



RETURN BIDS BY E-MAIL TO:

Katherine Ikeson
katherine.ikeson@canada.ca &
[ssc.wtdprintingproducts-
 produitsimpressionatmt.spc@canada.ca](mailto:ssc.wtdprintingproducts-produitsimpressionatmt.spc@canada.ca)

**RETOURNER LES SOUMISSIONS
 PAR COURRIEL À:**

Katherine Ikeson
katherine.ikeson@canada.ca &
[ssc.wtdprintingproducts-
 produitsimpressionatmt.spc@canada.ca](mailto:ssc.wtdprintingproducts-produitsimpressionatmt.spc@canada.ca)

**REQUEST FOR QUOTE/ DEMANDE
 DE SOUMISSION**

Proposal To: Shared 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 thereof.

Proposition aux: Services partagés 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-annexées, au(x) prix indiqué(s)

Comments - Commentaires

Issuing Office – Bureau de distribution

SSC | SPC
 Procurement and Vendor Relations | Achats et relations avec les fournisseurs
 180 Kent Street, 13th floor | 180, rue Kent, 13 ième étage
 Ottawa, Ontario K1P 0B6

Title – Sujet Highspeed Document Scanners for CAS	
Solicitation No. – N° de l’invitation RFQ 2BP0-81784	Date February 15, 2021
Client Reference No. – N° référence du client 5X001-20-0632	
File No. – N° de dossier 2BP0-81784 - ITPRO#58832	
Solicitation Closes – L’invitation prend fin at – à 2:00 PM on – le February 26, 2021	Time Zone Fuseau horaire Eastern Standard Time (EST) / Heure normale de l'Est (HNE)
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Katherine Ikeson	
Telephone No. – N° de téléphone : 613-298-2147	FAX No. – N° de FAX Not applicable
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : Courts Administration Service, Gatineau, QC	

Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l’entrepreneur	
Facsimile No. – N° de télécopieur	
Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)- Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)	
Signature	Date

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List of Annexes to the Resulting Contract:

- Annex A – Statement of Work
- Annex B – Basis of Payment

Forms:

- Form 1 – Integrity Form
- Form 2 – OEM Certification Form
- Form 3 – Bid Submission Form

Attachments:

- Attachment 4.1 – Substantiation Of Technical Compliance Form For Equivalent Products Only

PART 1 - REQUEST FOR QUOTE - OVERVIEW

Bid Submission Details	<p>Bidders who submit a bid agree to be bound by the conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.</p> <p>The bid will be awarded to the lowest compliant bidder.</p> <p>Bids must include:</p> <ul style="list-style-type: none">- A unit price for each of the products and part numbers;- Prices must be in Canadian dollars;- Prices must be Goods and Services Tax or the Harmonized Sales Tax exclusive, FOB destination, Canadian customs duties and excise taxes included within ANNEX B. <p>Bidders should sign Page 1 (front page) of the Request for Quotation (RFQ) and any certifications and forms required.</p>
Delivery Location of Good(s):	Gatineau, QC
Required Delivery Date of Deliverables:	On or Before March 31, 2021

1. Summary

Courts Administration Service (the "Client") has a requirement for the supply and delivery of the products identified in Annex A and B.

A total of two (2) initial devices are required: as detailed in Annex A.

Optional Additional Quantities

The Bidder grants to Canada an irrevocable option to purchase up to an additional two (2) multifunction devices as specified in Annex A, under the same terms and conditions and at the rates quoted in Annex B. This option will be valid during the contract period.

2. Request for Quotation

Canada requests that resellers review and respond with their best and final offer regarding the particular requirement described in the tables herein. Canada requests that the prices reflect the savings associated with the purchase of the volumes described herein.

3. Deliverables

See Annex "B" Basis of Payment.

4. Trade Agreements

The requirement is subject to the provisions of:

- Canada Free Trade Agreement (CFTA)

PART 2 BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses, and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) 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.
- (c) The 2003 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation. If there is a conflict between the provisions of 2003 and this document, this document prevails. All references to PWGSC contained within the Standard Instructions will be interpreted as a reference to SSC, except for section 5(2)(d).
- (d) Section 3 of the Standard Instructions – Goods and Services – Competitive Requirements 2003 is amended as follows: delete “Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16”
- (e) Subsection 5(4) of 2003, Standard Instructions - Goods or Services - Competitive Requirements is amended as follows:
 - i) Delete: sixty (60) days
 - ii) Insert: one hundred and twenty (120) days

2. Submission of Bids

- (a) Bids must be submitted only to Shared Services Canada, Procurement Officer, Katherine Ikeson by e-mail only to katherine.ikeson@canada.ca and ssc.wtdprintingproducts-produitsimpressionatmt.spc@canada.ca by the date and time indicated on the cover page of the bid solicitation. For an offer to be considered, this RFQ must be completed and submitted in its entirety. All queries concerning the RFQ, whether before or after closing date, must be in writing by e-mail and addressed to Katherine Ikeson at Katherine.ikeson@canada.ca and ssc.wtdprintingproducts-produitsimpressionatmt.spc@canada.ca.
- (b) Bidders may submit their bid in multiple emails, but all emails must arrive before the solicitation closing date and time to be evaluated as part of the bid. The maximum email size that can be received by SSC is 10 MB. Bidders should ensure that they submit their bid in multiple emails if their attachments will cause the email to exceed that size.
- (c) The time at which the bid is received by SSC will be determined by the “Sent Time” indicated in the email received by SSC at the Email Address for RFQ Submission.
- (d) During the two hours leading up to the closing date and time, an SSC representative will monitor the Email Address for RFQ Submission and will be available by telephone at the Contracting Authority’s telephone number). If the Bidder is experiencing difficulties transmitting the email, the Bidder should contact SSC immediately.
- (e) Canada will not be responsible for any technical problems experienced by the Bidder in submitting its bid, unless Canada’s systems are responsible for a delay in delivering the email to the SSC Email Address for RFQ Submission.
- (f) In the case of emergency, SSC has the discretion to accept a hand delivered (in person by a representative of the Bidder or by courier) of a hard copy submission that includes the entire bid. However, the hand delivered bid must be received by the closing date and time. As indicated above, an SSC representative will be available at the Contracting Authority’s telephone number during the two hours before the solicitation closing date and time to receive bids submitted in this way. The only circumstances in which SSC will accept a delayed hand delivered bid is if the Bidder can show that the SSC representative was unavailable to receive the hand delivered bid, and attempts were made during the two hours before the solicitation closing date and time to make delivery.

- (g) Due to the nature of the bid solicitation, bids transmitted by facsimile to Shared Services Canada will not be accepted.
- (h) Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it will not charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3. Enquiries - Bid Solicitation

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than 2 federal government working days before the bid closing date. Enquiries received after that time may not be answered.
- (b) All queries concerning the RFQ, whether before or after closing date, must be in writing by e-mail and addressed to Katherine Ikeson at Katherine.ikeson@canada.ca and ssc.wtdprintingproducts-produitsimpressionatmt.spc@canada.ca.
- (c) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Copies of Bid: Canada requests that bidders provide their bid in separately bound sections as follows:

- i)** Section I: Technical Bid (1 soft copy)
- ii)** Section II: Financial Bid (1 soft copy)
- iii)** Section III: Certifications (1 soft copy)

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

2. Section I: Technical Bid

- (a)** In their technical bid, Bidders must demonstrate their understanding of the requirements contained in the bid solicitation and must explain how they will meet these requirements. Bidders must demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

Full technical specifications and descriptive materials must be submitted with the bid. Failure to provide these materials with the bid will result in the bid being declared non-compliant.

- (b)** Bid Submission Form: Bidders must include the Bid Submission Form with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name and the Bidder's Procurement Business Number, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

3. Section II: Financial Bid

- (a)** Pricing: Bidders must submit their financial bid in accordance with Annex B – Basis of Payment. The total amount of Applicable Taxes must be shown separately, if applicable.

A completed Annex B, Basis of Payment, table must be submitted.

- (b)** Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it will not charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

4. Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.

2. Evaluation Procedures for Proposed Equivalent Products

Certain products required under this solicitation have been specified by brand name, model and/or part number in order to ensure compatibility, interoperability and interchangeability with existing equipment owned by Canada. Therefore, the following applies with respect to the evaluation of any equivalent products.

- (a) If the solicitation states that bidders must propose equipment that is specified by brand name, model and/or part number in order to ensure compatibility, interoperability and/or interchangeability with existing equipment owned by Canada, this Section applies regarding the evaluation of those products.
- (b) Products that are equivalent in form, fit, function and quality that are fully compatible, interchangeable, and interoperable with the existing equipment owned by Canada will be considered if the bidder:
 - i) clearly designates in its bid the brand name, model and/or part number of the proposed equivalent product;
 - ii) demonstrates in the written bid that the proposed equivalent is fully compatible, interoperates with, and is interchangeable with the item(s) specified in the solicitation;
 - iii) provides complete specifications and descriptive technical documentation for each equivalent item proposed;
 - iv) substantiates the compliance of its proposed equivalent by demonstrating that it meets all mandatory performance criteria that are specified in the solicitation by completing Attachment 4.1 Substantiation Of Technical Compliance Form For Equivalent Products Only; and
 - v) clearly identifies those areas in the specifications and descriptive technical documentation that demonstrate the equivalence of the proposed equivalent product.
- (c) If requested during evaluation, the bidder must submit a sample of any proposed equivalent product to the Contracting Authority for testing.
- (d) If requested during evaluation, the bidder must provide a demonstration of its proposed equivalent product.
- (e) Proposed equivalent products will be declared non-compliant if:
 - i) the bid fails to provide all the information required to allow the Contracting Authority to evaluate the equivalency of the proposed equivalent, including additional information requested by the Contracting Authority during the evaluation to supplement the information submitted in the bid (Note: it is the responsibility of the bidder to include all information required to evaluate equivalency as described above; however, all bidders acknowledge that Canada will have the right, but not the obligation, to request any additional information during the evaluation that it requires to make a determination regarding equivalency);
 - ii) the Contracting Authority determines that the proposed equivalent fails to meet or exceed the mandatory requirements specified in the solicitation; or

- iii) the Contracting Authority determines that the proposed equivalent is not equivalent in form, fit, function or quality to the item(s) specified in the solicitation or that the proposed equivalent is not fully compatible, interoperable and interchangeable with any existing equipment owned by Canada that is specified in the solicitation.

3. Compatibility Testing

If requested by Canada, the Bidder with the best value technically compliant bid must make available the test printer, in the configurations specified in the RFP, for a compatibility test by Canada prior to the award of Contract to determine whether the proposed printer will meet Canada's requirements.

To complete these tests, the Bidder must make the test printer available for testing in the National Capital Region of Canada either at the Bidder's site or at an existing installation site in a different client's environment within 10 days of notification of such test by SSC.

The product for testing must:

- (a) be configured and identical to the equipment proposed in the RFP and be in accordance with the Mandatory Technical Specifications;
- (b) be loaded with all necessary drivers; and
- (c) be compatible with the specific hardware, network or software requirements identified by the Project Authority and/or the Contracting Authority at the time notice of testing is given to the Bidder.

Compliance Verification and Compatibility Testing

Failure of the proposed printer to meet the technical specifications of the RFQ and any subsequent clarifications thereto may result in elimination of the printer without further consideration.

In the event that the test printer does not function in accordance with the technical requirements of the bid solicitation or is not able to function in the Courts Administrative Services (CAS) environment with its applications, the Bidder will be required to rectify the incompatibility within 48 hours of notification. The resulting fault will be deemed a technical fault. A maximum of 2 technical faults will be allowed.

If the test printer, or its replacement, exhibits a third technical fault or if the Bidder fails to meet the 48 hour deadline (on the first OR second technical fault) the test device will be deemed non-compliant.

If the testing indicates that some upgrades/changes (for example, to the drivers or firmware) are required, Canada will work with the Bidder to resolve these issues provided that they are reasonable and can be resolved within a reasonable amount of time.

If the test printer provided is new and is to be delivered to the end-user's location, and if it is agreed upon with Canada, the test printer may be considered as the unit of sale.

4. Financial Evaluation

Bidders will be evaluated in accordance with the Financial Evaluation in Annex B.

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

5. Basis of Selection

- (a) SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria
- (b) A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest total evaluated bid price will be recommended for award of a contract.

PART 5 CERTIFICATIONS

1. Certification

- (a) Bidders should provide the required certifications and documentation to be awarded a contract.
- (b) The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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.
- (c) The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

2. Mandatory Certifications Required Precedent to Contract Award

- (a) Bidders should submit the following duly completed certifications as part of their bid:

- i) FORM 1: INTEGRITY FORM;
- ii) FORM 2: OEM CERTIFICATION FORM; and
- iii) FORM 3: BID SUBMISSION FORM

- (b) Code of Conduct and Certifications

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications – Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

3. Federal Contractors Program for Employment Equity – Bid Certification

- (a) 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 (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) – Labour's website
- (b) 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.

4. Integrity Provisions – List of Names

- (a) Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.
- (b) Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- (c) Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5. OEM Certification

- (a) Any Bidder that is not the Original Equipment Manufacturer (OEM) for every item of hardware proposed as part of its bid is required to submit the OEM's certification regarding the Bidder's authority to provide and maintain the OEM's hardware, which must be signed by the OEM (not the Bidder). No Contract will be awarded to a Bidder who is not the OEM of the hardware it proposes to supply to Canada, unless the OEM certification has been provided to Canada. Bidders are requested to use the OEM Certification Form included with the bid solicitation. Although all the contents of the OEM Certification Form are required, using the form itself to provide this information is not mandatory. For Bidders/OEMs who use an alternate form, it is in Canada's sole discretion to

determine whether all the required information has been provided. Alterations to the statements in the form may result in the bid being declared non-responsive.

- (b) If the hardware proposed by the Bidder originates with multiple OEMs, a separate OEM certification is required from each OEM.
- (c) For the purposes of this bid solicitation, OEM means the manufacturer of the hardware, as evidenced by the name appearing on the hardware and on all accompanying documentation.

6. Code of Conduct Certifications – Certifications Required Precedent to Contract Award

- (a) Bidders should provide, with their bids or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.
- (b) The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form – PWGSC-TPSGC 229) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

PART 6 RESULTING CONTRACT CLAUSES

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

1. Requirement

- (a) _____ (the "**Contractor**") agrees to supply to the Client the goods described in the Contract, including the Technical Specifications, in accordance with, and at the prices set out in, the Contract. This includes supplying the purchased Hardware.
- (b) **Client:** Under the Contract, the "**Client**" is Shared Services Canada ("SSC"), an organization with a mandate to provide shared services. This contract will be used by SSC to provide shared services to Courts Administrative Services (CAS). This Contract will be used by SSC to provide shared services to its clients, which include SSC itself, those government institutions for whom SSC's services are mandatory at any point during the Contract Period, and those other organizations for whom SSC's services are optional at any point during the Contract Period and that choose to use those services from time to time. SSC may choose to use this Contract for some or all of its clients and may use alternative means to provide the same or similar services.
- (c) **Reorganization of Client:** The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

2. Optional Goods

The Contractor grants to Canada the irrevocable option to acquire the goods described at Annex A of the Contract under the same terms and conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority by notice in writing and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

3. Security Requirement

This document is UNCLASSIFIED, however, the Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy.

4. Condition of Material

Material supplied shall be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the solicitation closing date.

5. Applicable Laws

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

6. Standard Clauses and Conditions

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

Supplementary General Conditions to the Minister of Public Works and Government Services will be interpreted as a reference to the minister presiding over Shared Services Canada and all references to the Department of Public Works and Government Services will be interpreted as Shared Services Canada.

- (b) For purposes of this contract the PWGSC policies referenced within the Standard Acquisitions Clauses and Conditions Manual are adopted as SSC policies.

7. General Conditions

2010A (2018-06-21), General Conditions – Medium Complexity - Goods, apply to and form part of the Contract. These General Conditions are amended as follows:

Section 2 of the General Conditions is amended as follows: delete "Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16"

8. Supplemental General Conditions

4001 (2015-04-01) Hardware Purchase, Lease and Maintenance; and

4003 (2010-08-16) Licensed Software; and

4004 (2013-04-25) Maintenance and Support Services for Licensed Software apply to and form part of the Contract

9. Contract Period

- (a) **Contract Period:** The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
- i) The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends five (5) years later.

10. Delivery

All the deliverables must be received on or before March 31, 2021.

Precise addresses to be provided upon Contract Award.

11. Shipping Instructions

Goods must be consigned and delivered to the destination specified in the contract Incoterms 2000 "DDP Delivered Duty Paid".

12. Contracting Authority

The **Contracting Authority** is named below and is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority.

Name: Katherine Ikeson
Department: Shared Services Canada
Address: 180 Kent Street, Floor 13
Ottawa, ON
K1P 0B6
Telephone: 613-298-2147
E-mail address: katherine.ikeson@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

13. Client's Representative

The **Client's Representative** for the Contract is (Contact information TBD at contract award):

Department: Courts Administrative Services

14. Contractor's Representative

The **Contractor's Representative** for the Contract is (Please fill out):

Name _____

Title _____

Company _____

Address _____

Telephone _____

Facsimile _____

Email address _____

15. Basis of Payment

For providing the Hardware, Software and Maintenance and Support in accordance with the Contract, Canada will pay the Contractor the firm prices set out in Annex B, FOB destination, including all customs duties, applicable taxes extra (if applicable).

16. Method of Payment – Single Payment

H1000C (2008-05-12), Single Payment

17. Competitive Award

The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

18. Purpose of Estimates

All estimated costs contained in the contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services is described elsewhere in the contract.

19. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 06, Invoice Submission, of the 2010A (2018-06-21) General Conditions - Goods or Services.

By submitting invoices, the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

20. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

21. Insurance Requirement

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

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the

Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

22. The following SACC terms and conditions apply:

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

SACC Manual clause A9117C (2007-11-30), Direct Request by Customer Department.

SACC Manual clause B7500C (2006-06-16) Excess Goods

SACC Manual clause B1501C (2018-06-21) Electrical Equipment

SACC Manual clause D0018C (2007-11-30) Delivery and Unloading

23. Hardware

In addition to and notwithstanding 4001 (2015-04-01) Supplemental General Conditions Hardware Purchase, Lease and Maintenance the following articles apply to the Contract:

Part III of 4001 applies to the Contract (Additional Conditions: Purchase)	Yes
Part V of 4001 applies to the Contract (Additional Conditions: Maintenance)	Yes
Delivery Location	Refer to Part 6 Resulting Contract Clauses, Section 10 Delivery
Delivery Date	Refer to Part 6 Resulting Contract Clauses, Section 10 Delivery
Contractor must deliver Hardware Documentation	Yes
Contractor must update Hardware Documentation throughout Contract Period	No - Section 7(5) of 4001 does not apply to the Contract.
Hardware Documentation must include maintenance documentation	No
Contractor must Install Hardware at time of Delivery	Yes
Hardware is part of a System	Yes
Contract Period	5 Years
Option to Extend contract Period	No
Delivery of Purchased Hardware	Yes
Principal Period of Maintenance (PPM)	PPM is defined as the consecutive hour period per day between the hours of 08:00 to 17:00 (ET) Monday through Friday, excluding statutory holidays.
4001 08 - Level of Service	Contractor must ensure 95% availability in a normal user month.
4001 25 (7) Hardware Maintenance Service Report	Copies of these reports must be made available to the Contracting Authority within thirty (30) days of request.
4001 26 Class of Maintenance Service	N/A
4001 26 (3).a.(i) Service Response Time	Refer to Part 6 Resulting Contract Clauses, Section 26 Service Response Time during PPM
Toll-free Telephone Number for Maintenance Service	[to be completed with information from the Contractor at the time of award]
Website for Maintenance Service	[to be completed with information from the Contractor at the time of award]

24. Safeguarding Electronic Media

Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.

If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

25. Training

At the request of the client, the Contractor must provide on-site adequate user and/or Key Operator training, to allow the client's employees to efficiently and effectively operate the equipment, at no extra cost. Any required training facilities or space will be provided by the client. The client may engage the Contractor to provide additional or more in-depth training at an additional cost to be negotiated outside this Contract.

26. Service Response Time During the Principal Period of Maintenance

- (a) The Contractor must provide the following level of support in the event of equipment malfunction:
 - i) 1 hour to respond to a service call back;
 - ii) 4 hours from time of service call to have a technician at the print site if required; and
 - iii) 8 hours to resolve problem allowing IRB to continue operations at minimum 80% capacity, except on written agreement by the Identified User.
- (b) Service Response Time measurements do not include Saturdays, Sundays or statutory holidays. Response time is calculated from the time the Contractor has been notified by the Identified User to the arrival of the contractor's maintenance personnel on site. When the Total Unscheduled Equipment Outage (as per the definition in Clause 30. Subsection (g)) exceeds four (4) hours, the client may claim a Remedy (as described in Clause 30. Subsection (h)).
- (c) Upon commencing any maintenance services, the Contractor must work continuously in performing the maintenance until the printer being serviced is operative or until the client notifies the Contractor to suspend work.
- (d) If after arrival by the Contractor's maintenance personnel on-site, it is determined that the Contractor cannot repair the defective equipment within two (2) working days and the equipment is in operational, the Contractor must provide loaner parts or equipment to permit the client to provide an equal or better level of service while the equipment being repaired, at no charge, within twenty-four (24) hours of such determination by the Contractor's maintenance personnel. The client will keep the loaner equipment until the original defective equipment is repaired and returned in working condition.

27. Remedies Following Unacceptable Levels of Service

To ensure a continuing acceptable level of service for the client's workload, the Contractor agrees that Canada may exercise the following remedial actions.

- (a) The failure of Canada to exercise any or all of the following remedies does not mean that the service received conforms with the applicable mandatory requirements, nor will that failure lower the level of service acceptable for any portion of the Contract.
- (b) The Contractor will not be responsible for any deficiencies arising from any use of the equipment by the client that is inconsistent with practices or procedures published by the OEM or any other procedure previously published by the Contractor and accepted by the client.
- (c) It is not the intention of Canada to enforce the following remedies for situations resulting from acts of God, civil insurrection, or in general, factors beyond the reasonable control of the Contractor.
- (d) Application of any of the remedies detailed below in one or more instances shall not prevent Canada from terminating for default in any instance of nonconformity with the terms of the Contract.
- (e) The application of any remedy shall not result in any increase in liability to Canada.
- (f) Process to Claim Remedy:
 - i) The client must claim the applicable of any remedy, in writing, within 30 days from the time that the failure resulting in the application of the remedy could reasonably be noted by the Identified User.

-
- ii) Any such claim for a remedy must include reasonable documentation to support such claim.
 - iii) Where the application of any remedy results in a financial benefit in favour of Canada, then such financial benefit must be applied as a credit to the applicable invoice for the billing period following the billing period in which the claim was received by the Contractor.
 - iv) Where the application of any remedy results in the requirement of the Contractor to replace parts of modular equipment, then such replacement equipment must be installed within 24 hours of receipt of the claim, by the Contractor. Should it be required that the Contractor replace the print system or print systems, as within the context of the Total Satisfaction Guarantee, the replacement equipment will be installed within two weeks of a request, unless a written extension is given by the client.
 - v) Where the application of any remedy results in the requirement of the Contractor to provide additional reports or other documentation, then such reports or other written documentation must be provided within 30 days of receipt of the claim, by the Contractor.
- (g) Definitions:
- i) **"Remedial Equipment Failure"** means any equipment malfunction that requires remedial maintenance to be provided by the Contractor in order to make the equipment operational.
 - ii) **"Unscheduled Equipment Outage"** means the period of time that equipment is unavailable to the client where such unavailability is caused by a Remedial Equipment Failure such period must commence when the Contractor is informed of the Remedial Equipment Failure in accordance with the Contract.
- (h) Actual Remedies:
- i) **Excessive Equipment Failure:** In the event the printer supplied has 3 or more Remedial Equipment Failures in a 30 day period, then the Contractor must replace such printer with same or like equipment, if requested by the client. The replacement equipment shall be installed within two weeks of a request, unless a written extension is given by the client.
 - ii) **Failure to Repair Equipment:** In the event that any single Unscheduled Equipment Outage exceeds 48 hours then the Contractor must replace the equipment.
 - iii) **Excessive Outage:** In the event that the Total Unscheduled Equipment Outage exceeds four (4) hours during the PPM, in any given call, for either print system, the charges associated with that print system shall be reduced in accordance with the following formula:

For Purchased Hardware: $(TUEO/8) \cdot 1 \cdot (\text{Purchase Price}/60)$; where TUEO is the Total Unscheduled Equipment Outage in hours during the PPM within one month. This remedy will not exceed 2 times the Total Hardware Purchase price divided by 60 for any given monthly period.
 - iv) **Failure to Respond to Remedial Equipment Failures:** In the event that the Contractor fails to provide trained technicians to undertake remedial maintenance, within the response times specified in the Contract, in more than 10% of occurrences measured over a 30 day period of the number of times such services were required in accordance with the individual Contract; then, the Contractor must provide a Remedial Action Plan to the client to identify what steps will be taken by the Contractor to remedy the situation. In the event that the client is unable to negotiate a suitable course of action with the Contractor, the Contracting Authority will determine if there is cause for Termination for Default.
- (i) Additional client requirements
- i) Preventive maintenance and engineering changes must be scheduled at times consistent with the client's operational and security requirements.
 - ii) Commencing on Date of Acceptance, the printer must meet a minimum availability level of 95% of the client's operational hours, on a monthly basis, commencing on the first day of each month and ending on the last day of each month; over the duration of the contract.

- iii) During a reported equipment malfunction repair period, the Contractor must issue a verbal progress report to the client's site authority as requested until such time as the problem is resolved and provide a written report of the issue, the total downtime, and steps taken to resolve the issue to the client's Technical Authority at the time the issue is resolved.

28. Preventive Maintenance

On-site preventive maintenance (required to inspect, lubricate and adjust the equipment) must be performed during the Principal Period of Maintenance (PPM). This service must be performed in accordance with the OEM specifications or as otherwise agreed between the Identified User and the Contractor. The cost of this maintenance is included in the Base Firm Monthly Rate (FMR) associated with any printer/copier including any leased Additional Equipment. The Contractor must keep a log of all preventive maintenance performed for each printer/copier and ensure that it is available to the Contracting Authority and/or the Administrative Authority.

29. Limitation of Liability - Information Management/Information Technology

- (a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this section, even if it has been made aware of the potential for those damages.
- (b) **First Party Liability:**
 - i) The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - (B) physical injury, including death.
 - ii) The Contractor is liable for all direct damages caused by the Contractor's performance or failure to perform the Contract affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - iii) Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - iv) The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i) above.
 - v) The Contractor is also liable for any other direct damages to Canada caused by the Contractor's performance or failure to perform the Contract that relate to:
 - (A) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and;
 - (B) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of 0.5 times the total estimated cost (meaning the dollar amount shown on the first page of the

Contract in the block titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under subparagraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

- vi) If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent back-up kept by Canada. Canada is responsible for maintaining an adequate back-up of its records and data.

(c) Third Party Claims:

- i) Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- ii) If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- iii) The Parties are only liable to one another for damages to third parties to the extent described in this subparagraph (c).

30. 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) These Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) General conditions 2010A (2018-06-21), Medium Complexity - Goods
- (c) Supplemental general conditions, in the following order;
 - i) 4001 (2015-04-01), Supplemental General Conditions - Hardware Purchase, Lease and Maintenance;
 - ii) 4003 (2010-08-16) Licensed Software; and
 - iii) 4004 (2013-04-25) Maintenance and Support Services for Licensed Software.
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment; and
- (f) The Contractor's quote dated _____.

ANNEX A

STATEMENT OF REQUIREMENT

Title: High Speed Scanners for CAS

Background:

Courts Administration Services (CAS) requires the supply and delivery of two (2) high speed scanners listed below, or equivalent.

CAS has a requirement for high speed scanners to facilitate the efficient and effective digitization of Court Documents by increasing the scanning capacity across Canada to enable virtual court proceedings (E-court), thereby increasing efficiencies in its operations during the pandemic. These documents, many of which are between 400 and 500 pages, do not permit the use of an ordinary printer/scanner MFD (multi-function device) as MFDs only have a maximum feeder capacity of 200 pages. CAS' operations require scanning thousands of pages daily and therefore requires commercial production scanners that can handle large documents designed to accommodate a daily duty cycle of at least 100,000 pages and a 500 page feeder.

Optional Additional Quantities

The Bidder grants to Canada an irrevocable option to purchase up to an additional two (2) high-speed scanning devices as specified in Annex A, under the same terms and conditions and at the rates quoted in Annex B. This option will be valid during the contract period.

1. Requirement:

The following is a list of required items:

Quantity	Product
2	Fujitsu FI-7900, (with a 500 sheets document feeder/Manual feed).
2	5 Year Maintenance contract
2	Installation

2. Mandatory technical requirement

The devices must meet the following mandatory requirements:

a.	Compatibility with digitization software LaserFiche/Quickfields (Pre-existing licences) (https://www.laserfiche.com/products/supported-scanners/)
b.	High capacity feeder – minimum of 500 plus pages
c.	Hi-speed scanning – minimum of 140 Plus PPM simplex/280 PPM duplex (Pages Per Minute)
d.	Single/Double sided scanning
e.	Paper size A4 capable
f.	Scanning resolution: Minimum of 300 DPI
g.	Intelligent feed control
h.	Intelligent double feed detection
i.	High duty cycle – minimum of 100,000 plus scans per day
j.	Software to support high output production scanning software that must be compatible with the scanner and LaserFiche/Quickfields software as this scanner will be configured to scan directly to the LaserFiche/Quickfields application software currently installed at specific CAS workstations – e.g. Twain PaperStream IP driver, PaperStream Capture Pro
k.	Technical Support provisioning support would be required, online and possibly on site.

**ANNEX B
BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex A (below) for a cost of \$ [to be inserted at Contract award]. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Please complete only one of the tables based on what device is being bid:

Table 1 - List of Deliverables (Fujitsu FI-7900)					
Item No.	Manufacturer's Product Name	P/N	Qty	Unit Price	Extended Price (Unit Price x Qty)
1	Fujitsu FI-7900, (with a 500 sheets document feeder/Manual feed).		2	\$	\$
2	5 Year Maintenance contract		2	\$	\$
3	Installation		2	\$	\$
4	Delivery		1	\$	\$
5	Environmental Handling Fee		2	\$	\$
Total Evaluated Bid Price:					
(Sum of the extended price for items 1+2+3+4+5 in Table 1)					
Tax:				[to be inserted at Contract award]	
Total Estimated Contract Value:				[to be inserted at Contract award]	

OR

Table 2 - List of Deliverables (Equivalent Product)					
Item No.	Manufacturer's Product Name	P/N	Qty	Unit Price	Extended Price (Unit Price x Qty)
1	Scanner: <i>[insert model name]</i>		2	\$	\$
2	5 Year Maintenance contract		2	\$	\$
3	Installation		2	\$	\$
4	Delivery		1	\$	\$
5	Environmental Handling Fee		2	\$	\$
Total Evaluated Bid Price:					
(Sum of the extended price for items 1+2+3+4+5 in Table 2)					
				Tax:	<i>[to be inserted at Contract award]</i>
Total Estimated Contract Value:				<i>[to be inserted at Contract award]</i>	

**FORM 1
INTEGRITY FORM**

Adresse de courriel /E-mail Address:
Ministère/Department: Shared Services Canada
Dénomination sociale complète du soumissionnaire / Complete Legal Name of Bidder
Adresse du soumissionnaire / Bidder Address
NEA du soumissionnaire / Bidder PBN

**FORM 2
OEM CERTIFICATION FORM**

This confirms that the original equipment manufacturer (OEM) identified below has authorized the Bidder named below to provide and maintain its products under any contract resulting from the bid solicitation identified below.

Name of OEM _____

Signature of authorized signatory of OEM _____

Print Name of authorized signatory of OEM _____

Print Title of authorized signatory of OEM _____

Address for authorized signatory of OEM _____

Telephone no. for authorized signatory of OEM _____

Fax no. for authorized signatory of OEM _____

Date signed _____

Solicitation Number _____

Name of Bidder _____

**FORM 3
BID SUBMISSION FORM**

BID SUBMISSION FORM	
Bidder's full legal name <i>[Note to Bidders: Bidders who are part of a corporate group should take care to identify the correct corporation as the Bidder.]</i>	
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Bidder's Procurement Business Number (PBN) <i>[see the Standard Instructions 2003]</i> <i>[Note to Bidders: Please ensure that the PBN you provide matches the legal name under which you have submitted your bid. If it does not, the Bidder will be determined based on the legal name provided, not based on the PBN, and the Bidder will be required to submit the PBN that matches the legal name of the Bidder.]</i>	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of the work force adjustment directive? Yes ____ No ____ If yes, provide the information required by the Article in Part 2 entitled "Former Public Servant Certification"
Number of FTEs [Bidders are requested to indicate, the total number of full-time-equivalent positions that would be created and maintained by the bidder if it were awarded the Contract. This information is for information purposes only and will not be evaluated.]	
Security Clearance Level of Bidder <i>[include both the level and the date it was granted]</i> <i>[Note to Bidders: Please ensure that the security clearance matches the legal name of the Bidder. If it does not, the security clearance is not valid for the Bidder.]</i>	
On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.	
Signature of Authorized Representative of Bidder	

ATTACHMENT 4.1
SUBSTANTIATION OF TECHNICAL COMPLIANCE FORM FOR EQUIVALENT PRODUCTS ONLY

Equipment Requirement

The scanner must meet the following mandatory requirements:

Device: _____ (insert model name)

MANDATORY CRITERIA

Bidders must fill out table completely for equivalent products:

	Device Specifications	Comply (Yes/No)	Substantiation Simply repeating the statement contained in the bid solicitation is not sufficient. Bidders please describe how the devices meet the mandatory criteria.	Reference Bidders please clearly indicate where supporting documentation can be found in the bid.
a.	Compatibility with digitization software LaserFiche/Quickfields (Pre-existing licences) (https://www.laserfiche.com/products/supported-scanners/)	Y/N		
b.	High capacity feeder – minimum of 500 plus pages	Y/N		
c.	Hi-speed scanning – minimum of 140 Plus PPM simplex/280 PPM duplex (Pages Per Minute)	Y/N		
d.	Single/Double sided scanning	Y/N		
e.	Paper size A4 capable	Y/N		
f.	Scanning resolution: Minimum of 300 DPI	Y/N		
g.	Intelligent feed control	Y/N		
h.	Intelligent double feed detection	Y/N		
i.	High duty cycle – minimum of 100,000 plus scans per day	Y/N		
j.	Software to support high output production scanning software that must be compatible with the scanner and LaserFiche/Quickfields software as this scanner will be configured to scan directly to the LaserFiche/Quickfields application software currently installed at specific CAS workstations – e.g. Twain PaperStream IP driver, PaperStream Capture Pro	Y/N		
k.	Technical Support provisioning support would be required, online and possibly on site.	Y/N		