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## Bid Receiving - PWGSC / Réception des soumissions - TPSGC

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Place du Portage, Phase III  
Core 0B2 / Noyau 0B2**

Gatineau  
Québec

**K1A 0S5**  
**Bid Fax: (819) 997-9776**

## Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services  
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

## 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> SA-Printing Services	
<b>Solicitation No. - N° de l'invitation</b> EN578-201407/C	<b>Date</b> 2021-03-29
<b>Client Reference No. - N° de référence du client</b> EN578-201407	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$CW-001-79905
<b>File No. - N° de dossier</b> cw001.EN578-201407	<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 Daylight Saving Time EDT <b>on - le 2026-03-31</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MPACE(CW), MIACE	<b>Buyer Id - Id de l'acheteur</b> cw001
<b>Telephone No. - N° de téléphone</b> ( ) - ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	
<b>Security - Sécurité</b> This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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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**THIS IS AN ONGOING REQUEST FOR SUPPLY ARRANGEMENTS (RFSA)  
FOR SUPPLY ARRANGEMENT # EN578-201407**

This on-going opportunity for qualification permits new suppliers to submit arrangements and potentially become Supply Arrangement Holders for the provision of Printing Services.

**Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.**

New fully compliant suppliers will be issued Supply Arrangements and their names will be added to the existing Supply Arrangement Holder lists on the condition that they meet all of the requirements of the Request for Supply Arrangements.

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six (6) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Corporate Profile, the Security Requirements Check List, Supply Arrangement Usage Reports, the Evaluation grids (Stream A / Stream B / Stream C / Stream D / Stream E) and the Questions and answers.

### 1.2 Summary

**1.2.1** The Government of Canada requires the provision of a full range of printing services (including Commercial printing, business card printing, reprographics/duplicating, specialized security printing services [i.e. booklets, paper licenses, certificates, serialized single part forms, etc.. with security features]) and related services on an "as and when requested basis". The scope of the services covered by the Supply Arrangement is detailed in Annex A - Statement of Work.

Printing services refers to various printing methods including offset (sheet-fed and web), digital, business cards and other related printing services.

The term Commercial printing refers to the general information and printed products produced by departments and includes such products as loose leaf publications, bound publications, newsletters, inserts, posters and specialty single sheet products, etc.

This Supply Arrangement does not include the following print services: Distribution List Management (including address verification), Document Management and Print on Demand, Order Fulfillment/Warehousing, Printing and personalization of polycarbonate ID cards, Printing of carbon interleaved forms and/or Graphic Design/Forms design.

The Supply Arrangements will cover the following products:

- Category 1 - Business cards
- Category 2 - Loose sheet products
- Category 3 - Bound publications
- Category 4 - Specialty single sheet products
- Category 5 - Other types of related printed products, binding and reproduction of CDs (of printed publications)
- Category 6 - Personalization of certificates and similar printed products (Variable Imaging)
- Category 7 - Reproduction of publications and other print matter on electronic media from supplied master documents
- Category 8 - Specialized Security Printing of Bound booklets produced with security features
- Category 9 - Specialized Security Printing of labels and single part flat forms produced with security features

Supply Arrangements will be divided into five (5) streams:

- Stream A: Business Cards
- Stream B: Reprographics/Duplicating
- Stream C: Low Quantity
- Stream D: High Quantity
- Stream E: Specialized Security printing

*Suppliers are required to submit their arrangement in response to the Stream or Streams of their choice. Arrangements will be evaluated in accordance with the mandatory technical criteria and Stream specific technical criteria for the stream(s) in response to which suppliers have submitted their arrangement.*

Suppliers are required to indicate the regions and the streams for which they are submitting an arrangement.

The regions are:

- Region 1 – Atlantic Region (Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador);
- Region 2 – Quebec Region (outside the National Capital Region [Gatineau/Ottawa]);
- Region 3 – National Capital Region (NCR);
- Region 4 – Ontario Region (outside the National Capital Region [Gatineau/Ottawa]);
- Region 5 – Western Region (Manitoba, Saskatchewan, Alberta, Northwest Territories and Nunavut);
- Region 6 – Pacific Region (British Columbia and Yukon territory).

These services will be provided to the identified users as follows;

- Any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S.C., 1985, c. F-11.
- Communication Procurement Directorate (CPD) on behalf of any identified users.
- Any other identified users added to the Supply Arrangement through amendment.

Canada expects to authorize Supply Arrangements with all aboriginal and non-aboriginal suppliers that are deemed responsive to the RFSA.

All Supply Arrangements issued as result of this solicitation will be valid until such time as Canada no longer considers it to be advantageous to use it.

**1.2.2** This RFSA (EN578-201407/C) will permit additional suppliers to submit arrangements and potentially become Supply Arrangement (SA) holders.

**Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.**

Arrangements will be evaluated on a quarterly basis (March, June, September and December).

New compliant suppliers will be issued SAs and their names will be added to the existing SA holder list. In the event that the Arrangement is non-responsive, Suppliers must submit a new arrangement for evaluation. Award of contracts under the Supply Arrangement will not be delayed for the evaluation process to be completed for any arrangements submitted in response to the ongoing RFSA.

Enquiries on the Request for Supply Arrangement document were addressed during the original solicitation period (EN578-201407/B). The Supply Arrangement Authority will not respond to new enquiries. For your information and to assist you in preparing your arrangement, copies of the Questions and Answers released during the original solicitation period are available in Annex J - Questions and Answers.

**1.2.3** Individual contracts awarded under the Supply Arrangement **will not exceed \$2,000,000.00** (including applicable taxes). For requirements valued at more than \$2,000,000.00 including applicable taxes, the Request for Proposal will be posted on the Government Electronic Tendering Service (GETS).

**1.2.3.1 Identified users:**

Identified users may use the Supply Arrangement **for requirements valued at \$0.00 to \$400,000.00** (including applicable taxes).

**1.2.3.2 CPD Supply Arrangement Authority or its delegate:**

- **Requirements valued at \$0 to \$400,000.00** (including applicable taxes) may be procured and managed by MPACE Division at the discretion of the CPD Supply Arrangement Authority or its delegate.
- **Requirements valued above \$400,000.01 and up to \$2,000,000.00** (including applicable taxes) will be procured and managed by the CPD Supply Arrangement Authority or its delegate.

**1.3 Security Requirement**

**1.3.1 Stream A, Stream B, Stream C and Stream D**

There is no mandatory security requirement associated with qualifying as a Supplier under the Supply Arrangement for Stream A, Stream B, Stream C and Stream D.

Although there is no security requirement required to be a supplier under the Supply Arrangement for Stream A, Stream B, Stream C and Stream D, suppliers may be required to meet security requirement on subsequent RFP Request. For any contract requiring a security level, only Suppliers holding a valid security clearance at the required level will be considered.

Suppliers are requested to provide their current level of Security Clearance with their arrangement as detailed in Annex B - Corporate Profile.

There are three (3) basic levels of security clearance:

- Level 1: Personnel - Reliability Status ; and Designated Organization Screening with approved Document Safeguarding at the level of Protected A
- Level 2: Personnel - Reliability Status ; and Designated Organization Screening with approved Document Safeguarding at the level of Protected B

- Level 3: Personnel - Secret ; and Facility Security Clearance with approved Document Safeguarding at the level of Secret

### 1.3.2 Stream E

Only Suppliers holding a valid security clearance at Level 2 and/or Level 3 will be considered for this Stream.

Before the inclusion of a supplier in Stream E, the following conditions for Level 2 and/or Level 3, must be met :

- (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
- (b) the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A - Supply Arrangement;
- (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Supplier's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6A - Supply Arrangement;
- (e) the Supplier must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

**1.3.3.** Suppliers who do not currently hold a valid security clearance as stipulated above may request sponsorship to obtain either of the levels of security specified for this RFSA. Suppliers must submit their request in writing to the Supply Arrangement Authority by e-mail at: [TPSGC.padgamiace-appbmpace.PWGCSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGCSC@tpsgc-pwgsc.gc.ca).

For more information on personnel and organization security screening or security clauses, Suppliers should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.4 Trade Agreement

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

### 1.5 Canadian Content

The goods and/or services covered by the Supply Arrangement will be solely limited to Canadian goods and/or services as defined in clause [A3050T](#).  
SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

### 1.6 Comprehensive Land Claims Agreements (CLCAs)

Comprehensive Land Claims Agreements (CLCAs) / Nunavut Land Claims Agreement (NLCA)

This procurement is subject to the Comprehensive Land Claims Agreements in Canada.

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

## **1.7 Procurement Strategy for Aboriginal Business**

The requirement covered by the bid solicitation of any resulting supply arrangement may be set aside for Aboriginal business under the federal government's Procurement Strategy for Aboriginal Business, as detailed in [Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business](#), of the Supply Manual.

## **1.8 Aboriginal and Non-Aboriginal Suppliers**

A portion of this procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB). Further to Article 800 of the CFTA, CFTA does not apply to the set aside portion of this procurement. CFTA does apply to the portion of the procurement not set aside under PSAB.

PSPC anticipates authorizing Supply Arrangements with all qualified suppliers and all qualified Aboriginal suppliers. Two (2) lists of qualified suppliers one (1) for Non-Aboriginal and Aboriginal firms, and one (1) solely for Aboriginal firms will be established for the provision of printing services.

If the Supplier is either a joint venture consisting of two (2) or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business, the Supplier will only be considered for both lists if the Supplier meets all of the conditions of the Set Aside Program for Aboriginal Business and none of the firms in the joint venture have also submitted an arrangement as a single entity for the same stream.

## **1.9 E-Post Connect**

This RFSA allows suppliers to use the epost Connect service provided by Canada Post Corporation to transmit their arrangement electronically. Suppliers must refer to Part 2 of the RFSA entitled Supplier Instructions and Part 3 of the RFSA entitled Arrangement Preparation Instructions for further information on using this method.

## **1.10 Debriefings**

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing will be in writing.

## **1.11 Use of an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Supply Arrangement that is issued under this solicitation, refer to 6.12 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.



## 1.12 Key Terms

In this RFSA the following definitions apply:

### 1) **RFSA:**

Request for Supply Arrangement

### 2) **SA:**

A Supply Arrangement (SA) is not a contract. Supply Arrangements are non-binding agreements between PSPC (PWGSC) or other government departments (arranged on their behalf by PWGSC) and suppliers to provide a range of goods or services on an "as requested" basis. A Supply Arrangement is a list of qualified suppliers identified as potential sources from which PWGSC or their clients, can obtain firm price quotations on specific requirements. Supply Arrangements include a set of predetermined terms and conditions that will apply to any subsequent contracts.

### 3) **NCR:**

National Capital Region – The National Capital Region is an official federal designation for the Canadian capital of Ottawa, Ontario, the neighbouring city of Gatineau, Quebec and the surrounding area as defined in the *National Capital Act*, R.S., 1985, c. N-4, Sch.; 2002, c. 17, s. 20.

### 4) **Supply Arrangement Authority:**

The person designated as such in the Supply Arrangement, or by notice to the Supplier, to act as the representative of Canada in the management of the Supply Arrangement.

### 5) **Departmental Print Authority:**

The Departmental Print Authority is the sole authority for awarding contracts under the supply arrangement in departments where there is a purchasing unit responsible for all purchases of printing services. For further details, refer to Part 2- Supply Arrangement and Resulting Contracting Clauses, Section A. Supply Arrangement, under the heading 5.4 Departmental Print Authority.

### 6) **Contract Authority:**

A designated user who has received the delegated authority to award contracts.

### 7) **Project Authority:**

The Project Authority for contracts resulting from the Supply Arrangements will be identified in each contract.

### 8) **Identified Users:**

The Identified Users authorized to award contracts against the Supply Arrangement include:

- Any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the Financial Administration Act, R.S.C., 1985, c. F-11.
- Communication Procurement Directorate (CPD) on behalf of any identified users.
- Any other identified users added to the Supply Arrangement through amendment. This may include Provinces, Territorial Governments.

### 9) **Supplier:**

"Supplier" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.

#### 10) Specialized Security Printing:

Printing and finishing of printed documents **requiring security features such as holograms, watermarks, special security papers, security inks, security printing techniques such as micro-printing**, etc.. Security printing is mostly done to prevent illegal activities such as forgery, tampering, and counterfeiting.

#### 11) Offset Process:

Commonly used printing technique in which the inked image is transferred (or "offset") from a plate to a rubber blanket, then to the printing surface. Two main offset printing methods are "web" and "sheet-fed".

The "web" process feeds a large reel of continuous paper through a large press machine which then prints at high speeds as the paper is fed through it. The "sheet-fed" process prints on individual sheets of paper, usually very large sheets.

#### 12) Digital Process:

Printing process where all electronic documents are transferred digitally from a computer workstation directly to the printer - similar to our office environment. Images are processed in real time.

#### 13) Reprographic/Duplicating:

Blanket term encompassing multiple methods of reproducing contents, such as scanning, photography, xerography, photocopy, and digital printing. Copy exactly like the original.

#### 14) Stream A: Business Cards (*applicable to SA holders qualified for Stream A*):

List of supply arrangement holders to produce printing requirements with quantities as follows:

- Category 1 - Business cards as described in the Annex A Statement of Work: **All quantities**.

#### 15) Stream B: Reprographics/Duplicating (*applicable to SA holders qualified for Stream B*):

**The maximum flat sheet size for any product produced as a Group B requirement is 13" x 40".**

List of supply arrangement holders to produce reprographics/duplicating requirements with quantities as follows:

- Category 2 - Loose sheet products as described in the Annex A Statement of Work:
  - maximum flat sheet size (13" x 19") Quantities up to 25,000 individual sheets,
  - maximum flat sheet size (13" x 40") Quantities up to 500 individual sheets.
- Category 3 - Bound publications as described in the Annex A Statement of Work: Quantities up to 3,000 individual bound books.
- Category 4 - Specialty single sheet products as described in the Annex A Statement of Work: Quantities up to 3,000 individual pieces.
- Category 5 - Other types of related printed products as described in the Annex A Statement of Work: Quantities up to 3,000 individual pieces.
- Category 7 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents as described in the Annex A Statement of Work: Quantities up to 2,000 pieces individual pieces.

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**16) Steam C: Low Quantity** (*applicable to SA holders qualified for Stream C*):

List of supply arrangement holders to produce printing requirements with quantities as follows:

- Category 2 - Loose sheet products as described in the Annex A Statement of Work: Quantities up to 100,000 individual sheets.
- Category 3 - Bound publications as described in the Annex A Statement of Work: Quantities up to 30,000 individual bound books.
- Category 4 - Specialty single sheet products as described in the Annex A Statement of Work: Quantities up to 30,000 individual pieces.
- Category 5 - Other types of related printed products as described in the Annex A Statement of Work: Quantities up to 15,000 individual pieces.
- Category 6 - Personalization of certificates and similar printed products (variable imaging): Quantities up to 100,000 individual pieces.
- Category 7 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents as described in the Annex A Statement of Work: Quantities up to 10,000 pieces individual pieces.

**17) Stream D: High Quantity** (*applicable to SA holders qualified for Stream D*):

List of supply arrangement holders to produce printing requirements with quantities as follows:

- Category 2 - Loose sheet products as described in the Annex A Statement of Work: Quantities greater than 100,000 individual sheets.
- Category 3 - Bound publications as described in the Annex A Statement of Work: Quantities greater than 30,000 individual bound books.
- Category 4 - Specialty single sheet products as described in the Annex A Statement of Work: Quantities greater than 30,000 individual pieces.
- Category 5 - Other types of related printed products as described in the Annex A Statement of Work: Quantities greater than 15,000 individual pieces.
- Category 6 - Personalization of certificates and similar printed products (variable imaging): Quantities greater than 100,000 individual pieces.
- Category 7 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents as described in the Annex A Statement of Work: Quantities greater than 10,000 pieces individual pieces.

**18) Stream E: Specialized Security Printing** (*applicable to SA holders qualified for Stream E*):

List of supply arrangement holders to provide specialty security printing services with quantities as follows:

- Category 8 - Specialized Security Printing of Bound booklets produced with security features as described in the Annex A Statement of Work: Quantities greater than 20,000 individual bound books.
- Category 9 - Specialized Security Printing of labels and single part flat forms produced with security features as described in the Annex A Statement of Work: Quantities greater than 20,000 individual pieces.

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## PART 2 - SUPPLIER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2020-05-28) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSA.

Note: For suppliers choosing to submit using epost Connect for arrangements 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: Arrangements will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2008](#), or to send arrangements through an epost Connect message if the supplier is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

### 2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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## 2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

## 2.5 Enquiries - Request for Supply Arrangements

Enquiries on the Request for Supply Arrangement document were addressed during the original solicitation period (EN578-201407/B). **The Supply Arrangement Authority will not respond to new enquiries.** For your information and to assist you in preparing your arrangement, copies of the Questions and Answers released during the original solicitation period are available in Annex J - Questions and Answers.

### 2.5.1 Enquiries – General Information

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than eight (8) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

## 2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

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## PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

### 3.1 Arrangement Preparation Instructions

#### 3.1.1 epost Connect system

Canada requests that Suppliers choose to submit their arrangements electronically.

- If the Supplier chooses to submit its arrangement electronically, Canada requests that the Supplier submits its arrangement in accordance with section 08 of the 2008 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The arrangement must be gathered per section and separated as follows:

Section I: Technical Arrangement (Stream A and/or Stream B and/or Stream C and/or Stream D and/or Stream E)

Section II: Certifications

Section III: Additional Information

- If the Supplier is simultaneously providing copies of its arrangement 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 RFSA, arrangements transmitted by facsimile will not be accepted.**

Canada requests that suppliers follow the format instructions described below in the preparation of their arrangement:

- (a) Format: 8.5 x 11 inch (216 mm x 279 mm) document;
- (b) use a numbering system that corresponds to the RFSA.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Arrangement (Stream A and/or Stream B and/or Stream C and/or Stream D and/or Stream E)**

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Suppliers should provide sufficient details to address each of the points of the evaluation criteria as specified for each criterion. Simply repeating the statement contained in the solicitation is not sufficient.

**The evaluation grids for each stream included in the RFSA (distributed as an electronic attachments) are for supplier's information and are not to be used as a "fill in the blanks" form**

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**to be submitted without specific details included in the arrangement to describe each required element of the evaluation criteria.**

## **Section II: Certifications**

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

## **Section III: Additional Information**

### **3.1.2 Supplier's Proposed Sites or Premises Requiring Safeguarding Measures**

- 3.1.2.1** The Supplier must provide the full addresses of the Supplier'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

- 3.1.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Supplier and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 1, clause 1.3, Security Requirements.

### **3.1.3 Corporate Profile**

The Supplier must provide the additional information indicated in Annex B (electronic format – MS Word document).

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

**Suppliers must submit their arrangement in response to Stream A: Business Cards and/or Stream B: Reprographics / Duplicating Requirements and/or Stream C: Low Quantity Requirements and/or Stream D: High Quantity Requirements and/or Stream E: Specialized Security Printing.**

**Arrangements will be evaluated in accordance with the mandatory technical criteria and Stream specific technical criteria for the stream(s) in response to which they have submitted their arrangement.**

### 4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### 4.1.1 Technical Evaluation

Each Stream (Stream A and/or Stream B and/or Stream C and/or Stream D and/or Stream E) will be evaluated separately.

##### 4.1.1.1 Definitions for the purposes of the technical evaluation criteria of the Request for Supply Arrangements – All Streams.

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

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

**Contractually bound:** For the purposes of this mandatory criterion, contractually bound means that there is a legally enforceable agreement between two or more parties for the purchase of the stated services as specified in mandatory criterion M.3. It involves obligations on the part of the contractor which are normally expressed in writing. Contractual documents could include (but are not limited to) a call-up under a standing offer, a Purchase order, a contract, etc .

**Individual contracts:** Refers to a one time contract or a single call-up under a standing offer or supply arrangement for the printing and delivery of one or more items to destinations, a single contract requiring multiple print runs over a stated period of time, a single contract requiring electronic cataloguing and storage of files for printing on an as and when requested basis over a stated period of time. It does not refer to the overall value of a standing offer or supply arrangement.

**Formalized:** Implementation of official procedures, rules and responsibilities for the purposes of ensuring standardized processes and operating procedures.

**Formalized as Corporate Policy:** Implementation, on a corporate/company level of the official published procedures, rules and responsibilities of individual work positions, units, teams and the organization as a whole, for the purposes of ensuring, updating and managing standardized processes, relationships, and operating procedures.



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#### **4.1.1.2 Mandatory Technical Criteria – Each Stream**

Arrangements submitted by suppliers for each Stream must meet all the mandatory technical evaluation criteria. No further consideration will be given to arrangements not meeting all of the mandatory criteria.

#### **4.1.1.3 Point Rated Technical Criteria – Each Stream**

Arrangements submitted by suppliers for each Stream must obtain the required overall minimum of 80% for the technical evaluation criteria, which are subject to point rating. Arrangements that do not obtain the minimum overall score will be considered non-responsive and will not be considered further.

**Stream A:** The mandatory technical evaluation criteria and the point rated technical evaluation criteria are included in Annex E distributed as an electronic attachment on the Government Electronic Tendering Service (GETS): [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)

**Stream B:** The mandatory technical evaluation criteria and the point rated technical evaluation criteria are included in Annex F distributed as an electronic attachment on the Government Electronic Tendering Service (GETS): [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)

**Stream C:** The mandatory technical evaluation criteria and the point rated technical evaluation criteria are included in Annex G distributed as an electronic attachment on the Government Electronic Tendering Service (GETS): [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)

**Stream D:** The mandatory technical evaluation criteria and the point rated technical evaluation criteria are included in Annex H distributed as an electronic attachment on the Government Electronic Tendering Service (GETS): [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)

**Stream E:** The mandatory technical evaluation criteria and the point rated technical evaluation criteria are included in Annex I distributed as an electronic attachment on the Government Electronic Tendering Service (GETS): [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)

#### **4.2 Basis of Selection – Each Stream**

##### **4.2.1 Stream A: Business Cards:**

Arrangements meeting the mandatory requirements for Stream A and achieving a minimum overall score of 80% for the technical evaluation criteria for Stream A: Business cards will be considered responsive.

##### **4.2.2 Stream B: Reprographics/Duplicating Requirements:**

Arrangements meeting the mandatory requirements for Stream B and achieving a minimum overall score of 80% for the technical evaluation criteria Stream B: Reprographics/Duplicating Requirements will be considered responsive.

##### **4.2.3 Stream C: Low Quantity Requirements:**

Arrangements meeting the mandatory requirements for Stream C and achieving a minimum overall score of 80% for the technical evaluation criteria for Stream C: Low Quantity Requirements will be considered responsive.

Solicitation No. - N° de l'invitation  
EN578-201407/C  
Client Ref. No. - N° de réf. du client  
EN578-201407

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw010.EN578-201407

Buyer ID - Id de l'acheteur  
cw001  
CCC No./N° CCC - FMS No./N° VME

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#### **4.2.4 Stream D: High Quantity Requirements:**

Arrangements meeting the mandatory requirements for Stream D and achieving a minimum overall score of 80% for the technical evaluation criteria for Stream D: High Quantity Requirements will be considered responsive.

#### **4.2.5 Stream E: Specialized Security Printing:**

Arrangements meeting the mandatory requirements for Stream E and achieving a minimum overall score of 80% for the technical evaluation criteria for Stream E: Specialized Security Printing will be considered responsive.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

### 5.1 CERTIFICATIONS REQUIRED WITH THE ARRANGEMENT

Suppliers must submit the following duly completed certifications as part of their arrangement.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 provided will render the arrangement non-responsive.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

## 5.2.2 ADDITIONAL CERTIFICATIONS PRECEDENT TO ISSUANCE OF A SUPPLY ARRANGEMENT

### 5.2.2.1 SET-ASIDE FOR ABORIGINAL BUSINESS

The Supplier certifies that it:

- Wishes to be considered **only** under the Set-Aside Program for Aboriginal Business. (Suppliers wishing to be considered must complete the additional certifications below.)
- Wishes to be considered **both** under the Set-Aside Program for Aboriginal Business **and** as a Non-Aboriginal supplier. (Suppliers wishing to be considered must complete the additional certifications below.)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

#### 5.2.2.1.1 Set-aside Program for Aboriginal Business

1. A portion of this procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business see [Annex 9.4](#), of the *Supply Manual*.
2. The Supplier:
  - (i) certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
  - (ii) agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
  - (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Supplier must check one applicable box below:
  - ( ) The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
  - ( ) The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Supplier must check one applicable box below:
  - ( ) The Aboriginal business has fewer than six full-time employees.
  - ( ) The Aboriginal business has six or more full-time employees.
5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.
6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

#### 5.2.2.1.2 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (insert "an owner" and/or "a full-time employee") of \_\_\_\_\_ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the *Supply Manual*, entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
**Printed name of owner and/or employee**

\_\_\_\_\_  
**Signature of owner and/or employee**

\_\_\_\_\_  
**Date**

#### 5.2.2.2 FORMER PUBLIC SERVANT

##### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

### 5.2.2.2.1 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, Suppliers agree that the successful Supplier'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.

### 5.2.2.2.2 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.

## 5.2.3 ADDITIONAL CERTIFICATIONS REQUIRED WITH THE ARRANGEMENT

### 5.2.3.1 CANADIAN CONTENT CERTIFICATION

#### Canadian Content Certification

This procurement is limited to Canadian services.

The Supplier certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**5.2.3.1.1** SACC Manual clause A3050T (2014-11-27) Canadian Content Definition.

## PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### A. SUPPLY ARRANGEMENT

#### ACQUISITION FEE

This Supply Arrangement is managed by the Communication Procurement Directorate (CPD) of Public Works and Government Services Canada (Public Services and Procurement Canada). CPD is mandated by Treasury Board to charge all identified users a 3% acquisition fee based on the value of any resulting contract (including positive value amendments) plus applicable taxes, if applicable.

**The identified user must remit a copy of every awarded contract to CPD for billing of the acquisition fee.**

#### Supply Arrangement Streams

The Supplier holds a valid Supply Arrangement for the following streams:

Stream A – Business Cards	Stream B – Reprographics / Duplicating	Stream C – Low Quantity	Stream D - High Quantity	Stream E – Specialized Security Printing
( )	( )	( )	( )	( )

#### Supply Arrangement Regions

The Supplier holds a Supply Arrangement for the following regions:

Region 1 Atlantic Region (Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador)	Region 2 Quebec Region (outside the National Capital Region [Gatineau/Ottawa])	Region 3 National Capital Region (NCR)	Region 4 Ontario Region (outside the National Capital Region [Gatineau/Ottawa])	Region 5 Western Region (Manitoba, Saskatchewan, Alberta, Northwest Territories and Nunavut)	Region 6 Pacific Region (British Columbia and Yukon territory)
( )	( )	( )	( )	( )	( )

## 6.1 Arrangement

The Supply Arrangement covers the Work described in Annex A.

## 6.2 Security Requirements

6.2.1 The Supplier holds no valid security clearance

OR

6.2.1 The Supplier holds a valid security clearance for Level\_\_\_\_\_requirements

There are three basic levels of security clearance:

### Level 1: SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

#### PWGSC FILE No. EN578-201407-Level – A (PROTECTED A)

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 A ,issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, 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 \_\_\_\_\_;
  - (b) Industrial Security Manual (Latest Edition)

### Level 2: SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

#### PWGSC FILE No. EN578-201407-Level – B (PROTECTED B)

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 Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, 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 the CSP, 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 \_\_\_\_\_;
  - (b) Industrial Security Manual (Latest Edition)

**Level 3: SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

**PWGSC FILE No. EN578-201407-SECRET**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, with approved document Safeguarding at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to CLASSIFIED information, assets or sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store any sensitive CLASSIFIED information until the CSP, PWGSC has issued written approval. After approval has been granted, these tasks may be performed at the level of SECRET.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, 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 \_\_\_\_\_;
  - (b) *Industrial Security Manual* (Latest Edition).

**6.2.2 Supplier's Sites or Premises Requiring Safeguarding Measures**

- 6.2.2.1** Where safeguarding measures are required in the performance of the Work, the Supplier must diligently maintain up-to-date the information related to the Supplier'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

- 6.2.2.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individual(s) hold a valid security clearance at the required level.

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

2020 (2020-07-01) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

#### **6.3.2 Supply Arrangement Reporting**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis or upon request to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

The data must be submitted to the PWGSC - CPD Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period at the E-mail address: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

### **6.4 Term of Supply Arrangement**

#### **6.4.1 Period of the Supply Arrangement**

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins \_\_\_\_\_.

#### **6.4.2 Comprehensive Land Claims Agreements (CLCAs)**

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

## **6.5 Authorities**

### **6.5.1 CPD Supply Arrangement Authority**

The CPD Supply Arrangement Authority is:

Marc-André Leblanc or delegate  
Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
Multi-media, Printing, Audio-Visual, Communication, Events and Exhibits (MPACE) Division  
360 Albert Street, Ottawa, Ontario, K1R 7X7

**E-mail address:** [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if and when applicable.

### **6.5.2 Contracting Authority**

The Contracting Authority will be the contracting officer representing the Identified User named in resulting Contracts and will be responsible for the management of these Contracts. The Contractor shall not perform work in excess of or outside the scope of any resultant Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned officer.

### **6.5.3 Project Authority**

The Project Authority for contracts resulting from the Supply Arrangements will be identified in each contract.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a contract resulting from the Supply Arrangement and is responsible for all the technical content of the Work under the resulting Contract.

### **6.5.4 Departmental Print Authority**

The Departmental Print Authority is the sole authority for awarding contracts under the supply arrangement in departments where there is a purchasing unit responsible for all purchases of printing services. Subject to individual department contracting policies, the designated department print authority may delegate authority to award contracts to other identified users.

The Departmental Print Authorities who are responsible for the bid solicitation process and the award of contracts in departments where there is a purchasing unit responsible for all purchases of printing services will be identified in the Supply Arrangement.

### **6.5.5 Supplier's Representatives**

The Supplier's Representative for the Supply Arrangement is specified in Annex B:

## **6.6 Identified Users**

The Identified Users are:

- Any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S.C., 1985, c. F-11.
- Communication Procurement Directorate (CPD) on behalf of any identified users.
- Any other identified users added to the Supply Arrangement through amendment.

## 6.7 On-going Opportunity for Qualification

Ongoing Request for Supply Arrangements (RFSA) issued in accordance with the process set out below to allow new suppliers to become qualified. **Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.**

Suppliers may submit an arrangement to the PWGSC Bid Receiving Unit at any time before the closing date of the RFSA to qualify for the Supply Arrangement. Any arrangement submitted in response to the ongoing RFSA will be evaluated according to the evaluation criteria specified in the RFSA. Arrangements will be evaluated on a quarterly basis (March, June, September and December).

Award of contracts under the Supply Arrangement will not be delayed for the evaluation process to be completed for any arrangements submitted in response to the ongoing RFSA.

In the event that the Arrangement is non-responsive, Suppliers would need to submit a new arrangement for evaluation.

## 6.8 Types of Contracts awarded under the Supply Arrangement

**6.8.1** Contracts may be awarded for a range of printing services:

- One time contracts for the printing and delivery of one, or more, items to destinations.
- Contracts requiring multiple print runs over a stated period of time.
- Contracts requiring electronic cataloguing and storage of files for printing on an “as and when” requested basis
- Contracts for work requiring a security clearance of PROTECTED A or PROTECTED B or SECRET. Work with a security classification may only be done by Suppliers holding the appropriate security clearance for facility, personnel and document handling issued by the Canadian and International Industrial Security Directorate of PWGSC.
- The resulting solicitation must clearly define the security requirement and appropriate security clauses must be included in the subsequent contract. It is the responsibility of the Contracting Authority to ensure that the proposed contractor meets the security requirements of the bid solicitation.

### 6.8.2 General Procedures – Contracts

Contracts will be awarded to Suppliers under the Supply Arrangement list for the provision of the services described in the Statement of Work.

## 6.9 Limitation of Contracts Awarded Under Supply Arrangement

Provided a Client has the legal authority to contract, it may choose to award contracts under this SA in accordance with the Limitations described below.

### 6.9.1 Identified users:

Identified users may use the Supply Arrangement **for requirements valued at \$0.00 to \$400,000.00** (including applicable taxes).

### 6.9.2 CPD Supply Arrangement Authority or its delegate:

- **Requirements valued at \$0 to \$400,000.00** (including applicable taxes) may be procured and managed by MPACE Division at the discretion of the CPD Supply Arrangement Authority or its delegate.
- **Requirements valued at \$400,000.01 and up to \$2,000,000.00** (including applicable taxes) will be procured and managed by the CPD Supply Arrangement Authority or its delegate.

**6.9.3** Individual contracts under the Supply Arrangements must not exceed **\$2,000,000.00** overall (including all other charges/options and applicable taxes). Requirements valued at greater than \$2,000,000.00 including all options and applicable taxes will be published on the Government Electronic Tendering Service (GETS).

## **6.10 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 the Supply Arrangement;
- b) the general conditions 2020 (2020-07-01), General Conditions - Supply Arrangement - Goods or Services
- c) Annex A, Statement of Work;
- d) Annex B, Corporate Profile;
- e) Annex C, Security Requirements Check List (SA);
- f) Annex D, Supply Arrangement Reporting Requirements;
- g) the Supplier's arrangement dated \_\_\_\_\_.

## **6.11 Certifications and Additional Information**

### **6.11.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

### **6.11.2 SACC Manual Clauses**

SACC Manual clause A3000C (2014-11-27) Aboriginal Business Certification (if applicable)

## **6.12 Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **6.13 Insurance - No Specific Requirement**

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.

## **6.14 Transition to an e-Procurement Solution (EPS)**

During the period of the Supply Arrangement, Canada may transition to an EPS for more efficient processing and management of individual contracts for any or all of the SA's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Supplier with at least a three-month notice to allow for any measures necessary for the integration of the Supply Arrangement into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Supplier chooses not to provide the supply arrangement of their goods or services through the e-procurement solution, the Supply Arrangement may be set aside by Canada.

## B. BID SOLICITATION

### 6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the standard procurement template(s) can be requested by suppliers from the Supply Arrangement Authority or the Contracting Authority, as applicable.

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

**6.1.1** The following forms may be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the [Electronic Forms Catalogue](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) ([http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) website.

PWGSC-TPSGC 9400-3, Bid Solicitation  
PWGSC-TPSGC 9400-4, Contract

#### 6.1.2 The bid solicitation will contain as a minimum the following:

- (a) the SA number (EN578-201407/XXX/CW) and the applicable stream to the work;
- (b) security requirements (*if applicable*);
- (c) a complete description of the Work to be performed (Statement of Work);
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; **OR** 2004, Standard Instructions - Goods or Services - Non-competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions (insert, as applicable: 2003 or 2004) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFS), the bidder has already provided a list of names, as requested under the Ineligibility and Suspension Policy. During this procurement process, the bidder must immediately inform Canada in writing of any changes affecting the list of directors.
- (e) bid preparation instructions;
  - (f) instructions for the submission of bids (address for submission of bids, bid closing date and time);
  - (g) evaluation procedures and basis of selection;
  - (h) financial capability (*if applicable*);
  - (i) certifications;
    - Federal Contractors Program (FCP) for Employment Equity - Notification
    - Integrity Provisions - Declaration of Convicted Offences;
  - (j) conditions of the resulting contract.

### **6.1.3 For procurements that have been Set-aside under the Procurement Strategy for Aboriginal Business (PSAB):**

6.1.3.1 The following must be included in the solicitation document and resulting contract:

"This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business"

6.1.3.2 Include the following as applicable, when the procurement would have been otherwise subject to the Agreement on Internal Trade.

"Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement."

### **6.2 Bid Solicitation Process**

**6.2.1** Provided a Client has the legal authority to contract, it may choose to award contracts under this SA in accordance with the Limitations described below.

(a) **Identified users - \$0.00 to \$400,000.00** (including applicable taxes and all other charges/options)

Identified users may use the Supply Arrangement **for requirements valued at \$0.00 to \$400,000.00** (including applicable taxes).

(b) **CPD Supply Arrangement Authority or its delegate - \$0.00 to \$2,000,000.00** (including applicable taxes and all other charges/options):

- **Requirements valued at \$0 to \$400,000.00** (including applicable taxes) may be procured and managed by MPACE Division at the discretion of the CPD Supply Arrangement Authority or its delegate.
- **Requirements valued above \$400,000.01 and up to \$2,000,000.00** (including applicable taxes) will be procured and managed by the CPD Supply Arrangement Authority or its delegate.

**6.2.2** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

**6.2.3** The bid solicitation will be sent directly to Suppliers.

### **6.2.4 General Procedures - Requests for Proposals (RFP) issued under the Supply Arrangements**

- In accordance with the definition of Stream A Business Cards and Stream B Reprographics/Duplicating and Stream C Low Quantity and Stream D High Quantity and Stream E Specialized Security Printing included in Part 1- article 1.12. "Key terms", the Identified User/Departmental Print Authority or the PWGSC SA Authority will select the list of suppliers (SA holders) that corresponds to the stream that meets their requirement.
- The solicitations sent to SA holders will, at a minimum, include a detailed Statement of Work, the delivery date, the evaluation criteria (if applicable), the basis of selection and other pertinent information.
- As indicated in the RFP, the SA Holder will be required to submit a bid within the specified time frame. The time frame will be determined based on the complexity of the requirement but will not be less than five (5) working days.



- The window for submission begins when the request for proposal is sent. This means that a request sent at 2:00 p.m. will close at least five (5) business days later at 2 p.m. unless otherwise indicated. Weekends and holidays are not counted in the countdown. Response times to all Requests for Proposals are considered mandatory. It is the Suppliers responsibility to confirm that their proposal has been received at the appropriate reception point for bids. Proposals received after the closing date and time will be considered non-responsive and will be given no further consideration.
- A contract will be awarded to the responsive bid in accordance with the predefined basis of selection. Bidders unable to meet the evaluation criteria (example: the specified delivery date) will be considered non-responsive and will be given no further consideration.

**6.2.4.1 Supplier selection for requirements valued less than \$40,000.00 including applicable taxes and all other charges/options, AND Supplier selection for requirements that have been Set-aside under the Procurement Strategy for Aboriginal Business (PSAB) valued less than \$40,000.00 including applicable taxes and all other charges/options:**

- **The Identified User/Departmental Authority or the CPD SA Authority** may send a solicitation (Request For Proposal [RFP] or Request for Quotation [RFQ] as appropriate) to the SA holder of their choice from the appropriate list of SA holders in the required stream.
- If individual department procedures require competitive procurement for requirements under \$40,000.00, the solicitation will be sent to the number of SA holders as specified in the specific departmental procedures.
- If the requirement has a delivery point in a CLCA area, the Identified User must also invite any SA holders with production facilities located within the identified CLCA. The obligations under specific CLCAs must be met at the individual solicitation stage for requirements that include delivery within a CLCA area.

**6.2.4.2 Supplier selection for requirements valued from \$40,000.00 to \$99,999.99 including applicable taxes and all other charges/options, AND Supplier selection for requirements that have been Set-aside under the Procurement Strategy for Aboriginal Business (PSAB) for requirements valued from \$40,000.00 to \$99,999.99 including applicable taxes and all other charges/options:**

- **The Identified User/Departmental Authority or the CPD SA Authority** will issue, on a rotational basis, a Request For Proposal (RFP) to a minimum of three (3) suppliers (which may include the incumbent when the requirement is a reprint of a previously produced publication) on the Supply Arrangement list for providing the services required. **In addition to the suppliers selected on a rotational basis, any suppliers whose facility is located in the region of delivery may also be invited to bid.** The Identified User/Departmental Print Authority will go through the entire list of suppliers on a rotational basis. Once the Identified User/Departmental Print Authority has gone through the entire list they will start the process over. Each Identified User/Departmental Print Authority is responsible for managing their own supplier rotation.
- If only two (2) SA holders have qualified to provide any stream; the Identified User will issue a solicitation to both SA holders from the list of SA holders for that stream.
- If only one (1) SA holder has qualified for a specific stream; the requirement cannot be competed under the Supply Arrangement until such time as a minimum of two (2) SA holders have qualified for that stream.
- If the requirement has a delivery point in a CLCA area, the PWGSC SA Authority must also invite any SA holders with production facilities located within the identified CLCA. The obligations under specific CLCAs must be met at the individual solicitation stage for requirements that include delivery within a CLCA area.



**6.2.4.3 Supplier selection for requirements valued from \$100,000.000 to \$400,000.00 including applicable taxes and all other charges/options, AND Supplier selection for requirements that have been Set-aside under the Procurement Strategy for Aboriginal Business (PSAB) for requirements valued from \$100,000.000 to \$400,000.0000 including applicable taxes and all other charges/options:**

- **The Identified User/Departmental Authority or the CPD SA Authority** will issue a Request for Proposal (RFP) to all firms on the Supply Arrangement list for providing the services required.
- If only two (2) SA holders have qualified to provide any stream; the Identified User will issue a solicitation to both SA holders from the list of SA holders for that stream.
- If only one (1) SA holder has qualified for a specific stream; the requirement cannot be competed under the Supply Arrangement until such time as a minimum of two (2) SA holders have qualified for that stream.
- If the requirement has a delivery point in a CLCA area, the PWGSC SA Authority must also invite any SA holders with production facilities located within the identified CLCA. The obligations under specific CLCAs must be met at the individual solicitation stage for requirements that include delivery within a CLCA area.

**6.2.4.4 Supplier selection for requirements valued from \$400,000.001 to \$2,000,000.00 including applicable taxes and all other charges/options, AND Supplier selection for requirements that have been Set-aside under the Procurement Strategy for Aboriginal Business (PSAB) for requirements valued from \$400,000.001 to \$2,000,000.00 including applicable taxes and all other charges/options:**

- **The CPD SA Authority** will issue a Request for Proposal (RFP) to all firms on the Supply Arrangement list for providing the services required.
- If only two (2) SA holders have qualified to provide any stream or region; the Identified User will issue a solicitation to both SA holders from the list of SA holders for that stream or region.
- If only one (1) SA holder has qualified for a specific stream the requirement cannot be competed under the Supply Arrangement until such time as a minimum of two (2) SA holders have qualified for that stream.
- If the requirement has a delivery point in a CLCA area, the PWGSC SA Authority must also invite any SA holders with production facilities located within the identified CLCA. The obligations under specific CLCAs must be met at the individual solicitation stage for requirements that include delivery within a CLCA area.

## C. RESULTING CONTRACT CLAUSES

### 6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions 2029 (date to be inserted ) General Conditions - Goods or Services (Low Dollar Value) will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions 2010A (date to be inserted ) General conditions: Goods (medium complexity) will apply to the resulting contract;
- (c) **HC** (for high complexity requirements), general conditions 2030 (date to be inserted ) General Conditions - Higher Complexity - Goods will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to [TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca).

**Note:** References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

- 6.1.1** Applicable only to those Contractors who qualify for the Set-Aside Program for Aboriginal Business:

SACC Reference	Section	Date
A3000C	Aboriginal Business Certification	2014-11-27

### 6.1.2 SACC Manual clauses (as applicable)

Standard Acquisition Clauses and Conditions (SACC) Manual

The use of a particular clause in bid solicitations and contracts is determined by the Contracting Officer after an examination of the specific requirement and any special circumstances which surround it.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

### 6.1.3 Other SACC Manual clauses

SACC Reference	Section	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11
P1013C	Quality Level for Forms	2010-01-11
P1015C	Quality Level for Labels	2010-01-11
P1016C	Quality Levels for Binding	2010-01-11
B7500C	Excess Goods	2006-06-16

## ANNEX A

### STATEMENT OF WORK

#### OVERVIEW

The Government of Canada requires the provision of a full range of printing services (including Commercial printing, business card printing, reprographics/duplicating and specialized security printing) and related services on an "as and when requested basis". The scope of the services covered by the Supply Arrangement is detailed in Annex A - Statement of Work.

Under this arrangement, Suppliers will provide printing services for the following categories of printed products:

*Items in each category will normally be produced in English and French. Any item may be printed either as separate unilingual, combined bilingual versions or multilingual versions that include other languages.*

#### **Category 1 (*Stream A ONLY*) – Business Cards:**

Business card products must be printed in accordance with the specifications identified under the Treasury Board of Canada Secretariat (TBS) - Federal Identity Program (FIP) Manual (Stationary - Departments, Agencies, and Corporations): <https://www.tbs-sct.gc.ca/fip-pcim/man-eng.asp>

#### **Category 2 (*Streams B, C, D*) - Loose sheet products:**

Consists of single printed sheets that may be trimmed to specified sizes, folded or collated. Examples include, but are not limited to, posters, loose leaf publications, stationery, panel folders. Any work may require multiple copies of single originals or of multiple originals.

#### **Category 3 (*Streams B, C, D*) - Bound publications:**

Consists of magazine and book products in various sizes and numbers of pages with pages bound together. Binding methods include, but are not limited to, wire stitching, adhesive binding, sewn binding and mechanical binding methods.

#### **Category 4 (*Streams B, C, D*) - Specialty single sheet products:**

Consists of single printed sheets that may be die cut, scored, stamped or embossed and other related print services. Examples include, but are not limited to, kit folders, tab dividers and file folders.

#### **Category 5 (*Streams B, C, D*) - Other types of related printed products and binding**

Other types of printed products or binding that may be considered as a part of any requirement being processed under any of the categories (1 - 3) may also be printed under the Supply Arrangement.

#### **Category 6 (*Streams B, C, D*) – Personalization (Variable imaging)**

Personalization of certificates and similar printed products (other than business cards).

#### **Category 7 (*Streams B, C, D*) - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents.**

Reproduction in PDF format (on electronic media), of publications and other print matter.

#### **Category 8 (*Stream E ONLY*) – Specialized Security Printing of bound booklets (up to 48 pages + cover) produced with security features.**

These booklets will be saddle stitched bound and may include heat activated lamination (3 mil) that is unprinted as well as other limited security features such as (but not limited to) holograms, security paper (paper with security features), security printing techniques (such as micro-printing), bar codes, etc.

For example booklets that relate to official licensing requirements (examples include, but are not limited

to, the Aviation Document Booklet and the Marine Record of Qualification).

**Category 9 (*Stream E ONLY*) – Specialized Security Printing of labels and single part flat forms produced with security features**

Products include labels and single part forms with security features such as paper licenses, certificates, serialized single part flat forms, decorative postage style stamps etc.. produced with security features.

These products will include limited security features such as (but not limited to) holograms, security paper, security printing techniques (such as micro-printing), bar codes, etc.

For example labels that relate to official licensing requirements such as (but not limited to), the Medical Endorsement Label for Aviation Document Booklet and the Marine Record of Qualification. Labels will have an adhesive back for the user to peel and place into Licensing booklet.

*The examples in each of the above categories are illustrative of the range of products that may be printed under the Supply Arrangement. Other types of printed products that may be considered part of any of the categories may also be printed under the Supply Arrangement.*

**Environmental Statement:**

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired.

Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: Improvement of energy and water efficiency, support of reusing and recycling and the use of renewable resources; reduction of toxic and hazardous substances, greenhouse gas emissions and contaminants, and reduction of waste.

The Supplier must make every possible effort towards supplying print services that are the result of environmentally sound processes, without detracting from the appearance of said items.

**A.1 Services**

The Supplier will provide quality printing services and binding services and if required reproduction of printed documents on electronic media in PDF format (with or without links to chapters and/or key words).

The complete specifications for each requirement will be included in all requests for quotation and resulting contracts.

**A.1.1 Services Specifically Excluded from the Supply Arrangement**

The Supply Arrangement does not include the following associated services:

- Mailing/Distribution List Management, including address verification and Return Mail Management;
- Data Processing (other than that required for variable imaging or to output delivery addresses from supplied lists for mailing);
- Electronic Document Management (requiring the Supplier to modify files, or create compound documents from related files, stored in a document management system) with on demand printing of the modified files;
- Warehousing and Order Fulfillment;
- Printing and personalization of polycarbonate ID cards;
- Printing of carbon interleaved forms;

- Graphic design Graphic/Desktop Publishing and Forms design;
- Reproduction of electronic media (CDs/DVDs/USBs) that include any interactive applications, animation, video or audio elements;
- Conversion to HTML files for the web and/or social media related formats.

#### **A.1.2 Work Requests Sent Through a Supplier's Electronic Ordering Interface**

Contracts for on-going production of specified items may include an option for allowing the individual work requests being placed through a Supplier's electronic ordering interface.

Any work request activity conducted via an electronic interface will be subject to individual departmental contracting, financial, IT and security policies detailed in the Request For Proposals (RFP) during the process for selecting a Supplier.

#### **A.2 WORK DESCRIPTION**

The following provides general work descriptions and specifications for the types of products to be produced under this Supply Arrangement. Detailed specifications will be provided to suppliers in the RFP during the process for selecting a Supplier for specific projects.

***The RFP for such contracts may contain criteria for evaluating supplier's capabilities to meet the requirements of these specific projects.***

**Stream A** (*if applicable to the Supplier*): Business card products: including but not limited to formats F-1 to F-4.

**Stream B** (*if applicable to the Supplier*): Includes reprographic/duplicating services to produce any of the work. The work required and supplier responsibilities consist of the printing/copying (black and/or colours) and finishing of individual sheets of paper as required.

Exact copy of the original is produced

Maximum flat sheet size for any product produced as a Stream B requirement is 13" x 40".

**Streams C and D** (*if applicable to the Supplier*): includes offset (direct imaging or plates exposed from flats) / Sheet fed and Web press or electronic (digital / digital presses) printing methods to produce any of the work provided the criteria for the print quality level stated are met.

**Stream E** (*if applicable to the Supplier*): includes specialized security printing techniques and features that are required for the production of booklets, labels for licensing requirements and single part documents and business forms produced with security features.

#### **The Supplier must:**

- Provide proofs for approval prior to production for all requirements;
- Supply all materials;
- Create all dies when needed;
- Print as per the artwork supplied to the Supplier and final approved proofs;
- Bind and/or finish as specified in each contract;
- Package and deliver all items to the address(es) specified in the contract; and
- Return all components and working materials to the Project Authority.

## **A.2.1 Production Methods/Quality Levels:**

The Supplier must meet the criteria for the print quality level stated in each requirement.

The print quality level will be stated with each requirement, in accordance with the Public Works and Government Services (PWGSC) Publications entitled "Quality Levels for Printing", "Quality Level for Binding" and/or "Quality Levels for Colour Reproduction", latest issues.

The Project Authority may stipulate additional quality assurance requirements. This may include the provision of selecting random copies for Quality Assurance (QA) review in accordance to a specified selection plan that will be identified by the Project Authority and the certification that those random copies were selected by the Supplier according to that selection plan. The random copies selected will be packaged and shipped separately from the order and may be invoiced at the additional copies price. The cost of providing the random copies for quality assurance will not be a consideration for Supplier selection in the RFP.

## **A.2.2 Printing Colours**

### **A.2.2.1 Printing Colours (Business Cards) – Stream A *(if applicable to the Supplier)*:**

The Supplier must be equipped to provide the ink colours specified in the TBS-FIP Manual and/or Canadian Heritage - National Flag of Canada - Colour Specifications <http://www.pch.gc.ca/pgm/ceem-cced/symbol/dfil-eng.cfm> website. The standard used by Canada is FIP red or four colour process for the flag symbol and flag in the wordmark and black for the type. The Supplier and Identified Users can download the applicable wordmarks and symbols from Treasury Board website: (<http://www/tbs-sct.gc.ca/fip-pcim/man-eng.asp>).

### **A.2.2.2 Printing Colours (Copying / Duplicating) – Stream B *(if applicable to the Supplier)*:**

The basic work required will be black throughout without bleeds and may contain text, graphics, illustrations and photographs. Additional colour may be requested for specific sheets, or throughout, for any work. The requested colours may represent specific Pantone Matching System (PMS) colours, or 4 colour process reproductions of text, graphics, photographs or other illustrations.

### **A.2.2.3 Printing Colours (Offset) – Stream C and Stream D and Stream E *(if applicable to the Supplier)*:**

- Any item may be printed in black, black and/or 1 or more PMS colours, or 4 colour process.
- Inks may bleed on any item
- Ink coverage will vary based on individual requirements.
- Aqueous coating , UV coating or varnish, either gloss or matte, may be required on some items.

## **A.2.3 Environmental Criteria for Printing Inks:**

In order to reduce the environmental impact of its print publishing activities, the Government of Canada chooses to use environmentally preferable inks, containing vegetable oil-based materials. The printing inks used in contracts awarded under this Supply Arrangement must adhere to the following criteria for % of vegetable oils as well as the % of VOC within the ingredients composing the ink.

### **A.2.3.1 Volatile Organic Compounds (VOC) Criteria**

The common VOC in a conventional lithographic printing ink is high-boiling aliphatic petroleum distillate. This distillate is used to dissolve the resins that will eventually bind to the substrate during printing. The amount of ink VOC that is released to the atmosphere depends on the process; heatset inks release 80%



of their VOCs while sheetfed inks release only 5%. VOC in an environmentally preferable ink would have below 18 wt% for sheetfed inks, below 30 wt% for sheetfed varnishes, and below 40 wt% for heatset inks and heatset overprint varnishes.

#### **A.2.3.2 Vegetable Oil Criteria**

Vegetable oils are renewable resources and can include Linseed Oil, Soya Oil, Chinawood Oil and similar plant oils or combinations of them. In conventional lithographic printing inks (heatset and sheetfed) these oils and their derivatives can be used as is, or modified to provide the appropriate press and finished product properties. The environmentally preferable oil-based ink would have above 25 wt% for sheetfed inks and overprint varnishes, and above 10 wt% for heatset inks and overprint varnishes.

#### **A.2.4 Printing Overruns/Underruns:**

- Overruns or underruns will not be acceptable in contracts awarded under this Supply Arrangement unless specified in the RFP for supplier selection.
- Only the amount of overruns specified in the RFP will be accepted and paid for under the contract.
- Only the amount of underruns specified in the RFP will be acceptable under the contract.

#### **A.2.5 Papers**

Suppliers must use only environmentally preferable paper stocks to produce any of the work unless specified otherwise by the Contracting Authority for any RFP conducted under this Supply Arrangement. Selection of these papers is based on factors such as sustainable development, life-cycle management and/or forest management. For this Supply Arrangement, only papers having a minimum 30% recycled content, from manufacturers certified under the Environmental Choice Program (ECP), and 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 (CSA/SFMS) will be acceptable for completion of the work.

Paper specifications for each project will be provided to suppliers in the RFP during the process for selecting a Supplier. Should a RFP specify a paper brand name that does not meet the environmental criteria stated above, suppliers will:

- so inform the Contracting Authority for the RFP
- suggest an alternative paper, having equivalent specifications, that meets the criteria. The RFP Contracting Authority will inform the supplier in writing of their approval of the suggested alternative paper or of their decision not to change from the originally specified paper.

Any suppliers found substituting a lower quality stock without gaining prior approval from the Identified User may be removed from the Supply Arrangement list of qualified suppliers.

#### **A.2.6 Finishing / Production**

##### **A.2.6.1 Category 1 (*applicable to SA holders qualified for Stream A*) – Business Cards**

The Supplier must meet the minimum technical specifications and formats identified under the TBS-FIP Manual. Business / Calling cards are organized and described under the following four (4) categories.

- Card F-1 Format

The card is printed on one side only, presenting the two official languages side by side. To contain all of this information on one side, the text must be concise and layouts should use a minimum number of lines (i.e. postal code), appear on the same line as the place name and the

blank line preceding the telephone number could be omitted (see figure 21 as a reference under the FIP Manual). The paper quality identified in the FIP Manual for Card F-1 as stationary Bristol premium, bright-white, plate finish, 219 g/m2.

- Card F-2 Format

This card is printed recto-verso, with the two (2) official languages appearing side by side. The face of the card bears the federal signature, the name and title of the individual and the "Canada" wordmark. The reverse of the card bears the optional information (see figure 22 as a reference under FIP Manual). The paper quality identified in the FIP Manual for Card F-2 is stationary Bristol, premium, bright white, plate finish 219 g/m2.

- Card F-3 Format

This card is printed recto-verso. Both sides bear the bilingual federal signature and the "Canada" wordmark. The English text appears on one side and the French text on the reverse of the card. The order of the official languages in the signature is determined by the language of the text used on each side (see figure 23 as a reference under the FIP Manual). The paper quality identified for Card F-3 is stationary Bristol, premium, bright white, plate finish, 219 g/m2.

- Card F-4 Format

This card serves a dual purpose, (i.e. a calling card or a name tag). The two official languages appear side by side. The federal signature and the individual's name are printed on the cover of the card. The "Canada" wordmark and the text are printed on the inside of the card; if specifically requested, the title may be placed below the name of the cover (see figure 24 as a reference under the FIP Manual). The paper quality identified in the FIP Manual for Card F-4 is #1 offset paper, white, 178 g/m2.

The Supplier must provide the printing requirement in accordance with the specifications provided in each individual bid solicitation to the satisfaction of the Identified User including but not limited to the above referenced formats (F-1 to F-4).

#### **A.2.6.2 Category 2 (*applicable to SA holders qualified for Streams B, C, D*) – Loose sheet products**

Finishing operations for this category include, but are not limited to:

- Trimming - to specified sizes,
- Folding - various types and number of folds
- Collating - individual sheets in sequence or in sets; collated sheets may be padded; pulp board backing may be requested for pads.
- Hole drilling - various numbers, sizes and location

#### **A.2.6.3 Category 3 (*applicable to SA holders qualified for Streams B, C, D*) – Bound publications**

Finishing operations for this category include, but are not limited to:

- Wire stitching - includes side stitching, saddle stitching, corner stitching; side stitching may also require tape
- Adhesive binding - various adhesive binding techniques including lay-flat
- Mechanical binding - includes spiral, wire-o, cerlox, Acco fasteners, Chicago screws; binding material may be metal or plastic; colours may be required
- Sewn – various binding styles including soft cover and case binding



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**A.2.6.4 Category 4 (*applicable to SA holders qualified for Streams B, C, D*) – Specialty single sheet products**

Finishing operations for this category include, but are not limited to:

- Kit folders - various sizes; may require one or two pockets; pockets may be horizontal or vertical; pocket sizes and shapes may vary; number of scores and folds will vary.
- Tab dividers - various sizes and numbers of tabs per bank; may be blank or printed with sequential numbering or custom text; may be reinforced at holes and/or on tabs
- File folders - various sizes; may require tabs; may be blank or printed; tab may be reinforced; may require multiple scores for expansion.
- Suppliers may be required to produce dies for specific projects.

**A.2.6.5 Category 5 (*applicable to SA holders qualified for Streams B, C, D*) – Other types of related printed products and binding**

Other types of printed products or binding that may be considered as a part of any requirement being processed under the any of the categories (1 - 3) may also be printed under the Supply Arrangement.

**A.2.6.6 Category 6 (*applicable to SA holders qualified for Streams B, C, D*) – Personalization / Variable Imaging**

- Output and printing from supplied files
- Data Processing required for personalization/variable imaging
- Personalization/variable imaging of certificates and similar printed products.

**A.2.6.7 Category 7 (*applicable to SA holders qualified for Streams B, C, D*) – Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents.**

Suppliers may be required to reproduce in PDF format (on electronic media), publications or other printed matter.

Examples of potential services include:

- Creation of final version of printed publication in PDF format
- Creation of links to key words and/or the table of contents if required
- Supply of all materials including jewel cases/plastic CD cases/CD pouches
- Silk screen printing on CD/DVD/USB surface or printing CD/DVD/USB labels as well as the application of labels on the CD/DVD/USB surface.
- Printing CD materials such as tray cards and/or inserts
- Inserting printed matter and CDs into cases
- Custom assembly and insertion into printed publications

**A.2.6.8 Category 8 (*applicable to SA holders qualified for Stream E*) – Specialized Security Printing of bound booklets (up to 48 pages + cover) produced with security features.**

Potential services could include:

- Output and printing from supplied files
- Security printing techniques such as (but not limited to) micro-printing

- Paper with security features
- Limited security features, such as (but not limited to) holograms, bar codes etc..
- Unprinted lamination page
- Binding and finishing of bound booklets as per the specifications (up to 48 pages + cover)

**A.2.6.9 Category 9 (*applicable to SA holders qualified for Stream E*) – Specialized Security Printing of labels and single part flat forms produced with security features.**

Potential services include:

- Output and printing from supplied files
- Security printing techniques such as (but not limited to) micro-printing
- Security papers
- Limited security features, such as (but not limited to) holograms, bar codes etc..
- Finishing as specified

**A.2.7 Additional Bindery Services**

Suppliers may be required to provide services in addition to the basic production operations required to produce the printed goods. Examples of potential services include:

- Gathering of multiple items in specified sequence
- Inserting items into kits – produced by, or supplied to, the Supplier
- Custom assembly of multiple component kits/packages
- Collating tabs with printed sheets
- Loading of binders
- Supply of binders
- Custom packaging
- Perforation

**A.2.8 Delivery/Distribution Requirements (General)**

The following provides general work descriptions for distributing/mailling the products to be printed under this Supply Arrangement. Detailed specifications will be provided to suppliers in the RFP during the process for selecting a Supplier for specific projects.

If the delivery address(es) is(are) not provided as part of the RFP, shipping costs will be extra to the prices submitted. In this case, shipping costs incurred will be paid at cost, with no allowance for profit or overhead, and upon receipt of proper cost support documentation.

**A.2.8.1 Delivery**

The Supplier will be required to ship the items printed to the destination(s) specified.

- Delivery of the goods may be made to one (1) or to multiple destinations.
- Deliveries will normally be within Canada, however, some deliveries may be to international destinations.
- The Supplier is solely responsible for the safe delivery of all goods. Any damaged goods will be replaced by the Supplier at their expense.

- Suppliers must ensure that the distribution of all goods completed under contracts resulting from this supply arrangement is in accordance with the security requirement of the Contract.
- The Supplier is responsible for the tracking of shipments up to confirmation of receipt at destination, for all material.
- The Supplier is responsible for determining the most economical means of shipping/transport, suitable to meet the specified delivery date.
- The Supplier is also responsible for the collection and (re)shipping of any returned items (from and to the address[es] specified in the original Contract).

#### **A.2.8.1.1 Multiple Addresses (Mailing and distribution)**

- A distribution list showing the delivery addresses and the quantity of goods going to each address will be supplied for projects requiring multiple deliveries.
- The Supplier will not be required to manage any lists. A new distribution/ mailing list will be supplied to the Supplier each time
- When available, the list will be provided as part of the RFP and suppliers will include the price for shipping in their prices submitted.
- If the list is not available as part of the RFP, shipping costs will be extra to the prices submitted. In this case, shipping costs incurred will be paid at cost, with no allowance for profit or overhead, and upon receipt of proper cost support documentation.
- Postage costs will be extra to the prices submitted. In this case, shipping costs incurred will be paid at cost, with no allowance for profit or overhead, and upon receipt of proper cost support documentation.
- The Supplier is responsible for the output, supply and printing on labels or envelopes from supplied hard copy or electronic mailing lists.

#### **A.2.8.2 Packaging**

All cartons, boxes and packing material must be recyclable and/or compostable and/or reusable unless otherwise specified by the Project Authority for the Contract.

For this Supply Arrangement, only cartons/boxes having a minimum 70% recycled content from manufacturers 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 (CSA/SFMS) will be acceptable.

Packaging must be appropriate for the quantity of goods being shipped.

- Where size permits, the goods will normally be delivered in cartons suitable for the size of the order.
- Cartons are not to exceed 35 lbs in weight.
- Cartons used for shipping the printed goods should be blank, unless printing of the cartons is required under the RFP for supplier selection.
- Unit packaging such as banding, shrink-wrapping or paper wrapping may be required within cartons.
- Unit quantities will be dependent on specific requirements. Paper wrapping is preferable.
- Posters may be required to be shipped flat with stiff cardboard at top and bottom of the package and paper wrapped or rolled and shipped in tubes, possibly with end caps.

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### **A.2.8.3 Labelling**

The following instructions apply to goods produced under the Supply Arrangement unless otherwise stipulated by the Project Authority for individual contracts.

- Labels must be made from recycled paper.
- Each carton or parcel prepared for delivery must be properly identified with labels showing the department name, item title, item description, number of units within, catalogue or item number, date of printing, language (e.g. French, English or bilingual), contract number.
- Labels for orders requiring multiple cartons or packages shall show the total number of cartons and the number of each carton/parcel in the shipment.
- Placement of labels on the cartons will be specified for individual contracts.
- Any wrapped units within a package must be labelled with the title, number of pieces and the catalogue or item number.
- Labels must be printed in French and English.

Refer to Appendix 1 - Labelling

### **A.2.8.4 Shipping Notification**

The Supplier is responsible for making all arrangements with the destination addresses to schedule a time and date for delivery of the completed order.

Any scheduled delivery date cannot be changed unless approved in writing by the Project Authority.

If specified in the contract, a notice must be provided in writing (by facsimile) 24 to 48 hours prior to shipping any completed order.

Destination addresses retain the right to refuse shipments when prior arrangements/notification has not been made.

Notification to the destination address is to include the following information:

- Item title and type of product (Description)
- Quantity of each item
- Shipping date
- Supply arrangement and Contract Number
- Contact name and telephone number
- Type of transport vehicle.

### **A.2.8.5 Pallets / Skids**

The following instructions apply to goods produced under the Supply Arrangement unless otherwise stipulated by the Project Authority for individual contracts.

- Skids of material will be wrapped or strapped
- The Supplier must use four-way partial or block style pallets with three lateral runners at the bottom of the pallet – one (1) at each end and one (1) in the middle. Spruce wood construction 3" nail, 8 nails per board to sustain weight of 2,500 lbs.
- Unless otherwise specified in individual RFPs, skids/pallets are to be a standard 40" x 48", four way entry with a 4" fork opening.
- Skids, including printed material, must not exceed 57" in height.

#### **A.2.8.6 Packing Slips**

All shipping materials such as envelopes, cartons or pallets must include a bilingual packing slip that shows the document numbers, document titles, quantity per package and number of packages of any documents inside.

#### **A.2.8.7 Storage**

At times, the Supplier may be required to store the printed material for short periods before delivering it. The material must be stored in a manner to protect it from damage caused by weather and other sources. This service does not encompass entering goods into a warehouse inventory with on-going order fulfillment.

### **A.2.9 Supply Arrangement - Material Supplied**

#### **A.2.9.1 Hard Media**

The material for reproduction will normally be supplied as print compliant PDF files, files from industry-accepted graphics design software or files done in standard business software applications on a variety of hard media. Normally, files will be supplied with any required graphics, illustrations and photos in place. Laser proofs of the files will be supplied with the files.

#### **A.2.9.2 Electronic Transfer**

The files for reproduction may be supplied to the Supplier via e-mail or file transfer. The files will normally be supplied as print compliant PDF files, files from industry-accepted graphics design software or files done in standard business software applications. Normally, files will be supplied with any required graphics, illustrations and photos in place.

Normally laser proofs from the supplied file may be couriered to, or picked up by, the Supplier. The Project Authority and Supplier may also elect to dispense with client supplied laser proofs.

Departmental security restrictions will normally prevent a Supplier accessing files from a Government hosted site. Suppliers will be expected to host any file transfer activities.

#### **A.2.9.3 File Processing**

The Supplier will preflight supplied files within 24 hours of their reception. The Supplier must contact the Project Authority immediately if supplied media varies from the description of the material supplied as stated in the specifications of the RFP.

The Supplier must also contact the Project Authority immediately if there are problems accessing or processing the files, outputting film/imaging plates or printing from the supplied files.

##### **A.2.9.3.1 Support for High Resolution Colour Printing**

Certain contracts may require the Supplier to work within established standards for colour printing requiring calibration of print devices and file processing based on PDF/X standards. The RFPs for such contracts will contain criteria for evaluating bidder's capabilities to meet these requirements.

#### **A.2.9.4 Other Material Supplied**

- For some requirements, material may be supplied as hard copy for text, illustrations or photographs. The Supplier may be required to scan and/or merge the various elements into a print ready file.
- Printing negatives may be supplied for some requirements.

## A.2.10 Supply Arrangement - Proofs

Proofs will be required as requested. The Supplier must provide the proofs for each requirement to the identified Project Authority.

- The Supplier must supply proofs electronically to the Project Authority as PDF files unless otherwise specified in the RFP.
- The Supplier must have the capability to provide proofs via e-mail, FTP and/or the Supplier's internet proofing site for clients to review proofs. The Supplier and Project Authority will define a mutually agreed to protocol for the transfer and approval of the proofs.
- When hard copy proofs are specified in the RFP, the Supplier must supply the proofs as requested. Proofs may be one-off copies (bindery proof), digital proof or blueprints (backed up, folded and trimmed to size, with all elements such as charts, graphics, and photographs in position) or hi-resolution or low-resolution colour proofs.
- The Supplier must deliver to and collect paper proofs from the Proofs address identified in the Contract.
- Press checks may be required for certain projects. The requirement for a press check will be detailed in the RFP during the process for selecting a Supplier for specific projects.
- A production schedule outlining production and return of proofs will be agreed to between the client and Supplier before the work is started.

## A.2.11 Supply arrangement - Production Schedules / Service Standards

### A.2.11.1 Stream A Business Cards (*if applicable to the Supplier*):

#### A.2.11.1.1 Regular Service – Business card printing

Delivery of the required material **10 business days** from the time contract is received from the ordering office.

- Proofs will be delivered within 3 business days of receipt of the contract and the supplied material.
- Proofs should be returned by Identified User within 2 business days of receipt of the proofs.
- Delivery of final product within 5 business days of the receipt of the approved proofs by the supplier.

#### A.2.11.1.2 Rush Service – Business card printing

Delivery of the required material **5 business days** from the time contract is received from the ordering office.

- Proofs will be delivered within 2 business days of receipt of the contract and the required material.
- Proofs should be returned by Identified User within 1 business day of receipt of the proofs.
- Delivery of final product within 2 business days of the receipt of the approved proofs by the supplier.

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**A.2.11.2 Stream B: Reprographics/Duplicating (*if applicable to the Supplier*):**

**A.2.11.2.1 Regular Service – Copying Services**

Delivery of the required material 1 business day from the time contract is received from the ordering office.

- If required, proofs will be delivered within 6 hours of receipt of the contract/order and the required material delivered within 12 hours of the receipt of the approved proofs by the supplier.
- Hard media will be picked up within 4 hours of order placement.
- Orders placed after 2 p.m. or within 3 hours of close of business during supplier's normal hours of operation will be considered next day delivery.
- Scheduled pick-up and delivery service may be negotiated between a supplier and a user department.

**A.2.11.2.2 Urgent Service – Copying Services:**

Urgent service means delivery of the required material within 8 hours from the time the contract is received in the Supplier's facility. Should hard copy be supplied the delivery requirement will be based on the time of pickup of the material for reproduction

**A.2.11.2.3 Duplicating Services:**

The required delivery date for each project will be stated in the RFP during the process for selecting a Supplier for specific projects.

Failure by a Supplier to adhere to the required delivery date, not due to circumstances attributable to client activities, may result in PWGSC applying vendor performance measures including removal of the Supplier from the Supply Arrangement.

**A.2.11.3 Stream C: Low Quantity / Stream D: High Quantity / Stream E : Specialty Security Printing (*if applicable to the Supplier*):**

The required delivery date for each project will be stated in the RFP during the process for selecting a Supplier for specific projects.

Failure by a Supplier to adhere to the required delivery date, not due to circumstances attributable to client activities, may result in PWGSC applying vendor performance measures including removal of the Supplier from the Supply Arrangement.

**A.2.12 Supply Arrangement - Consulting**

Contracts for the on-going supply of goods over an extended period of time may contain a provision for the Supplier to provide consulting services to the Project Authority for process improvements and cost reduction.

**A.2.13 Supply Arrangement – Components**

All components required to complete a contract, whether produced or purchased by the Supplier, or provided to the Supplier are the property of the Government of Canada.

- The Supplier must return all components to the client authority identified in each contract within five working days of receiving the request to do so and at no additional cost to Canada.
- Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.
- Components include any electronic files that the Supplier may be holding as part of a contract.



- Suppliers must provide a copy of the final electronic file used to print the requirement. Invoices will not be paid until final electronic files are received. The Supplier must download the files to appropriate media, CD, DVD, etc. as requested. The Supplier must identify the files being returned by labelling the media with the files contained on it and also providing a hard copy printout identifying all files on the media.

#### **A.2.14 Quality assurance**

##### **Quality Assurance by Supplier:**

The Supplier will perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex A Statement of Work and individual contracts.

Items may be rejected for problems including (but not limited to) the following:

- Failure to follow contract specifications at the start of the project
- Failure to provide proofs as specified
- Final product not in accordance with the final approved artwork/proofs.
- Image problems not resulting from supplied components including, but not limited to, offsetting, blurred print/images or inconsistent ink density, etc..
- Damaged shipments.

#### **A.2.15 Author's Alterations (AA)**

The Supplier will perform all authorized author's alterations as requested by the client in writing and in accordance with the Part B Resulting Contract Clauses of this Supply Arrangement.

Solicitation No. - N° de l'invitation  
EN578-201407/C  
Client Ref. No. - N° de réf. du client  
EN578-201407

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw010.EN578-201407

Buyer ID - Id de l'acheteur  
cw001  
CCC No./N° CCC - FMS No./N° VME



## APPENDIX 1 – LABELLING REQUIREMENTS (UNLESS OTHERWISE SPECIFIED IN THE CONTRACT)

Please label boxes with the following information:  
Veuillez étiqueter les boîtes avec l'information suivante :

SHIP TO:		LIVRER AU :	
INVOICE TO:		FACTURER À :	

..... FOLD ..... PLIER .....

LPO or Contract No.: N° de commande d'achat local ou de contrat :		
Name of Printer: Nom de l'imprimeur :		
Date of Printing: Date d'impression :	ISBN No: N° ISBN :	
Publication/Form/Product No: N° de la publication, du formulaire ou du produit :	Catalogue No: N° de catalogue :	
Description: Description :		
Language: Langue :	Weight Per Box: Poids par boîte :	
<b>NOTE: MAXIMUM WEIGHT PER BOX IS 35 LBS OR 16 KG.</b> <b>NOTE : POIDS MAXIMUM ACCEPTÉ PAR BOÎTE EST 35 lb ou 16 kg.</b>		
Quantity per bundle Quantité d'articles par paquet	Number of bundles in box Nombre de paquets par boîte	Total Quantity in Box Nombre total dans la boîte
_____	_____	_____
(If bundled) (Si les articles sont assemblés en paquets)	(If bundled) (Si les articles sont assemblés en paquets)	

 Government of Canada	Gouvernement du Canada	
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## ANNEX B

### CORPORATE PROFILE

An MS Word file of this annex, for **Suppliers to complete and submit with their arrangement**, will be provided with the Request for Supply Arrangement (distributed as an electronic attachment on the Government Electronic Tendering Service [GETS]).

Suppliers are requested to complete the following corporate profile.

**If the Corporate Profile is not completed with the supplier's arrangement, Canada will request the Supplier to complete it prior to authorization.** Suppliers may add additional pages as required to describe its vendor profile (i.e. range of production equipment, production facilities, etc).

Suppliers are encouraged to provide the profile in French and English as this profile will be posted on the SO Index as part of the general information available for each authorized Supply Arrangement.

Should the Supplier have more than one production facility in Canada, a description of each of the facilities may be provided.

Suppliers are to address each of the points listed. In addition to the basic information requested, Suppliers may include whatever information they believe will enhance the understanding of their corporate capabilities.

The corporate profile will not be considered in the evaluation process for this RFSA and only profiles of authorized Supplier Arrangement holders will be posted on the SO Index.

### SECTION 1 : TITULAIRE DE L'ARRANGEMENT EN MATIÈRE D'APPROVISIONNEMENT

<b>1.1 CORPORATE NAME :</b>	
<b>1.2 CORPORATE ADDRESS</b> Civic Number / Street name City, Province / Territory Postal Code	
<b>Business Hours</b>	
<b>1.3 PRINCIPAL CONTACT METHODS:</b>	
<b>Primary Contact (Name)</b>	
<b>Alternate (Name)</b>	
<b>Corporate Web site :</b>	
<b>Telephone :</b>	
<b>Cell :</b>	
<b>E-mail :</b>	

Solicitation No. - N° de l'invitation  
EN578-201407/C  
Client Ref. No. - N° de réf. du client  
EN578-201407

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cw010.EN578-201407

Buyer ID - Id de l'acheteur  
cw001  
CCC No./N° CCC - FMS No./N° VME

**Facsimile :**

#### 1.4 PROCUREMENT BUSINESS NUMBER:

**The Supplier must provide its Procurement Business Number.**

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Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

#### 1.5 OTHER SUPPLIER FACILITIES

Should the supplier have more than one production facility in Canada, a description of each of the facilities should be provided.

Production Facilities	Location / Address Street Number / Street Name, City, Province, Territory Postal Code	Business Hours

#### SECTION 2: STREAMS / REGIONS: SUPPLY ARRANGEMENT

The Supplier must select the printing stream or streams and the region or regions for which you wish to be pre-qualified for:

##### 2.1 Supply Arrangement Streams –

The Supplier holds a valid Supply Arrangement for the following streams:

Stream A – Business Cards	Stream B – Reprographics / Duplicating	Stream C – Low Quantity	Stream D – High Quantity	Stream E – Specialty Security Printing
( )	( )	( )	( )	( )

## 2.2 Supply Arrangement Regions –

The region or regions for which the Supplier wishes to be pre-qualified for:

Region 1 Atlantic Region (Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador)	Region 2 Quebec Region (outside the National Capital Region [Gatineau/Ottawa])	Region 3 National Capital Region (NCR)	Region 4 Ontario Region (outside the National Capital Region [Gatineau/Ottawa])	Region 5 Western Region (Manitoba, Saskatchewan, Alberta, Northwest Territories and Nunavut)	Region 6 Pacific Region (British Columbia and Yukon territory)
( )	( )	( )	( )	( )	( )

### SECTION 3: PROCUREMENT STRATEGY FOR ABORIGINAL BUSINESS

**The Supplier must check one applicable box below:**

<input type="checkbox"/>	The Supplier <b>is</b> an Aboriginal business
<input type="checkbox"/>	The Supplier <b>is not</b> an Aboriginal business

If the Supplier is either a joint venture consisting of two (2) or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business, the Supplier will only be considered for both lists if the Supplier meets all of the conditions of the Set Aside Program for Aboriginal Business **and** none of the firms in the joint venture have also submitted an arrangement as a single entity.

### SECTION 4: STATUS OF SECURITY Clearance Profile (if applicable)

**The Supplier must indicate the current security level of their firm and include proof with their arrangement:**

Personnel Security Screening		Document Safeguarding		DOS or FSC	
Reliability	<input type="checkbox"/>	Document Safeguarding at Protected A	<input type="checkbox"/>	Designated Organization Screening (DOS)	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	Document Safeguarding at Protected B	<input type="checkbox"/>	Designated Organization Screening (DOS)	<input type="checkbox"/>
Secret	<input type="checkbox"/>	Document Safeguarding at Secret	<input type="checkbox"/>	Facility Security Clearance - Secret	<input type="checkbox"/>

### SECTION 5 - 8: SERVICES PROVIDED:

#### Instructions:

- For Section 5, Production Capacity, Suppliers are requested to provide information on their production capabilities in the tables below. Use one row for each piece of equipment described. Suppliers may add rows to the table as required to describe the range of production equipment in their facility.
- For Sections 6 - 8, Suppliers are to provide the information in the spaces allocated for each.

## SECTION 5: PRODUCTION CAPACITY:

**Suppliers must identify the equipment and the Supplier's capacity for each stream indicated in Part 1 above.** Information requested for the Production Capacity includes, but not limited to: printing presses, bindery equipment, number of units, monochrome/colour, resolution, output speed, paper size, finishing capability, input capability, additional machine capability, etc., in keeping with the required services of Annex A, Statement of Work.

### 5.1 STREAM A: BUSINESS CARDS

Devices					
- Monochrome device (black or black + 1 colour or more)					
- Colour device (full colour / four colour process)					
Equipment and Number of Units –	Resolution – Colour or Monochrome	Output Speed 8.5" x 11"	Paper Size: Minimum and Maximum	Finishing Capability	Input Capability

### 5.2 STREAM B: REPROGRAPHICS/DUPLICATING

Printers/Copiers (					
- Monochrome printer/copier (black or black + 1 colour or more)					
- Colour printer/copier (full colour / four colour process)					
Equipment and Number of Units –	Resolution – Colour or Monochrome	Output Speed 8.5" x 11"	Paper Size: Minimum and Maximum	Finishing Capability	Input Capability

### 5.3 STREAM C: LOW QUANTITY AND STREAM D: HIGH QUANTITY

Presses (Digital/Offset/Web)					
Presses (model etc)	Number of Presses	Number of Printing Units (colours printed at one time)	Paper size: Minimum and Maximum	Perfecting Capabilities (Press can print on both sides of the sheet at a the same time)	Additional Press Capabilities



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#### 5.4 STREAM E: SPECIALTY SECURITY PRINTING

Presses (Digital/Offset/Web)					
Presses (model etc)	Number of Presses	Number of Printing Units (colours printed at one time)	Paper size: Minimum and Maximum	Perfecting Capabilities (Press can print on both sides of the sheet at a the same time)	Additional Press Capabilities

#### 5.5 BINDERY CAPACITY

5.4.1 Bindery Equipment (Folders)					
Equipment (model etc)	Number of machines	Number of folds and panel sizes	Paper size: Minimum and Maximum	Signature Size (Number of pages)	Additional machine capabilities

5.5.2 Bindery Equipment (Perfect Binders)					
Equipment (model etc)	Number of machines	Size of Bound Book Minimum and Maximum	Paper size: Minimum and Maximum	Minimum and Maximum Page Format + Covers	Additional machine capabilities

### 5.5.3 Bindery Equipment (Saddle Stitchers)

Equipment (model etc)	Number of machines	Size of Bound Book Minimum and Maximum	Paper size: Minimum and Maximum	Minimum and Maximum Page Format + Covers	Additional machine capabilities

### 5.5.4 Bindery Equipment (Wire Stitcher - Not Saddle stitch)

Equipment (model etc)	Number of machines	Size of Bound Book Minimum and Maximum	Paper size: Minimum and Maximum	Minimum and Maximum Page Format + Covers	Additional machine capabilities

### 5.6 ADDITIONAL BINDERY EQUIPMENT AND BINDERY SERVICES AVAILABLE (IN KEEPING WITH THE REQUIRED SERVICES OF THE ANNEX A STATEMENT OF WORK):

Such as equipment for the production of Cerlox binding, Wire "O" binding, die-cutters and any other bindery equipment not previously listed. Suppliers may add tables as required to describe the range of production equipment in their facility.

### Bindery Equipment (Spiral Binding, Cerlox binding, Wire "O" binding, die-cutters and any other bindery equipment not previously listed)

Type of Equipment and Model	Number of machines	Size of Finished product Minimum and Maximum	Paper size: Minimum and Maximum	Minimum and Maximum Page Format + Covers	Additional machine capabilities

## SECTION 6: FORMATS FOR REPRODUCTION

6.1 Electronic Files (File Types, Applications and Operating Systems Supported):	
1	
2	
3	
4	
5	

6.2 Hard Media and Additional Types Accepted and Format Considerations:				
CD	USB	DVD	Paper / hard copy	Other

## SECTION 7: FILE TRANSFER CAPACITY

7.1 E-mail	
E-mail download capacity:	
E-mail server capacity:	
E-mail management procedures:	
7.2 File Transfer:	
File transfer download capacity:	
File transfer security capability:	
File transfer server capability:	
File transfer server security capability	
File transfer management procedures	

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## SECTION 8: ADDITIONAL INFORMATION

<b>8.1 Additional processing and imaging services (including capability for the reproduction of on electronic media as described in the Annex A Statement of Work)</b>	
<b>8.2 ADDITIONAL / RELATED SERVICES</b> <b>Select the additional and/or related in-house printing services provided</b>	
<b>Scanning / Imaging</b>	
<b>Wide format printing /scanning</b>	
<b>Braille printing</b>	
<b>Kitting and assembly</b>	
<b>Tabs</b>	
<b>File folders</b>	
<b>Dry mounting</b>	
<b>Silk screen printing</b>	
<b>Foil Stamping and Embossing</b>	
<b>Other:</b>	

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

There are three (3) basic levels of security clearance:

- Level 1: Personnel - Reliability Status ; and Designated Organization Screening with approved Document Safeguarding at the level of Protected A
- Level 2: Personnel - Reliability Status ; and Designated Organization Screening with approved Document Safeguarding at the level of Protected B
- Level 3: Personnel - Secret ; and Facility Security Clearance with approved Document Safeguarding at the level of Secret

**PDF Files distributed as an electronic attachment on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca)**

## **ANNEX D**

### **SUPPLY ARRANGEMENT USAGE REPORTS**

#### **D.1 Quarterly Reports:**

Suppliers must report, on a quarterly basis, on all contracts awarded to them under the Supply Arrangement, by issuing to the CPD SA Authority a report which contains the following data:

- Identified User (i.e. Department name, Region, contact and telephone number, etc.);
- SA number;
- Contract numbers;
- Contract values;
- Contract period (start and end date);
- Region and Province where the work is being conducted; and
- Region and Province where finished product is being delivered.

In addition, all amendments made against the original contract must also be reported.

#### **D.2 Periodic Comprehensive Reports**

Periodically, the Supplier will be requested by the Supply Arrangement Authority to submit a comprehensive status report providing:

- 1) a list of all printing contracts completed at the time of the request,
- 2) the types of printing items required in each of these completed contracts,
- 3) the Identified User for which each contract was carried out,
- 4) the amount of each completed contract and
- 5) the total value of all completed contracts.

**D.3** The Supplier understands that it is its responsibility to implement a system for tracking contracts issued against this Supply Arrangement in order to provide the necessary quarterly and periodic comprehensive usage reports.

**Failure to comply may result in the suspension or cancellation of the Supply Arrangement.**

The final report is to provide a list of contracts that represent approximately the total value.

**Return to: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)**

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QUARTERLY USAGE REPORT

1	SA Number:	EN578-201407/ /CW									
2	Supplier Name :										
3	Reporting Period :										
	Contract Date	Designated User and Contact information	Designated User - Region	Contract Number	Quantities	Category	Stream	Region of delivery	Shipping costs	Total Contract Value (applicable taxes extra)	Total Value (applicable taxes included)



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## **ANNEX E**

### **EVALUATION GRID – STREAM A - BUSINESS CARDS**

#### **REQUEST FOR SUPPLY ARRANGEMENT: EN578-201407/C**

##### **For Suppliers submitting an arrangement for Stream A: Business Cards**

##### **Stream A: Business Cards:**

List of supply arrangement holders to produce printing requirements with quantities as follows:

Category 1 - Business cards as described in the Annex A Statement of Work: **All quantities.**

**PDF Files distributed as an electronic attachment on the Government Electronic Tendering Service (GETS)**

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## ANNEX F

### EVALUATION GRID – STREAM B - REPROGRAPHICS/DUPLICATING REQUIREMENTS

#### REQUEST FOR SUPPLY ARRANGEMENT: EN578-201407/C

#### For Suppliers submitting an arrangement for Stream B: Reprographics/Duplicating

##### Stream B: Reprographics/Duplicating:

**The maximum flat sheet size for any product produced as a Group B requirement is 13" x 40".**

List of supply arrangement holders to produce reprographics/duplicating requirements with quantities as follows:

- Category 2 - Loose sheet products as described in the Annex A Statement of Work:
  - maximum flat sheet size (13" x 19") Quantities up to 25,000 individual sheets,
  - maximum flat sheet size (13" x 40") Quantities up to 500 individual sheets.
- Category 3 - Bound publications as described in the Annex A Statement of Work: Quantities up to 3,000 individual bound books.
- Category 4 - Specialty single sheet products as described in the Annex A Statement of Work: Quantities up to 3,000 individual pieces.
- Category 5 - Other types of related printed products as described in the Annex A Statement of Work: Quantities up to 3,000 individual pieces.
- Category 7 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents as described in the Annex A Statement of Work: Quantities up to 2,000 pieces individual pieces.

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## **ANNEX G**

### **EVALUATION GRID – STREAM C - LOW QUANTITY**

#### **REQUEST FOR SUPPLY ARRANGEMENT: EN578-201407/C**

#### **For Suppliers submitting an arrangement for Stream C: Low Quantity**

##### **Stream C: Low Quantity:**

List of supply arrangement holders to produce printing requirements with quantities as follows:

- Category 2 - Loose sheet products as described in the Annex A Statement of Work: Quantities up to 100,000 individual sheets.
- Category 3 - Bound publications as described in the Annex A Statement of Work: Quantities up to 30,000 individual bound books.
- Category 4 - Specialty single sheet products as described in the Annex A Statement of Work: Quantities up to 30,000 individual pieces.
- Category 5 - Other types of related printed products as described in the Annex A Statement of Work: Quantities up to 15,000 individual pieces.
- Category 6 - Personalization of certificates and similar printed products (variable imaging): Quantities up to 100,000 individual pieces.
- Category 7 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents as described in the Annex A Statement of Work: Quantities up to 10,000 pieces individual pieces.

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## **ANNEX H**

### **EVALUATION GRID – STREAM D - HIGH QUANTITY REQUIREMENTS**

#### **REQUEST FOR SUPPLY ARRANGEMENT: EN578-201407/C**

#### **For Suppliers submitting an arrangement for Stream D: High Quantity**

##### **Stream D: High Quantity:**

List of supply arrangement holders to produce printing requirements with quantities as follows:

- Category 2 - Loose sheet products as described in the Annex A Statement of Work: Quantities greater than 100,000 individual sheets.
- Category 3 - Bound publications as described in the Annex A Statement of Work: Quantities greater than 30,000 individual bound books.
- Category 4 - Specialty single sheet products as described in the Annex A Statement of Work: Quantities greater than 30,000 individual pieces.
- Category 5 - Other types of related printed products as described in the Annex A Statement of Work: Quantities greater than 15,000 individual pieces.
- Category 6 - Personalization of certificates and similar printed products (variable imaging): Quantities greater than 100,000 individual pieces.
- Category 7 - Reproduction of publications and other print matter on electronic media from supplied master or hard copy documents as described in the Annex A Statement of Work: Quantities greater than 10,000 pieces individual pieces.

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## **ANNEX I**

### **EVALUATION GRID – STREAM E – SPECIALIZED SECURITY PRINTING**

#### **REQUEST FOR SUPPLY ARRANGEMENT: EN578-201407/C**

#### **For Suppliers submitting an arrangement for Stream E: Specialized Security Printing**

##### **Stream E: Specialized Security Printing:**

List of supply arrangement holders to provide specialty security printing services with quantities as follows:

- Category 8 - Specialized Security Printing of Bound booklets produced with security features as described in the Annex A Statement of Work: Quantities greater than 20,000 individual bound books.
- Category 9 - Specialized Security Printing of labels and single part flat forms produced with security features as described in the Annex A Statement of Work: Quantities greater than 20,000 individual pieces.

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## ANNEX J

### QUESTIONS AND ANSWERS

#### Question 1:

In addition to the Technical, Certifications and Additional Information Sections, can you please advise if there is a specific format to be used for the submission of responses?

I have read through the bid information and finally I was not sure if I needed to download templates to submit our information or do we supply it as a WORD.doc using the sections letters and numbers (i.e- B. 6.1.3 etc), this is how we did it last time but this documentation seems different than the previous solicitation. I went to the coordinates listed (like [www.publicserviceapp.tpsgc-pwgsc.gc.ca](http://www.publicserviceapp.tpsgc-pwgsc.gc.ca)), but get the message that the server is not recognized.

Can you let me know if there is a problem at your end or am I not understanding the correct procedure?

#### Response 1:

Canada requests that the Supplier submits its arrangement in accordance with instructions provided in Part 3. In addition, Canada requests that Suppliers submit their arrangements electronically.

Information on how to format their submissions (arrangement) is found in the RFSA at *Part 3: Arrangement Preparation Instructions*, starting at section 3.1.1.

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

- Section I: Technical Arrangement (Stream A and/or Stream B and/or Stream C and/or Stream D and/or Stream E)
- Section II: Certifications
- Section III: Additional Information

Documents in Word format or PDF files are acceptable. It is a good idea to identify the letters and numbers of the section to which the Supplier is responding to in the submission.

The mandatory technical criteria and the point rated technical criteria for each stream are included in the Annexes (the evaluation grids) distributed as electronic attachments on the Government Electronic Tendering Service (GETS). These evaluation grids are **not to be used as a “fill in the blanks” form to be submitted without specific details** included in the arrangement to describe each required element of the evaluation criteria.

#### Question 2:

We can't get the link in section **6.1.1** to work.

#### Response 2:

This identified link is for the use of the Identified Users for their procurement processes conducted under the Supply Arrangement and is not available to organizations outside of the Government of Canada. Suppliers are not responsible for creating the first page of the Bid Solicitation nor are they responsible for creating the first page of the resulting contract document as part of any bid submission.

### Question 3:

Is there an email address that an electronic submission to the RFSA can be submitted through?

### Response 3:

As specified in **PART 2 - SUPPLIER INSTRUCTIONS**, section **2.2 Submission of Arrangements**:

For suppliers choosing to submit arrangements using epost Connect, the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

**Note: Arrangements will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2008, or to send arrangements through an epost Connect message if the supplier is using its own licensing agreement for epost Connect.**

### Question 4:

Can you confirm that there is no requirement to submit a pricing grid for responding to this RFSA?

### Response 4:

No pricing schedule is to be provided in response to this Request for Supply Arrangement (RFSA). Prices will only be required for individual Requests for Quotations / Proposals conducted under any resulting Supply Arrangements.

### Question 5:

**Evaluation Grids – Mandatory criterion M.3:** There is a column asking for “*Reference to Supplier’s Arrangement*”. Since we do not have a current SA, we are wondering what is required in this column.

Evaluation criteria			
	Compliant	Not Compliant	Reference to Supplier's Arrangement

### Response 5:

The column “*Reference to Supplier’s Arrangement*” in the evaluation grids for each stream is only to indicate the page number in the Supplier’s submitted response (arrangement) where the required information can be found. The Supplier’s *arrangement* is the submission submitted by the Supplier in response to this RFSA. The resulting document (if a supplier is successful) is a Supply Arrangement (SA).

### Question 6:

**Evaluation Grids – Mandatory Criterion M.3:** Are the customers required to be government departments, or can we use print jobs from our commercial customers?

### Response 6:

The Supplier must demonstrate that it has been contractually bound to the specified number of different “external clients” as defined in the as defined in the RFSA. These contracts are not limited to government departments, they can also be any external commercial / private sector customers.



**Question 7:**

We will likely deliver a hard copy submission to PSPC bid receiving. Can you please confirm how many hard copies are required?

**Response 7:**

While the PSPC Bid Receiving Unit (BRU) is operational, due to the current situation with Covid-19, **Canada requests that all Bid submissions be provided through Epost connect** (either the PSPC account or the Supplier's own account) to ensure that arrangements are received and processed on time.

If suppliers decide to submit a paper copy directly to the BRU they must provide one hard copy (paper) **and** one complete copy of the submitted arrangement on USB.

**Question 8:**

We are interested in pursuing Level 2 Document Safeguarding as part of our Reliability Status. You indicate that we could request this from you? I understand that we do not need this certification to hold the SA, however we would like to be considered for printing opportunities by those departments that have this requirement. Wondering how to proceed?

**Response 8:**

Suppliers who do not currently hold a valid security clearance as stipulated above may request sponsorship to obtain either of the levels of security specified for this RFSA. Suppliers must submit their request in writing to the Supply Arrangement Authority by e-mail at: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca).

For more information on personnel and organization security screening or security clauses, Suppliers should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

**Question 9:**

Can we send in our response to this SA after the closing date? If so what are the impacts?

**Response 9:**

If you choose to submit your bid after the closing date, it will not be accepted in response to this current RFSA (EN578-201407/C).

**Question 10:**

We are assuming that we, as a distributor, may respond to this RFSA as the Supplier, working with a printing manufacturer. Is this correct?

**Response 10:**

As indicated in the 2008 *Standard Instructions - Request for Supply Arrangements - Goods or Services* included by reference in this RFSA, article 04 (2008-12-12) *Definition of Supplier*: "**Supplier" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an arrangement. It does not include the parent, subsidiaries or other affiliates of the Supplier, or its subcontractors.**

**AND**

As indicated in the 2008 - 16 (2012-03-02) *Joint venture*: A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit an arrangement together on a requirement.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2008/20#joint-venture>

It is important to note however that the arrangements **submitted for each stream by suppliers** must meet all of the mandatory technical criteria and must obtain the minimum overall score required for the technical evaluation criteria which are subject to point rating.

If the Supplier is submitting the arrangement as a Joint Venture then the experience and certifications etc.. of all Joint Venture partners can be provided to meet the requirements for the purposes of evaluation.

Please note however that if a supplier is submitting as a "Joint Venture" to be included on the list of suppliers for any of the streams (for example Stream A and Stream B), none of the joint venture partners would be considered separately for the same list in which the joint venture was included.

If on the other hand the Supplier's legal entity submits an arrangement (under its own legal entity) for one (1) or two (2) of the streams (for example Stream A and Stream B) the Supplier could also submit as a Joint Venture for the other streams (for example Stream C or Stream D) that it did not submit to under its own legal entity

#### Question 11:

Reference: Security levels

- a) If we submit an arrangement as a joint venture, does our joint venture partner also need to have the same level of security as we have?
- b) Do our sub-contractors also need to have the same level of security that we (as the Supplier) have?

#### Response 11:

- a) Yes, the supplier (and in the case of a joint venture - all persons or entities) must hold a valid security clearance at the indicated level.
- b) Organizations must ensure that subcontractors obtain the required security screening before working on contracts with security requirements.

As specified in 1.3 *Security Requirements* of PART 1, sub-section 1.3.1

There is no mandatory security requirement associated with qualifying as a Supplier under the Supply Arrangement for Stream A, Stream B, Stream C and Stream D.

Although there is no security requirement required to be a supplier under the Supply Arrangement for Stream A, Stream B, Stream C and Stream D, suppliers may be required to meet security requirement on subsequent RFP Request. For any contract requiring a security level, only Suppliers holding a valid security clearance at the required level will be considered.

However, only Suppliers holding a valid security clearance at Level 2 and/or Level 3 will be considered for Stream E.

#### Question 12:

M.3 Question regarding the corporate experience (Annex F)

each category requires up to 2 external clients and up to 4 contracts for each external client

Or

Each category requires 4 contracts total and not 4 PER Client...

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### Response 12:

As specified for Each Stream:

The Supplier must demonstrate that it has been contractually bound **to at least two (2) different external clients** to provide the printing services (as specified) for the minimum number of individual contracts as specified in the mandatory criterion (total contracts – not to each client).

For example: This could be 3 contracts with 1 client and 1 contract with another or any other combination.  
Or could be 4 different clients.