



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/ Réception des soumissions

[robyn.dagg@rcmp-grc.gc.ca](mailto:robyn.dagg@rcmp-grc.gc.ca)

**Note - RCMP has the following e-mail restrictions:**

**The maximum e-mail message size is 5 MB.  
Zip files not accepted.**

All persons delivering mail, parcels and bids to the Mail Parcel and Screening Facility will be asked to provide government photo identification and a contact number as part of an enhanced security protocol.

Dans le cadre d'un protocole de sécurité amélioré, toute personne qui livre le courrier, les paquets et les soumissions à l'installation d'inspection du courrier et des colis devra désormais présenter une carte d'identité avec photo émise par le gouvernement et un numéro de téléphone

**SOLICITATION AMENDMENT –  
Q&A**

**MODIFICATION DE L'INVITATION –  
Q&R**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT**

**LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ**

|  |   |  |
|--|---|--|
| <b>Title – Sujet</b><br>Business Card Printing   |   | <b>Date</b><br>February 11, 2021                           |
| <b>Solicitation No. – N° de l'invitation</b><br>202005125/A                            |   | <b>Amendment No. – N° de la modification</b><br>2          |
| <b>Client Reference No. - No. De Référence du Client</b><br>202005125/A                |   |  |
| <b>Solicitation Closes – L'invitation prend fin</b>                                    |   |  |
| <b>At / à :</b>  | 2:00pm  | EST (Eastern StandardTime)<br>HNE (heure normale de l'Est) |
| <b>On / le :</b>   | February 17, 2021                                       |  |
| <b>Delivery - Livraison</b><br>See herein — Voir aux présentes                         | <b>Taxes - Taxes</b><br>See herein — Voir aux présentes | <b>Duty – Droits</b><br>See herein — Voir aux présentes    |
| <b>Address Inquiries to – Adresser toute demande de renseignements à</b><br>Robyn Dagg |   |  |
| <b>Email – Courriel</b><br>robyn.dagg@rcmp-grc.gc.ca                                   |   |  |

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



This amendment is raised to address the following:

- To respond to bidder questions; and
- To revise the solicitation.

### **QUESTION AND ANSWER**

#### **Question 1:**

The SRCL shows no requirement for access to protected or Classified information, yet section 6 b) says the supplier and its employees will require access to restricted access areas.

This is rather odd given that this is a printing job that will be carried out at the Vendor's facilities and there would be no expectation of the vendor or its employees accessing any restricted areas.

Will the Crown please explain this requirement?

#### **Answer 1:**

To clarify, RCMP security has confirmed that when answering 6b, we are confirming the statement "No access to PROTECTED and/or CLASSIFIED information or assets is permitted" this is why 6b is checked "Yes".

To confirm your statement above, the supplier and its employees will **NOT** require access to restricted access areas.

#### **Question 2:**

Further, in section 10 a) of the SRCL there is a hand written comment that is not clear. It says "would like those working on requirement to be cleared to (not clear) FA2?"

Will the Crown please explain what this is and why it is necessary?

#### **Answer 2:**

FA2 clearance means Facility Access II. All employees working on printing RCMP business cards will need go through a RCMP Facility Access II clearance. Security clearance checks will be completed to confirm that employees preparing a product for the RCMP are of good standing.

#### **Question 3:**

Annex B – Basis of Payment states that "For this requirement, FOB destination indicates that the Offeror will incur the delivery expense to get the business card shipments to the destination address(es) as specified in the Call-up. However, all shipping costs reasonably and properly incurred in the delivery of items to the destination(s) that are specified in the individual Call-ups against this Standing Offer, will be reimbursed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation."

The first part of the above para indicates that the vendors will incur the cost associated with delivery. However, the later part of the para indicates that the cost associated with delivery will be reimbursed by Canada at no allowance for profit. There seems to be a contradiction here, please clarify if vendors will be reimbursed or will they bear the delivery cost themselves.



**Answer 3**

The requirement is FOB destination. However, Canada has agreed to pay shipping costs reasonably and properly incurred in the delivery of items to the destination(s) that are specified in the individual Call-ups against this Standing Offer, will be reimbursed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation by Canada.

**Question 4:**

Please confirm if the submission documents need to be delivered to the below email address before the closing date and time: [robyn.dagg@rcmp-grc.gc.ca](mailto:robyn.dagg@rcmp-grc.gc.ca)

**Answer 4:**

Yes. Please refer to section 2.2 Submission of Offers of the Request for Standing Offer for details.

**Question 5:**

Although an addendum has been issued for a question that appears similar, could you clarify whether or not all sets can be printed on digital press?

At the moment only one of the lots (Interpol) is entirely in Process color and could be printed digitally.

The other sets are in 3 PMS + Black or 1 PMS + Black.

For each of the batches printed in Offset, plates must be created for each of the PMS used. Considering the number of batches planned annually and the small quantities per batch (200 or 500), this is a huge quantity of plates to be produced and it affects the total cost considerably. Not knowing if a batch will be repeated or not, we do not keep the plates.

Very high quality digital printing, combined with color validation with a Pantone chart will offer the same rendering as printing on press at a lower cost.

**Answer 5:**

The RFSO stipulates that the Interpol card is four-colour process and the CISC card may use four-colour process. These two are therefore permitted to be printed using digital press. The seven others that stipulate PMS must continue to use these Pantone values per RCMP Identity Program policy.



## **SOLICITATION REVISIONS**

1. At Page 3 of the Table of Contents;

DELETE:

Page 3 of the Table of Contents in its entirety.

INSERT:

- 7.14. Certifications and Additional Information
- 7.15. Applicable Laws
- 7.16. Transition to an e-Procurement Solution (EPS)
- 7.17. **Non-Disclose Agreement**

## **B. RESULTING CONTRACT CLAUSES**

- 7.1. Statement of Work
- 7.2. Standard Clauses and Conditions
- 7.3. Term of Contract
- 7.4. Proactive Disclosure of Contracts with Former Public Servants
- 7.5. Payment
- 7.6. Invoicing Instructions
- 7.7. Insurance
- 7.8. SACC Manual Clauses
- 7.9. Author's Alterations

### **List of Annexes:**

- Annex "A" - Statement of Work
- Annex "B" - Basis of Payment
- Annex "C" - Security Requirements Checklist
- Annex "D" - Standing Offer Reporting Template
- Annex "E" - Non-Disclosure Agreement**

### **List of Appendices:**

- Appendix 1 to Part 3 – Electronic Payment Instruments
- Appendix 2 to Part 5 – Certificate of Independent Bid Determination



2. At Page 17 at Section 7.12 Priority of Documents;

DELETE:

Section 7.12 in its entirety.

INSERT:

### **7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21)), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2020-05-28), General Conditions – Services (medium complexity), apply to and form part of the contract.
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Standing Offer Reporting Template
- i) **Annex E, Non-Disclosure Agreement**
- j) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*).



3. At Page 18;

INSERT:

**7.17 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex E, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.



4. Add Annex "E" as Page 37 of the RFSO;

**ANNEX "E" – NON-DISCLOSURE AGREEMENT**

I, (resource name) \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Royal Canadian Mounted Police, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_.

\_\_\_\_\_  
Signature

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN UNCHANGED.**