



**RETURN OFFERS TO:
RETOURNER LES OFFRES À:**

Bid Receiving/Réception des soumissions

Procurement & Contracting Services
5th Floor, 10065 Jasper Avenue
Edmonton, AB T5J 3B1

Fax No. - N° de FAX:

780-454-4523

**REQUEST FOR
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À
COMMANDES**

Offre à commandes individuelle régionale
(OCIR)

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires:

THIS DOCUMENT DOES NOT CONTAIN A
SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT NE COMPORTE PAS
UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet: Martin's Canadian Criminal Code book, Police Edition		Date Wednesday, April 14, 2021 / mercredi, 14 avril 2021
Solicitation No. – N° de l'invitation		M5000-21-04161/A
Client Reference No. – N° de référence du client		2021-04161
Solicitation Closes – L'invitation prend fin		
At / à :	2 :00 pm / 14h00	MST (Mountain Daylight Time) HNR (Heure Avancée du Rocheuses)
On / le :	Friday, May 14, 2021 / vendredi, 14 mai, 2021	
Delivery – Livraison See herein - Voir aux présentes	Taxes – Taxes See herein - Voir aux présentes	Duty – Droits See herein - Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Shawn Balaski, RCMP Procurement Officer shawn.m.balaski@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 780-670-8592	Facsimile No. – No. de télécopieur 780-454-4527	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings
- 1.4 Recourse Mechanisms
- 1.5 Anticipated migration to an e-Procurement Solution (EPS)

PART 2 - OFFEROR INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Offers
- 2.3 Enquiries - Request for Standing Offers
- 2.4 Applicable Laws
- 2.5 Promotion of Direct Deposit Initiative

PART 3 - OFFER PREPARATION INSTRUCTIONS

- 3.1 Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Required Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

- 6.1 Offer
- 6.2 Security Requirement
- 6.3 Standard Clauses and Conditions
- 6.4 Term of Standing Offer
- 6.5 Authorities
- 6.6 Identified Users
- 6.7 Call-up Procedures
- 6.8 Limitation of Call-ups
- 6.9 Priority of Documents
- 6.10 Procurement Ombudsman
- 6.11 Certifications and Additional Information
- 6.12 Applicable Laws
- 6.13 Transition to an e-Procurement Solution (EPS)

B. RESULTING CONTRACT CLAUSES

- 6.1 Requirement
- 6.2 Standard Clauses and Conditions
- 6.3 Term of Contract
- 6.4 Payment
- 6.5 Invoicing Instructions
- 6.6 *SACC Manual* Clauses
- 6.7 Shipping Instructions – Delivery at Destination
- 6.8 Environmental Considerations



List of Annexes:

- Annex A - Statement of Requirement
- Annex B - Basis of Payment
- Annex C - Mandatory Technical Criteria
- Annex D - Integrity Form Offeror's Information
- Annex E - Certificate of Independent Bid Determination
- Annex F - Checklist for Offer Submission



PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer 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 offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment and any other annexes

1.2 Summary

- 1.2.1 The Royal Canadian Mounted Police requires a Regional Individual Standing Offer (RISO) for the supply and delivery of Martin's Canadian Criminal Code book, Police Edition or Equivalent, in English to "D" Division, Winnipeg, MB and "Depot" Division, Regina, SK. Goods are to be provided as required during the period of the Standing Offer in accordance with the requirements, terms and conditions detailed/referenced in the tender document. The period for making call-ups against the Standing Offer is from award date for three (3) years.
- 1.2.2 "The requirement is subject to the provisions of the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the World Trade Organization Agreement on Government Procurement (WTO-AGP), and the Canadian Free Trade Agreement (CFTA)."

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.



1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

1.5 Anticipated migration to 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 Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006 \(2020-05-28\) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements](#), are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

Subsection 7.0 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete in its entirety

2.1.1 SACC Manual Clauses

B4024T (2020-07-01) No Substitute Products



2.2 Submission of Offers

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by email to RCMP will not be accepted.

NOTE: The RCMP has not been approved for offer submission by epost Connect service.

2.2.1 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

2.3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful Offeror on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I:** Technical Offer (two hard copies)
Section II: Financial Offer (one hard copy)
Section III: Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Offerors 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 Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes should be shown separately.

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex C, Mandatory Technical Criteria.

4.1.2 Financial Evaluation

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.1.1 Integrity Provisions

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

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).



5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Annex "X") has been developed by the federal Competition Bureau for use by the Contacting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer 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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

6.3.1 General Conditions

[2005 \(2017-06-21\) General Conditions - Standing Offers - Goods or Services](#), apply to and form part of the Standing Offer.



6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled "_____" (insert annex title). If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.
The quarterly reporting periods are defined as follows:

First quarter: April 1 to June 30
Second quarter: July 1 to September 30
Third quarter: October 1 to December 31
Fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from award date for one (1) year.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) - one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at in Part 6B section 6.7 Shipping Instructions of the Standing Offer.

6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Shawn Balaski
Royal Canadian Mounted Police
Telephone: 780-670-8592
Facsimile: 780-454-4527
E-mail address: shawn.m.balaski@rcmp-grc.gc.ca



The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Technical Authority

The Technical Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative (to be completed upon award)

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone : ____- ____- _____
Facsimile: ____- ____- _____
E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: NWR Procurement and D Division Stores, Depot & F Division Stores and K Divisional Stores, Royal Canadian Mounted Police.

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form 942, Call-up Against a Standing Offer or electronic version.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$80,000.00 (Applicable Taxes included).

6.9 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) The call up against the Standing Offer, including any annexes;
b) The articles of the Standing Offer;
c) The general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
d) The general conditions 2010A (2020-05-28), General Conditions – Goods (Medium Complexity);
e) Annex A, Requirement;
f) Annex B, Basis of Payment;
g) The Offeror's offer dated _____



6.10. Procurement Ombudsman

6.10.1 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 30 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the *Department of Public Work and Government Services Act* and Section 23 of the *Procurement Ombudsman Regulations*.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.gc.ca.

6.10.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

6.11 Certifications and Additional Information

6.11.1 Compliance

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

6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

6.13 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO'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 Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.



B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2010A (2020-05-28), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B – Basis of Payment. . Customs duties are excluded and Applicable Taxes are extra.

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

6.4.2 Multiple Payments

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

6.5 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

The original to the address shown on page 1 of the Contract for certification and payment.

6.6 SACC Manual Clauses

B7500C (2006-06-16) Excess Goods

G1005C (2016-01-28) Insurance – No Specific Requirement

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



6.7 Shipping Instructions – Delivery at Destination

Goods must be consigned to the destination specified in the Contract and delivered:

Incoterms 2010 “DDP” Delivered Duty Paid , including all delivery and customs duties and taxes to:

RCMP “Depot” Division Stores
“C” Block
5600, 11 Avenue
Regina, SK

RCMP “D” Division Stores
1091 Portage Avenue
Winnipeg, MB

6.8 Environmental Considerations:

Where applicable, suppliers are encouraged to consider the following environment considerations:

- Deliverables:
 - Provide and transmit draft reports, final reports and offers in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
 - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
 - Recycle unneeded printed documents (in accordance with Security Requirements).
- Travel Requirements/Meetings:
 - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
 - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
 - Contractors are encouraged to use of public/green transit where feasible.
- Shipping Requirements:
 - Minimize packaging
 - Include recycled content in packaging;
 - Re-use packaging;
 - Include a provision for a take-back program for packaging;
 - Reduce/eliminate toxics in packaging.



ANNEX "A"

STATEMENT OF REQUIREMENT

The Royal Canadian Mounted Police requires a Regional Individual Standing Offer (RISO) for the supply and delivery of Martin's Canadian Criminal Code book, Police Edition, or Equivalent in English to D Division, Winnipeg, MB and Depot Division, Regina, SK. Goods are to be provided as required during the period for making call-ups against the Standing Offer from award date for three (3) years, in accordance with the requirements detailed herein.

The Canadian Criminal Code books must have as a minimum the following specifications:

1.	Must be English Police Edition
2.	Must be Bound Hardcover
3.	Must be current version, edition year as stated in the Call-up Against a Standing Offer.
4.	Must include CD ROM and mobile version.
5.	Must be tabbed with "thumb cuts"
6.	Must include a comprehensive and complete index
7.	Must include summaries/synopsis, cross-references, and annotations for each section
8.	Must include additional Acts as part of text such as Youth Criminal Justice Act, Canada. Evidence Act, the Canadian Charter of Rights and Freedoms, and Controlled Drugs and Substances Act
9.	Must include "Forms of Charges" as part of text, not an insert. Samples of Forms of Charges must be included as part of text
10.	"Forms of Charges" must be written in plain language not subject to interpretation, including what types of evidence is required to lay charges
11.	Must include an offence grid or table as part of the text. The grid or table must show the Section Numbers as well as stating whether an offence is a designated offence and, if so, whether it is primary or secondary. Sentencing options must be included
12.	Must include Section 84 "Restricted Firearms" as part of the text, not an insert
13.	Text must be written from a Police and Prosecution perspective, in plain language not subject to interpretation
14.	Text must be up-to-date and capture changes made to fines and legislation before it was printed



ANNEX "B"

BASIS OF PAYMENT

Firm unit prices, in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is extra, Incoterms 2010 "DDP Delivered Duty Paid", Canadian customs duties and excise taxes included.

Period of Standing Offer - from date of award for a one (1) year period:

Year One

Item	Description	Unit of Issue	Unit Price (a)	Estimated Quantity (b)	Evaluated Price (a x b)
1	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery Regina, SK	Each	\$_____/ea	1500	\$_____
2	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery to Winnipeg, MB	Each	\$_____/ea	230	\$_____
Subtotal of Evaluated Price (A)					\$_____

Extension of Standing Offer – for two (2) additional one (1) year periods, if applicable.

Year Two

Item	Description	Unit of Issue	Unit Price (a)	Estimated Quantity (b)	Evaluated Price (a x b)
3	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery Regina, SK	Each	\$_____/ea	1500	\$_____
4	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery to Winnipeg, MB	Each	\$_____/ea	230	\$_____
Subtotal of Evaluated Price (B)					\$_____



Year Three

Item	Description	Unit of Issue	Unit Price (a)	Estimated Quantity (b)	Evaluated Price (a x b)
5	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery Regina, SK	Each	\$_____/ea	1500	\$_____
6	Martin's Canadian Criminal Code book, Police Edition, or Equivalent in accordance with Annex A-Requirement for delivery to Winnipeg, MB	Each	\$_____/ea	230	\$_____
Subtotal of Evaluated Price (C)					\$_____

Subtotal of Evaluated Price (A)	\$_____
Subtotal of Evaluated Price (B)	\$_____
Subtotal of Evaluated Price (C)	\$_____
Total Evaluated Price	\$_____

These numbers are estimated usage for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.



ANNEX "C"

MANDATORY TECHNICAL CRITERIA

Offerors are required to indicate whether or not they comply with the mandatory specifications. Offerors must include one (1) copy of descriptive literature of the items offered in sufficient detail to clearly indicate compliance with each of the individual requirements in the specifications.

Offeror must provide a copy of the book being offered upon request from the Technical Authority.

The Royal Canadian Mounted Police is under no obligation to seek clarification of the offer(s) or the supporting technical documentation provided.

Failure to meet any of the following specifications will render your proposal non-complaint and will be given no further consideration.

The criminal codes must have as a minimum the following specifications:

No.	Specifications	Compliance		Comments(s)/ Cross Reference to Technical Proposal
		Yes	No	
1.	Must be English Police Edition			
2.	Must be Bound Hardcover			
3.	Must be current version edition year.			
4.	Must include CD ROM and mobile version.			
5.	Must be tabbed with "thumb cuts"			
6.	Must include a comprehensive and complete index			
7.	Must include summaries/synopsis, cross-references, and annotations for each section			
8.	Must include additional Acts as part of text such as Youth Criminal Justice Act, Canada. Evidence Act, the Canadian Charter of Rights and Freedoms, and Controlled Drugs and Substances Act			
9.	Must include "Forms of Charges" as part of text, not an insert. Samples of Forms of Charges must be included as part of text			
10.	"Forms of Charges" must be written in plain language not subject to interpretation, including what types of evidence is required to lay charges			
11.	Must include an offence grid or table as part of the text. The grid or table must show the Section Numbers as well as stating whether an offence is a designated offence and, if so, whether it is primary or secondary. Sentencing options must be included			
12.	Must include Section 84 "Restricted Firearms" as part of the text, not an insert			
13.	Text must be written from a Police and Prosecution perspective, in plain language not subject to interpretation			
14.	Text must be up-to-date and capture changes made to fines and legislation before it was printed			

Book being offered: _____



Annex "D"

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

(attached at the end of the document)



Annex "E"

CERTIFICATE OF INDEPENDENT OFFER DETERMINATION

I, the undersigned, in submitting the accompanying offer or tender (hereinafter "offer") to:

(Corporate Name of Recipient of this Submission)

for: _____
(Name and Number of Offer and Project)

in response to the call or request (hereinafter "call") for offers made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Corporate Name of Offeror or Tenderer [hereinafter "Offeror"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying offer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Offeror to sign this Certificate, and to submit the accompanying offer, on behalf of the Offeror;
4. each person whose signature appears on the accompanying offer has been authorized by the Offeror to determine the terms of, and to sign, the offer, on behalf of the Offeror;
5. for the purposes of this Certificate and the accompanying offer, I understand that the word "competitor" shall include any individual or organization, other than the Offeror, whether or not affiliated with the Offeror, who:
 - (a) has been requested to submit a offer in response to this call for offers;
 - (b) could potentially submit a offer in response to this call for offers, based on their qualifications, abilities or experience;
6. the Offeror discloses that **(check one of the following, as applicable):**
 - (a) the Offeror has arrived at the accompanying offer independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Offeror has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for offers, and the Offeror discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a offer; or
 - (d) the submission of a offer which does not meet the specifications of the call for offers; except as specifically disclosed pursuant to paragraph (6)(b) above;



8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for offers relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying offer have not been, and will not be, knowingly disclosed by the Offeror, directly or indirectly, to any competitor, prior to the date and time of the official offer opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Offeror)

(Position Title)

(Date)



Annex "F"

OFFER SUBMISSION CHECKLIST

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the offer solicitation.

Please note: If submitting your offer packages via Canada Post you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit.

Ensure the following pages are completed in full and attached:

- Front Page of Request for Standing Offer (RFSO)
- Front Page of Amendment document(s) (if applicable) – signed & dated
- Annex "B" - Basis of Payment - must be completed in full (all tables)
- Annex "C" - Mandatory Technical Criteria, including one copy of descriptive literature
- Annex "D" - Offeror's Information
- Annex "E" - Certificate of Independent Offer Determination