binder	
5.30	Binder (3" capacity) , price per binder	
5.31	Binder (4" capacity) , price per binder	
6	<b>Non Standard Original: i.e.: Onion Skin, forms</b> , originals are non standard paper	Price per sheet
6. All inclusive price per non-standard original including: all handling, all set-ups, all operations and materials for scanning or reproduction as specified in the Annex A Statement of Work.		
6.1	8-1/2" x 11" sheet printed black (on one side)	
6.2	8-1/2" x 11" sheet printed colour (on one side)	
6.3	8-1/2" x 14" sheet printed black (on one side)	
6.4	8-1/2" x 14" sheet printed colour (on one side)	
6.5	Inserting provided documents into position as described in the Annex A, Statement of Work	
7	<b>SCANNING</b>	Price per page
7. All inclusive price per SCAN including: all set-ups, all operations and materials for the scanning of documents to electronic format as specified in the Annex A Statement of Work.		
7.1	8-1/2" x 11" price per page	
7.2	8-1/2" x 14" price per page	
7.3	11" x 17" price per page	
7.4	file manipulation as per Annex A Statement of Work per page	
8	<b>COPYING MEDIA</b> price includes medium, affixing label (label printed in Black)	Price per each
8.1	Price per CD including paper sleeve	
8.2	Price per DVD including paper sleeve	

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<b>8.3</b>	Price to load scanned material per supplied memory stick	
<b>8.4</b>	Price to load scanned material per supplied removable hard drive	

<b>9</b>	<b>INCREASE FOR URGENT/RUSH SERVICE - less than one (1) day</b>	<b>%</b>
<b>9.1</b>	1 hour Extremely Urgent delivery	35%
<b>9.2</b>	2.5 hours Urgent delivery	25%
<b>9.3</b>	4 hours Rush delivery	15%
<b>10</b>	<b>INCREASE FOR OVERTIME WORK (OUTSIDE CORE HOURS)</b>	<b>%</b>
<b>10.1</b>	Percentage increase over the basic price for work completed outside of core hours.	10%
<b>11</b>	<b>MISCELLANEOUS CHARGES</b>	<b>Rate per hour</b>
<b>11.1</b>	Removal of tags and sticky notes from original documents provided	

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## ANNEX "C"

### WORK REQUEST ORDER FORM

The Contractor must work with the PPSC Project Authority to create a Work Request order form that will be used for this Contract. The Work Request Order form is to include the following information:

#### REQUEST NUMBER:

Date submitted		Date required	
Time submitted		Time required	
PPSC Ordering Authority		Cost Centre	
Contact Name			
Contact Phone			
FINANCE INFORMATION			
Office Charge			
PPSC File Number		Court/other file number (Optional)	
File Name			
Client Department		Phone number	
Client Address:		Order number	
Copies Required		Same as original(s)	
Single Sided		Double sided	
Black & White Copies		Colour copies	
Cerlox		Binder	
Staple		Spiral	
Covers		Tabs	
Dividers			
Book Copying		Scanning	
CD copying		DVD copying	
Hole punch			

#### Other instructions/Requests

Certified pursuant to Section 32 of the financial administration Act

Signature:

Date:

Received:

Signature and date:



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## ANNEX "D"

### SECURITY REQUIREMENTS CHECK LIST



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Gouvernement  
du Canada

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Unclassified

#### 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 BC Region
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 Printing & Reprography Services for BC PPSC office		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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"/>
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 checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" 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 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"/>

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**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 : Protected A & Protected B information
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 checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?



No  
Non



Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?



No  
Non



Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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## **Information Technology (IT) Security Requirements at the PROTECTED "B" Level.**

### **IT Security**

The Security requirements for Public Prosecution Service of Canada are those included in the Operational Security Standard: Management of Information Technology Security (MITS).

In addition, the following additional requirements are also to be inspected:

1. Each Contractor requiring access to PROTECTED information must hold a valid RELIABILITY STATUS security clearance, granted by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).
2. The Contractor must not provide access to Public Prosecution Service of Canada information to subcontractors, volunteers, offenders or other parties, unless individuals have been authorized by Public Prosecution Service of Canada, hold a valid RELIABILITY STATUS clearance and have a legitimate need-to-know for the information provided via that system.
3. The Contractor must not grant individuals without a RELIABILITY STATUS security clearance access to computers that are or were previously used to process Public Prosecution Service of Canada information or permit those same individuals to assist with the care or operation of the computer systems used to access Public Prosecution Service of Canada information.
4. The Contractor must ensure that all of its employees who are involved in this Contract are completely aware of their security obligations related to the handling of PROTECTED information.
5. If PROTECTED information is stored or processed on a computer belonging to the Contractor and/or on removable media such as a USB flash drive, the information must be protected by a strong password and encrypted using a product that meets FIPS 140-2 standard.
6. The Contractor must operate computers used to complete the Contract only in an Operations Zone as defined in the Treasury Board's Operational Security Standard on Physical Security.
7. When not in use, the Contractor(s) must secure all sensitive material stored in removable computer media in a Public Prosecution Service of Canada -approved security container.
8. The Contractor shall ensure that the screen and printed output is not viewable by unauthorized people.
9. The Contractor transporting any PROTECTED information must use a RCMP-approved locking dispatch case (i.e. briefcase) and follow operational standards while handling it.
10. Electronic exchange of PROTECTED information must be encrypted using a product that meets FIPS 140-2 standard.
11. All documentation produced or completed by the Contractor, which contains PROTECTED information shall have its sensitivity labeled in the upper right hand corner on the face of each page of the document. Also all hardware devices (e.g. PCs, printers, removable storage media and backup tapes) will be labelled appropriately. (Security Markings).
12. When using remote access on the Information System (IS) the company shall utilize a VPN solution that requires two tier authentication; is secure and monitored to prevent cyber attacks and unauthorized access. The employee using a VPN must be made aware of the risks and understand the potential threats.

13. Government contractual data is to be segregated from other contractual data and corporate data in a way which allows all government contractual data to be immediately security wiped upon request of the client.

14. All hard disks, removable media, backup media, etc that contain PROTECTED information shall be disposed of using security procedures defined in ITSG-06 to ensure no residual PROTECTED data can be read off these devices, this would also include printers, multi-function printers and photocopiers which utilize an internal hard drive.

15. Unless prescribed otherwise by law, the Contractor must permanently remove all sensitive electronic information that belongs to or was processed in the completion of the contract, from any storage medium belonging to the Contractor or any of its agents.

16. The Contractor shall ensure direct supervision of individuals without a valid RELIABILITY STATUS security clearance if/when they are to service or maintain a computer used to process PROTECTED information on the contractor's premises.

17. If there is a requirement to service a computer that is used to store and/or process PROTECTED information outside of the Contractor's premises, any hard disk(s) containing PROTECTED information must be removed and secured with the Contractor prior to the computer being removed from the premises.

18. If it has been determined that the computer hard disk used to process or store PROTECTED information is no longer serviceable, the Contractor shall surrender the hard disk for destruction.

19. When using wireless, it is to conform to the configuration guidelines in ITSPSR-21A.

20. The Contractor is liable for any damages incurred as a result of the compromise of any PROTECTED information.

21. The Contractor must report to the Project Authority, any loss or theft of PROTECTED information within two hours of detection.

**22. The Contractor may request a copy of all applicable departmental policies and standards from the project authority.**

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## **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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**ANNEX “F”**

**EVALUATION GRID**

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

## 1.1 TECHNICAL EVALUATION

### 1.1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Met	Not Met
<b>M.1 Corporate Experience – Reprographic Services – Copying/Short Run Printing</b>		
M.1.1. The Bidder must demonstrate that it is or has been contractually bound to an external client (outside of the Bidder's own company) for a contract to provide copying / short run printing services from hard copy documents for the production of final printed copies.		
M.1.1.a: The Bidder must provide the client information (for example: the name of the organization);		
M.1.1.b The Bidder must provide a copy of the production docket for the Contract or a copy of an invoice presented to the Client for Contract.		
M.1.1.1 The Contract must have been started or completed on or after February 1, 2021.		
M.1.1.1.a The Bidder must provide the Contract start date or end date (month and year);		
M.1.1.2 The Contract must be or must have been for the Bidder to provide copying / short run printing of a minimum of 500,000,00 reproductions per year images from hard copy documents over the period of one (1) year*.  <i>*The copying / short run printing services may have been provided all at one (1) time or as required during a period of one (1) year or less.</i>		
M.1.1.2.a The Bidder must indicate the total number of images reproduced or to be reproduced from hard copy documents to final printed copies over the period of one (1) year*.		
M.1.1.2.b The Bidder must provide the start and end date (month and year) of the one (1) year period* during which the copying / short run printing was or will be completed.		
M.1.1.2.c The Bidder must provide a description of the format of the final printed copies including the following: i. paper size(s) ii. binding type(s)	i.	
	ii.	



<p>M.1.1.3 The copying / short run printing services provided by the Bidder under the Contract must also include or must have included all of the following:</p> <ul style="list-style-type: none"> <li>i. Disassembling original documents;</li> <li>ii. Reassembling of original documents;</li> <li>iii. Binding of final copies such as cerlox binding, punching and loading into three [3] ring binders, stapling, etc..;</li> <li>iv. Supply and insertion of tab dividers or other dividers**.</li> </ul> <p><i>** If the Bidder has provided or is providing the copying / short run printing services over a period of one (1) year, then it is not necessary for every copy produced to have included tab dividers or other dividers. At least one (1) of the documents produced under the contract must have included or must include the supply and insertion of tab dividers or other dividers into the final copies produced.</i></p> <p>M.1.1.3.a The Bidder must provide a description of the requirements for the disassembling of the original documents supplied to the Bidder for copying / short run printing.</p>	a.	
<p>M.1.1.3.b The Bidder must provide a description of the requirements for the reassembling of the original documents supplied to the Bidder for copying / short run printing</p>	b.	
<p>M.1.1.3.c The Bidder must provide a description of the binding requirements for the final copies produced.</p>	c.	
<p>M.1.1.3.d The Bidder must provide a description of the tab dividers or other dividers supplied and inserted into the final copies produced.</p> <p>During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.</p>	d.	

Evaluation Criteria	Met	Not Met
<b>M.2 Corporate Experience – Reprographic Services - Scanning</b>		
M.2.1. The Bidder must demonstrate that it is or has been contractually bound to an external client (outside of the Bidder's own company) for a contract to provide scanning services for the production of final electronic documents on digital media (such as CD's, DVD's, USB's, removable hard drive).		
M.2.1.a: The Bidder must provide the client information (for example: the name of the organization);		
M.2.1.b The Bidder must provide a copy of the production docket for the Contract or a copy of an invoice presented to the Client for Contract.		
M.2.1.1 The Contract must have been started or completed on or after February 1, 2021.		
M.2.1.1.a The Bidder must provide the Contract start date or end date (month and year);		
M.2.1.2 The Contract must be or must have been for the Bidder to provide scanning of a minimum of 150,000 images from hard copy documents to electronic format (PDF and/or other Office suite applications) over the period of one (1) year*.  <i>*The scanning services may have been provided all at one (1) time or as required during a period of one (1) year or less.</i>		
M.2.1.2.a The Bidder must indicate the total number of images scanned or to be scanned from hard copy documents to electronic format over the period of one (1) year*.		
M.2.1.2.b The Bidder must provide the start and end date (month and year) of the one (1) year period* during which the scanning will be or was completed.		
M.2.1.2.c The Bidder must indicate the final electronic format or formats of the scanned documents (for example: PDF and/or other Office suite applications) provided.		

<p>M.2.1.3 The scanning services provided by the Bidder under the Contract must also include or must have included all of the following:</p> <ul style="list-style-type: none"> <li>i. Disassembling original documents;</li> <li>ii. Reassembling of original documents;</li> <li>iii. File manipulation;</li> <li>iv. Creating and/or maintaining name conventions for output files;</li> <li>v. Provide final electronic documents on CD/DVD or USB;</li> </ul> <p>M.2.1.3.a The Bidder must provide a description of the requirements for the disassembling of the original documents supplied to the Bidder for scanning.</p> <p>M.2.1.3.b The Bidder must provide a description of the requirements for the reassembling of the original documents supplied to the Bidder for scanning</p> <p>M.2.1.3.c The Bidder must provide a description of the file manipulation requirements for the purposes of creating the final scanned documents.</p> <p>M.2.1.3.d The Bidder must provide a description of the requirements for file naming in accordance with the file naming conventions provided by the client</p> <p>M.2.1.3.e The Bidder must provide a description of the digital media used to provide the final electronic documents to the client.</p> <p>During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.</p>	a.	
	b.	
	c.	
	d.	
	e.	

Evaluation Criteria	Met	Not Met
<b>M.3 Capability of the Bidder to Produce the Public Prosecutions of Canada Documents as specified in the Annex "A" Statement of Work</b>		
M.3.1 The Bidder must confirm in writing that it has the capability to produce all of the Public Prosecution Service of Canada documents to final format for delivery in the timelines specified in the Annex "A" Statement of Work.		
M.3.1.a There is no definitive quantity for maximum print jobs since this will vary due to operational requirements. For estimation purposes based on historical analysis, please use the following: Printing 1 to 800 pages (400 sheets printed on 2 sides) at minimum. Document size will vary based on each request. Based on previous contracts, original documents should not exceed 400 sheets. The contractor may be requested to reduce or enlarge images. The Bidder must provide a statement to confirm that it can provide scanning and copying / short run printing of supplied documents to comply with the service levels for Extremely Urgent, Urgent, Rush, and Standard Work Requests as specified in the Annex "A" Statement of Work.		
M.3.2 To demonstrate that the Bidder has the required capability to produce all of the PPSC documents to final format for delivery on a priority basis and comply with the timelines specified in the Annex "A" Statement of Work, the Bidder must provide a detailed description of its production processes (including available resources and equipment) for the completion of scanning and copying / short run printing as follows:		

<p><b>M.3.2.a Extremely Urgent:</b></p> <p>The Bidder must provide a description of:  M.3.2.a.1: the production processes it will utilize to provide the scanning and short run printing services within a one (1) hour service standard.  M.3.2.a.2: the available resources to provide the scanning and short run printing services within a one (1) hour service standard.  M.3.2.a.3: the available equipment to provide the scanning and short run printing services within a one (1) hour service standard.</p>		
<p><b>M.3.2.b Urgent:</b></p> <p>The Bidder must provide a description of:  M.3.2.b.1: the production processes it will utilize to provide the scanning and short run printing services within a 2-1/2 hour service standard.  M.3.2.b.2: the available resources to provide the scanning and short run printing services within a 2-1/2 hour service standard.  M.3.2.b.3: the available equipment to provide the scanning and short run printing services within a 2-1/2 hour service standard.</p>		
<p><b>M.3.2.c Rush:</b></p> <p>The Bidder must provide a description of:  M.3.2.c.1: the production processes it will utilize to provide the scanning and short run printing services within a 4 hour service standard.  M.3.2.c.2: the available resources to provide the scanning and short run printing services within a 4 hour service standard.  M.3.2.c.3: the available equipment to provide the scanning and short run printing services within a 4 hour service standard.</p>		
<p><b>M.3.2.d Standard:</b></p> <p>The Bidder must provide a description of:  M.3.2.d.1: the production processes it will utilize to provide the scanning and short run printing services within one (1) business day.  M.3.2.d.2: the available resources to provide the scanning and short run printing services within one (1) business day.  M.3.2.d.3: the available equipment to provide the scanning and short run printing services within one (1) business day</p>		

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

Evaluation Criteria	Met	Not Met
<b>M.5 Environmental Consideration</b>		
M.5.1 The Bidder must confirm in writing that the proposed text paper to be used for the printing of the finance 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).		

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