



## RETURN OFFERS TO: RETOURNER LES OFFRES À :

Department of Justice Canada  
Attention: Kayla Pordonick  
[Kayla.Pordonick@justice.gc.ca](mailto:Kayla.Pordonick@justice.gc.ca)

Ministère de la Justice Canada  
attention: Kayla Pordonick  
[Kayla.Pordonick@justice.gc.ca](mailto:Kayla.Pordonick@justice.gc.ca)

## REQUEST FOR STANDING OFFER (RFSO) DEMANDE D'OFFRE À COMMANDES (DOC)

Comments - Commentaires

### Offer To: Department of Justice

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

On behalf of the offeror, by signing below, I confirm that I have read the entire request for standing offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO;
2. This offer is valid for the period requested in the RFSO;
3. All the information provided in the offer is complete, true and accurate; and
4. If the offeror is awarded a standing offer, it will accept all the terms and conditions set out in the resulting contract clauses included in the RFSO.

### L'offre au : Ministère de la Justice

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

En apposant ma signature ci-après, j'atteste, au nom de l'offrant, que j'ai lu la demande d'offre à commandes (DDOC) en entier, y compris les documents incorporés par renvoi dans la DDOC et que :

1. l'offrant considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la DDOC;
2. cette offre est valide pour la période exigée dans la DDOC;
3. tous les renseignements figurant dans l'offre sont complètes, véridiques et exacts; et
4. si une offre à commande est attribuée à l'offrant, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la DDOC.

<b>Title – Sujet</b>	
Printing and Reprography Services for the Department of Justice Canada Civil Litigation Section and Tax Law Services Portfolio in the National Capital Region (NCR)	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
1000029756	December 13, 2021
<b>Client Reference No. – N° référence du client</b>	
<b>GETS Reference No. – N° de référence de SEAG</b>	
<b>Solicitation Closes L'invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
<b>at – à</b> 2 :00 PM	Eastern Standard Time (EST)
<b>on – le</b> January 31, 2022	Heure Normale de l'Est (HNE)
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address inquiries to – Adresser toute demande de renseignements à :</b>	
Kayla Pordonick	
<b>Area code and Telephone No. Code régional et N° de téléphone</b>	<b>Facsimile No. / e-mail N° de télécopieur / courriel</b>
	<a href="mailto:Kayla.Pordonick@justice.gc.ca">Kayla.Pordonick@justice.gc.ca</a>
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction</b>	
Ottawa, Ontario	
<b>Instructions:</b> See Herein <b>Instructions :</b> Voir aux présentes	

<b>Delivery required -Livraison exigée</b>	<b>Delivery offered -Livraison proposée</b>
See Herein – Voir aux présentes	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) <b>Compétence du contrat :</b> Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
<b>Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	
<b>e-mail - courriel</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



# TABLE OF CONTENTS

**PART 1 - GENERAL INFORMATION.....4**

1.1 INTRODUCTION.....4

1.2 SUMMARY.....4

1.3 SECURITY REQUIREMENTS.....5

1.4 DEBRIEFINGS .....5

**PART 2 - OFFEROR INSTRUCTIONS .....6**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....6

2.2 SUBMISSION OF OFFERS .....6

2.3 FORMER PUBLIC SERVANT.....6

2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS.....6

2.5 APPLICABLE LAWS.....6

2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....6

**PART 3 - OFFER PREPARATION INSTRUCTIONS .....8**

3.1 OFFER PREPARATION INSTRUCTIONS.....8

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....10**

4.1 EVALUATION PROCEDURES.....10

4.2 BASIS OF SELECTION.....11

4.3 AWARD OF STANDING OFFER.....11

ATTACHMENT 1 TO PART 4 – MANDATORY TECHNICAL CRITERIA.....12

ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION – PRICING SCHEDULE .....14

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....15**

5.1 CERTIFICATIONS REQUIRED WITH THE OFFER.....15

5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....15

**PART 6 - SECURITY REQUIREMENTS .....17**

6.1 SECURITY REQUIREMENTS.....17

**PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES.....18**

**A. STANDING OFFER.....18**

7.1 OFFER.....18

7.2 SECURITY REQUIREMENTS.....18

7.3 STANDARD CLAUSES AND CONDITIONS .....18

7.4 TERM OF STANDING OFFER.....19

7.5 AUTHORITIES.....19

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS (IF APPLICABLE).....20

7.7 IDENTIFIED USERS .....20

7.8 CALL-UP PROCEDURES .....20

7.9 LIMITATION OF CALL-UPS.....20

7.10 CALL-UP INSTRUMENT .....20

7.11 FINANCIAL LIMITATION .....21

7.12 PRIORITY OF DOCUMENTS.....21

7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION.....21

7.14 APPLICABLE LAWS .....21

**B. RESULTING CONTRACT CLAUSES .....22**

7.1 STATEMENT OF WORK.....22

7.2 STANDARD CLAUSES AND CONDITIONS .....22

7.3 TERM OF CONTRACT.....22

7.4 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS (IF APPLICABLE).....22

7.5 PAYMENT.....22

7.6 INVOICING INSTRUCTIONS.....23



7.7 INSURANCE ..... 23

7.8 SACC MANUAL CLAUSES ..... 23

7.9 DISPUTE RESOLUTION FOR CANADIAN CONTRACTORS..... 24

7.10 COMPLAINTS BY CANADIAN CONTRACTORS WITH RESPECT TO THE ADMINISTRATION OF THE CONTRACT ..... 24

**ANNEX A - STATEMENT OF WORK ..... 25**

**ANNEX B - BASIS OF PAYMENT ..... 30**

**ANNEX C - SECURITY REQUIREMENTS CHECK LIST ..... 35**

**ANNEX D - STANDING OFFER USAGE REPORT ..... 38**

**ANNEX E – INTEGRITY REGIME VERIFICATION FORM..... 39**



## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven 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;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, 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 Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Standing Offer Usage Report and the Integrity Regime Verification Form.

### 1.2 Summary

The Department of Justice Canada (JUS) is the legal services provider for the Government of Canada. In that capacity, JUS has an ongoing requirement to obtain printing services in support of our legal operations. Services required are those related to copying or printing from electronic format (primarily PDF), binding short, medium and long-run documents and scanning paper documents to electronic format (i.e. PDF). The documents in question have a security classification no higher than "Protected B" and pertain to the current activities of JUS. Based on previous history, the estimated annual quantity is approximately 1,000,000 copies for the JUS Civil Litigation Section and Tax Law Services Portfolio combined.

Services are to be provided "as and when requested" according to the following service timeframes (excluding weekends and statutory holidays except Ontario Family Day):

- **Standard Service:** Delivery to the client within twenty-four (24) hours of receipt of the Printing Services Request Form and original documents
- **Rush Service:** Delivery to the client within four (4) hours of receipt of the Printing Services Request Form and original documents
- **Urgent Service:** Delivery to the client within two (2) hours of receipt of the Printing Services Request Form and original documents.

The Request for Standing Offers (RFSO) is for printing and reprography services for the Department of Justice Canada's Civil Litigation Section and Tax Law Services Portfolio, both located in the National Capital Region. It is anticipated that up to two (2) Standing Offers will be awarded as a result of this RFSO. Each Standing Offer will be assigned a specific section/portfolio for which they will perform the work. Should one offeror be unable to perform the work for the section/portfolio highlighted below, the other offeror will be contacted to do so. The division of work is as follows:

**Offeror 1:** will complete work for the Civil Litigation Section

**Offeror 2:** will complete work for the Tax Law Services Portfolio.

The Standing Offer(s) will be from date of award to June 30, 2023 with the option to extend for four (4) additional one (1) year periods.



The Offeror's location provided in PART 3 - OFFER PREPARATION INSTRUCTIONS, Section IV: Additional Information, 1. Offeror's Proposed Site or Premises Requiring Safeguard Measures must be within the vicinity of the Department of Justice Canada, Ottawa downtown core (Area). The Area is defined as:

- South of the Ottawa River
- East of Bronson Avenue
- West of Elgin Street
- North of the Queensway (Highway 417).

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

### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.4 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 fifteen (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.



## 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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: 60 days

Insert: 120 days

### 2.2 Submission of Offers

Offers must be submitted by email to the Contracting Authority ([Kayla.Pordonick@justice.gc.ca](mailto:Kayla.Pordonick@justice.gc.ca)) by the date and time indicated on page 1 of the Request for Standing Offers.

Offerors must submit Page 1 of this Request for Standing Offers, duly completed and signed and dated by a person authorized to sign on behalf of the Offeror (Vendor/firm).

Due to the nature of the RFSO, hard copy offers, offers transmitted by epost Connect service and offers transmitted by facsimile will not be accepted.

### 2.3 Former Public Servant

Please see article 5.2.3 of Part 5 – Certifications and Additional Information.

### 2.4 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.

### 2.5 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 Ontario.

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.

### 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)



- Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.



## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Canada requests that the Offeror submit its offer electronically by email, gathered per section and separated as follows:

Section I: Technical Offer (1 soft copy by email, as its own attachment)

Section II: Financial Offer (1 soft copy by email, as its own attachment)

Section III: Certifications (1 soft copy by email, as its own attachment)

Section IV: Additional Information (1 soft copy by email, as its own attachment)

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 format;

(b) use a numbering system that corresponds to the RFSO.

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>).

Due to the nature of the RFSO, hard copy offers, offers transmitted by epost Connect service and offers transmitted by facsimile will not be accepted.

#### 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 the Attachment 2 to Part 4 – Financial Evaluation – Pricing Schedule. The total amount of Applicable Taxes must be shown separately.

#### Section III: Certifications

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

#### Section IV: Additional Information

##### 1. Offeror's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror'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: \_\_\_\_\_

The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.





**2. Offeror’s Proposed Individuals Requiring a Security Clearance**

As indicated in Part 6 - Security Requirements, the Offeror must provide the required information below, on the proposed individuals who will perform work under this Standing Offer, who require access to protected information or assets.

Full Name (as it appears on the Security Clearance)	Security Screening Certificate and Briefing Form File Number	Level of Security Obtained and Expiry Date
<i>(insert/remove rows as necessary)</i>		

The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security Requirements.

**3. Electronic Payment of Invoices - Offer**

If the Offeror is willing to accept payment of invoices by Electronic Payment Instruments, they must complete the Electronic Payment Instruments table below to identify which ones are accepted.

If the Electronic Payment Instruments table is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Electronic Payment Instruments			
The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):			
MasterCard Acquisition Card	<input type="checkbox"/>	YES	<input type="checkbox"/> NO
Direct Deposit (Domestic and International)	<input type="checkbox"/>	YES	<input type="checkbox"/> NO

**4. Acquisition Card as a Call-up Instrument- Offer**

The Department of Justice Canada requests that the Offeror complete one of the following:

- The MasterCard Acquisition Card (credit card) will be accepted under the resulting Standing Offer as a call-up instrument for requirements up to \$10,000.00, including applicable taxes.
- The MasterCard Acquisition Card (credit card) will NOT be accepted under the resulting Standing Offer as a call-up instrument for requirements up to \$10,000.00, including applicable taxes.

The Offeror is not obligated to accept the MasterCard Acquisition Card as a call-up instrument.



## 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

Please see Attachment 1 to Part 4 – Mandatory Technical Criteria

#### 4.1.2 Financial Evaluation

4.1.2.1 Completion of the Attachment 2 to Part 4 – Financial Evaluation – Pricing Schedule, including pricing for all categories and periods indicated therein by the Offeror is mandatory. If the Pricing Schedule is not completed in its entirety (SACC P2011T – Paper – Price Adjustment – Offer section is optional), a price of zero will be assigned for the component(s) not filled out and the Offeror will be provided an opportunity to agree with the zero amount. If the Offeror agrees, then the Pricing Schedule will be considered compliant. However, if the Offeror disagrees then the offer will be found non-compliant and no further evaluation will be done. Table 2 – Additional Service Rates will not be considered for purposes of evaluation, but must still be completed.

4.1.2.2 Estimated quantities provided in Table 1 – Standard Service Rates in Attachment 2 to Part 4 – Financial Evaluation – Pricing Schedule are for evaluation purposes only.

4.1.2.3 Offers are to be submitted in Canadian currency, applicable taxes excluded.

4.1.2.4 The sum of the evaluated price per item in Table 1 - Standard Service Rates in Attachment 2 to Part 4 – Financial Evaluation – Pricing Schedule for the initial period and four (4) optional periods will constitute the evaluated price of the financial offer. If MasterCard is accepted by the Offeror as a call-up instrument, the evaluated price of the financial offer will be reduced by 10% (rounded to the nearest cent), and that amount will represent the total evaluated price of the financial offer.

4.1.2.5 The evaluated price per item will be calculated using the estimated quantity per period identified in Table 1 – Standard Services Rates. The unit prices provided by the Offeror for the initial period and four (4) option periods will each be multiplied by the estimated quantity per period for that specific item and then added together to get the evaluated price per item. This calculation will be done for each item identified in Table 1 – Standard Services Rates. Once the evaluated price per item has been calculated for all items in the table, the sum of those prices will be determined and used as the evaluated price of the financial offer. If the Offeror accepts MasterCard as a call-up instrument, 10% (rounded to the nearest cent) will be taken off the evaluated price of the financial offer to represent the total evaluated price of the financial offer, as indicated in 4.1.2.4 above.

Example:

	INITIAL PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	OPTION PERIOD 4	ESTIMATED QUANTITY PER PERIOD
Item A	\$3.00/ea	\$3.00/ea	\$3.25/ea	\$3.50/ea	\$3.50/ea	10
Item B	\$5.00/ea	\$5.00/ea	\$5.25/ea	\$5.50/ea	\$5.75/ea	6
Item C	\$2.00/ea	\$2.00/ea	\$2.25/ea	\$2.50/ea	\$3.00/ea	25

Evaluated Price for Item A =  $(\$3.00 \times 10) + (\$3.00 \times 10) + (\$3.25 \times 10) + (\$3.50 \times 10) + (\$3.50 \times 10)$   
= \$162.50

Evaluated Price for Item B =  $(\$5.00 \times 6) + (\$5.00 \times 6) + (\$5.25 \times 6) + (\$5.50 \times 6) + (\$5.75 \times 6)$   
= \$159.00

Evaluated Price for Item C =  $(\$2.00 \times 25) + (\$2.00 \times 25) + (\$2.25 \times 25) + (\$2.50 \times 25) + (\$3.00 \times 25)$   
= \$293.75

Total Evaluated Price = Evaluated Price for Item A + Evaluated Price for Item B + Evaluated Price for Item C



Total Evaluated Price = \$162.50 + \$159.00 + \$293.75

**Evaluated Price of the Financial Offer: = \$615.25**

**Acquisition Card IS accepted: = \$615.25 – \$61.53 (10% of the Evaluated Price of the Financial Proposal)**

**TOTAL EVALUATED PRICE OF THE FINANCIAL OFFER: \$553.72**

- 4.1.2.6 The prices and information provided by the Offeror in Attachment 2 to Part 4 – Financial Evaluation – Pricing Schedule will become effective if the Offeror is selected for issuance of a Standing Offer.
- 4.1.2.7 Should there be an error in the extended pricing of the offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the estimated quantities of the offer shall be changed to reflect the estimated quantities stated in the RFSO.

## **4.2 Basis of Selection**

### **4.2.1 Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive.

### **4.3 Award of Standing Offer**

As a result of this Request for Standing Offers (RFSO), it is anticipated that the Department of Justice Canada will award up to two (2) Standing Offers. Each Standing Offer will be assigned a group for which they will complete the Work under their resulting Standing Offer. The division of work will be done as follows:

#### **Offeror 1 (Responsive Offeror with the lowest total evaluated price):**

Civil Litigation Section

#### **Offeror 2 (Responsive Offeror with the second lowest total evaluated price):**

Tax Law Services Portfolio

For any given printing services request, should one Offeror be unable to perform the work for the sections assigned above, the other Offeror will be contacted to perform the services.



## ATTACHMENT 1 TO PART 4 – MANDATORY TECHNICAL CRITERIA

### Mandatory Technical Criteria (M)

To be deemed responsive, offers must comply with the requirements of the Request for Standing Offers (RFSO) and meet all mandatory requirements (listed below). Offers which fail to comply with the requirement of the Request for Standing Offers and/or do not meet ALL mandatory requirements will be deemed non-responsive and will be given no further consideration.

The Mandatory Requirements listed below will be evaluated on a simple met/not met (i.e. compliant/non-compliant basis). Each Mandatory Requirement should be addressed separately. Offers MUST demonstrate compliance with all of the following Mandatory Requirements and MUST provide the necessary documentation to support compliance.

Offerors are advised that the month(s) of experience listed for a project or client whose timeframe overlaps that of another referenced project or client will only be counted once. For example: Client 1 timeframe is July 2001 to December 2001; Client 2 timeframe is October 2001 to January 2002; the total months of experience for these two client references is seven (7) months.

**Attention Offerors:** Write beside each of the criteria the relevant page number(s) from your offer which addresses the requirement identified in the criteria.

MANDATORY TECHNICAL CRITERIA			
No.	Mandatory Requirement	Page No.	MET/NOT MET
<b>M1</b>	<p><b>Offeror's Location</b></p> <p>The Offeror's location provided in PART 3 - OFFER PREPARATION INSTRUCTIONS, Section IV: Additional Information, 1. Offeror's Proposed Site or Premises Requiring Safeguard Measures must be within the vicinity of the Department of Justice Canada, Ottawa downtown core (Area). The Area is defined as:</p> <ul style="list-style-type: none"> <li>- South of the Ottawa River</li> <li>- East of Bronson Avenue</li> <li>- West of Elgin Street</li> <li>- North of the Queensway (Highway 417)</li> </ul>		
<b>M2</b>	<p><b>Offeror's Experience</b></p> <p>The Offeror must demonstrate they have a minimum of sixty (60) months experience, in the last eighty four (84) months from RFSO solicitation date, in providing printing and/or reprography services.</p> <p>In order to demonstrate compliance with M2, the following information must be provided for each client for which the experience was obtained:</p> <ol style="list-style-type: none"> <li>a) The name of the client organization;</li> <li>b) A brief description of the services provided for that client;</li> <li>c) The start and end date of the work;</li> <li>d) The number of resources provided; and</li> <li>e) The volume of work provided to the client.</li> </ol>		
<b>M3</b>	<p><b>Offeror's Quality Assurance</b></p> <p>The Offeror must utilize a quality assurance regimen within its print shop and demonstrate this by providing in its offer their approach to performance and quality. To demonstrate their approach, the Offeror must provide details on the following:</p> <ol style="list-style-type: none"> <li>a) The hiring practices for print shop resources, identifying required qualifications for the resources and the selection process;</li> <li>b) How work is assigned to print shop resources;</li> <li>c) How work is monitored in the print shop;</li> <li>d) How issues/problems are handled and solved in the print shop;</li> <li>e) How the quality and performance of the work by the print shop will be maintained throughout the entire duration of the potential Standing Offer; and</li> <li>f) How the Offeror's Supervisor and the print shop employees communicate with the Identified Users (clients).</li> </ol>		



MANDATORY TECHNICAL CRITERIA (continued)			
No.	Mandatory Requirement	Page No.	MET/NOT MET
<b>M4</b>	<b>Electronic Capabilities</b>  The Offeror must demonstrate that they have the capability of facilitating secure transmission of orders electronically (submitted to them by the Department of Justice Canada), including document uploading to a security classification up to and including “ <b>PROTECTED B</b> ”. The Offeror must specify which encryption they use for data in transit and for data at rest. The Offeror must provide a dated screenshot evidence showing which encryption they use with their Offer.  The handling and safeguarding of classified and protected information and assets is addressed by the Contract Security Manual, Chapter 6: <a href="https://www.tpsgc-pwgsc.gc.ca/esc-src/msc-csm/index-eng.html">https://www.tpsgc-pwgsc.gc.ca/esc-src/msc-csm/index-eng.html</a> .		



## ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION – PRICING SCHEDULE

The Offeror must complete the pricing schedule attached in a separate spreadsheet file and include it in its financial offer.

**The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.**

### Pricing Schedule Instructions:

- All tables must be completed in their entirety. If the tables are not completed in their entirety, a price of zero will be assigned for the component(s) not filled out and the Offeror will be provided an opportunity to agree with the zero amount.
  - If the Offeror agrees, then the Pricing Schedule will be considered compliant.
  - However, if the Offeror disagrees then the offer will be found non-compliant and no further evaluation will be done.
- SACC P2011T – Paper – Price Adjustment – Offer section is optional and will not be used in the evaluation.
  - If P2011T is not completed in its entirety, P2011C will not be used in the standing offer.
  - If Offeror completes P2011T in its entirety, its data will be used to implement section P2011C found in Annex B Basis of Payment.
- All pick-up and delivery service to Sun Life Financial Center – 50 O'Connor Street – suite 500, Ottawa, Ontario and Sun Life Financial Center – 99 Bank Street – suite 1100, Ottawa, Ontario must be included in the firm unit prices provided.
- Offerors must not modify any cells in the attached spreadsheet except inputting the rates/prices/information in the cells.
- All of the final evaluation prices are subject to verification based on the rates provided by Offerors.



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional 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 Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

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

In accordance with 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 Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

### 5.2 Certifications Precedent to the 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.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<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.

The Offeror should complete and return the Integrity Regime Verification Form attached in Annex E with the Offer.

#### 5.2.2 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-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&ga=1.229006812.1158694905.1413548969) website

([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&ga=1.229006812.1158694905.1413548969)).

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.

#### 5.2.3 Former Public Servant Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

##### A. 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.

**B. Former Public Servant in Receipt of a Pension**

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

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 2019-01](#) and the Guidelines on the Proactive Disclosure of Contracts.

**C. Work Force Adjustment Directive**

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

If so, the Offeror 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 \_\_\_\_\_.





## PART 6 - SECURITY REQUIREMENTS

### 6.1 Security Requirements

6.1.1 At the Request for Standing Offers closing date, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicate in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites as indicated in Part 3 – Section IV Additional Information;
- (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;
- (e) the Offeror must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2 For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.



## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

#### 7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

7.2.1.1 The Offeror must, at all times during the performance of the 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)

7.2.1.2 The Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.

7.2.1.3 The Offeror 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 up to the level of **PROTECTED B**.

7.2.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CSP, PWGSC.

7.2.1.5 The Offeror must comply with the provisions of the:  
(a) Security Requirements Check List, attached at Annex C;  
(b) Industrial Security Manual (Latest Edition)

#### 7.2.2 Offeror's Sites or Premises Requiring Safeguarding (*to be completed at award*)

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

The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

### 7.3 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 7.3.1 General Conditions

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

#### 7.3.2 Standing Offers Reporting Periodic Usage Reports – Standing Offer

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



7.3.2.2 The Offeror 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 Offeror must still provide a "NIL" report.

7.3.2.3 The data must be submitted electronically on a quarterly basis to:  
[CMMD\\_DGMM@justice.gc.ca](mailto:CMMD_DGMM@justice.gc.ca).

7.3.2.4 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.

7.3.2.5 The data must be submitted electronically as indicated in 7.3.2.3 above, no later than twenty (20) calendar days after the end of the reporting period.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of Award to June 30, 2023.

### 7.4.2 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 four (4) 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.

Option Period 1: July 1, 2023 to June 30, 2024

Option Period 2: July 1, 2024 to June 30, 2025

Option Period 3: July 1, 2025 to June 30, 2026

Option Period 4: July 1, 2026 to June 30, 2027

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 at least ten (10) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Alain Denis

Manager, Contracting and Materiel Management Division

Department of Justice Canada

284 Wellington Street, Ottawa ON, K1A 0H8

Telephone: 613-808-1457

E-mail Address: [Alain.Denis@justice.gc.ca](mailto:Alain.Denis@justice.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.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified on the Printing Services Request Form as the "Contact Name".

The Project Authority is the representative of the department 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.

The Project Authority is also the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of



Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

**7.5.3 Offeror's Representative (to be completed at award)**

Contact information of the individual response for:

General Enquiries/Receiving Call-Ups:

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

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

Email Address: \_\_\_\_\_

**7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice 2019-01 of the Treasury Board Secretariat of Canada.

**7.7 Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer are the following groups within the Department of Justice Canada:

- The Civil Litigation Section;
- The Tax Law Services Portfolio; and
- The Contracting and Materiel Management Division.

**7.8 Call-up Procedures**

Please refer to Section 6 Services Request Procedures in Annex A – Statement of Work for the applicable call-up procedures.

**7.8.1 Division of Work (select one of the following at award)**

**7.8.1.1 Two Resulting Offerors:**

Each Standing Offer will be assigned a group for which they will complete the Work under their resulting Standing Offer. The division of work will be done as follows:

**Offeror 1:** will complete work for the Civil Litigation Section

**Offeror 2:** will complete work for the Tax Law Services Portfolio

**7.8.1.2 List of Offerors:**

**Offeror 1:** \_\_\_\_\_

**Offeror 2:** \_\_\_\_\_

**OR**

**7.8.1.1 One Resulting Offeror:**

Both the Civil Litigation Section and the Tax Law Services Portfolio will contact the resulting Offeror to complete the work required.

**7.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$75,000.00 (Applicable Taxes included).

**7.10 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using the following:

**7.10.1 Up to \$10,000.00 (Applicable Taxes Included)**

When the total estimated cost provided by the Offeror for the specific court file is under \$10,000.00 including applicable taxes, the Identified User will authorize The Work is to be completed in accordance with the Standing Offer by providing the Offeror a completed Printing Services Request Form (provided by the Offeror and agreed upon by the Identified User) and use the Government Acquisition Card (Department of Justice Canada uses MasterCard) as the call-up instrument. If it is not feasible to use the acquisition card, please follow the instructions outlined in section 7.10.2 below.



### 7.10.2 Up to the Call-up Limitation (Applicable Taxes Included)

When the total estimated cost provided by the Offeror for the specific court file exceeds \$10,000.00 including applicable taxes or the acquisition card is not a feasible call-up instrument to be used, the Identified User will provide the Offeror a completed Printing Services Request Form (provided by the Offeror and agreed upon by the Identified User) along with a Department of Justice 942J – Call-up Against a Standing Offer to confirm The Work for the specific court file.

### 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ **(to be completed at Standing Offer Issuance)** (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2021-12-02), General Conditions, Services (Medium Complexity);
- e) Annex A - Statement of Work;
- f) Annex B - Basis of Payment;
- g) Annex C - Security Requirements Check List
- h) Annex D - Standing Offer Usage Report;
- i) Annex E – Integrity Regime Verification Form; and
- j) the Offeror's offer dated \_\_\_\_\_ **(insert date of offer)**.

### 7.13 Certifications and Additional Information

#### 7.13.1 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.

### 7.14 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 Ontario.



## 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.

### 7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

2010C (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2021-12-02), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

The Work is to be performed during the period of \_\_\_\_\_ (*fill in start date of the work*) to \_\_\_\_\_ (*fill in end date of the work*).

### 7.4 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice 2019-01](#) of the Treasury Board Secretariat of Canada.

### 7.5 Payment

#### 7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B – Basis of Payment, for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

#### 7.5.2 Limitation of Expenditure

7.5.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ (*insert the amount at award*). Customs duties are included and Applicable Taxes are extra.

7.5.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

7.5.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



### **7.5.3 Method of Payment (select one of the following at award)**

#### **7.5.3.1 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### **OR**

#### **7.5.3.1 Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### **7.5.4 Electronic Payment of Invoices – Call-up (to be amended at award to reflect Offeror's response)**

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

- a. MasterCard Acquisition Card; and
- b. Direct Deposit (Domestic and International).

#### **7.5.4.1 Payment by Credit Card (if applicable)**

The following credit card is accepted for invoices that do not exceed \$10,000.00, including applicable taxes: MasterCard.

#### **7.5.4.2 Payment by Direct Deposit (if applicable)**

Payments by direct deposit will be subject to Article 12 – Payment Period and Article 13 - Interest on Overdue Accounts, set out in 2010C (2021-12-02) General Conditions - Services (Medium Complexity) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 12 – Payment Period and Article 13 - Interest on Overdue Accounts, set out in 2010C (2021-12-02) General Conditions - Services (Medium Complexity) forming part of this Contract will not apply, until the Contractor corrects the matter.

### **7.6 Invoicing Instructions**

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

7.6.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### **7.7 Insurance**

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

### **7.8 SACC Manual Clauses**

[P1010C](#) (2010-01-11) Quality Levels for Printing

[P1011C](#) (2010-01-11) Quality Levels for Colour Reproduction

[P1013C](#) (2010-01-11) Quality Level for Forms



- P1016C (2010-01-11) Quality Levels for Binding  
P1005C (2010-01-11) Packaging and Packing of Printed Products  
B7500C (2006-06-16) Excess Goods

### **7.9 Dispute Resolution for Canadian Contractors**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boaopo.gc.ca](mailto:boa.opo@boaopo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the Procurement Ombudsman Regulations or visit the OPO website.

### **7.10 Complaints by Canadian Contractors with Respect to the Administration of the Contract**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the Procurement Ombudsman Regulations or visit the OPO website.





## ANNEX A - STATEMENT OF WORK

### 1 TITLE

Printing and Reprography Services for the Department of Justice Canada Civil Litigation Section and Tax Law Services Portfolio in the National Capital Region (NCR)

### 2 OBJECTIVE

To obtain printing & reprography services on an “as and when requested” basis for the Department of Justice Canada's Civil Litigation Section and Tax Law Services Portfolio, both located in Ottawa, in support of providing legal services to the Government of Canada.

### 3 BACKGROUND

The Department of Justice Canada (JUS) is the legal services provider for the Government of Canada. In that capacity, JUS has an ongoing requirement to obtain printing services in support of our legal operations. Services required are those related to copying or printing from electronic format (primarily PDF), binding short, medium and long-run documents and scanning paper documents to electronic format (i.e. PDF). The documents in question have a security classification no higher than “Protected B” and pertain to the current activities of JUS. Based on previous history, the estimated annual quantity is approximately 1,000,000 copies for the JUS Civil Litigation Section and Tax Law Services Portfolio combined.

### 4 REQUIREMENT DESCRIPTION

#### 4.1 SCOPE

The Contractor must provide all facilities, equipment, material and labour to carry out the Work. There are no additional charges for overruns/underruns and author's alterations are not allowed, and there is no minimum work guarantee.

Original material may be supplied to the Contractor by JUS in either electronic or hard copy format which range from legal documents and legal cases to printed material, maps, boxes of materials of various size and shape, etc. to support case work. The Work may require removal of staples and other bindings from originals within the requested timelines. Some original documents may have Post-It notes attached, for which will have to be removed/reattached and transcribed onto the copies by the Contractor. The Work required contains protected information. In handling all requests and documents, the Contractor must ensure steps are taken to secure the information and documents therein.

JUS may also, at its sole discretion, supply printing and binding materials as required to complete individual print requests.

#### 4.2 SUPPLIES

Paper used by the Contractor must be white, 20 lb bond and contain at least 30% post-consumer waste\*. Coloured paper must be 20-24 lb bond and contain at least 30% post-consumer waste\*. Cover stock must be 50-67 lb with at least 20% post-consumer waste\*.

\*Post-consumer waste in paper is defined as content that comes specifically from products that have passed through their end use as a consumer item. It is retrieved through residential and commercial recycling programs. From an environmental perspective, the higher the post-consumer content the better, as this supports collection programs that help "close the loop" and reduce the amount of waste going into the landfill.

Coloured paper (20-24 lb) and cover stock (50-67 lb) must be available in (but not limited to) the following colours: light (baby) blue, buff, mint green, emerald green, cream/ivory, red, grey, orange, purple, pink, tan, yellow, burgundy, gold, white, and clear.

All indexes must have black print and be only one sided. Alphabetical indexes (tabs A to Z) must be laminated and must be cut 1/26e, numerical indexes (tabs 1 to ...) must be cut 1/25e, and custom indexes (custom tabs) must be available in different cuts, which can include but not limited to: 1/5e, 1/10e, 1/25e, 1/26e, etc. The Contractor must supply all indexes with tabs. Indexes may be required individually and/or in sets, in accordance with the Work to be done.

#### 4.3 TASKS/DETAILED SERVICES

The Contractor must provide the following services on an “as and when requested” basis:



## **A: Reprographics/Duplicating**

### Black Copying:

- single and/or double sided
- hardcopy and/or electronic originals will be given
- sizes 8½" x 11", 8½" x 14" and/or 11" x 17"
- white and/or coloured paper as specified by JUS

### Colour Copying:

- single and/or double sided
- hardcopy and/or electronic originals will be given
- sizes 8½" x 11", 8½" x 14" and/or 11" x 17"
- white and/or coloured paper as specified by JUS

### Copying on Cover Stock:

- black and/or coloured ink
- single and/or double sided
- sizes 8½" x 11" and/or 8½" x 14"
- white and/or coloured cover stock as specified by JUS

### Copying from an Original Bound Book:

- black and/or coloured ink
- single and/or double sided
- sizes 8½" x 11" and/or 8½" x 14"
- first copy from the bound book, additional copies to be completed from the produced first copy
- white and/or coloured paper, white and/or coloured cover stock as specified by JUS

### Scanning Hardcopy Originals to Electronic:

- OCR or OCR quality on CD/DVD/USB output
- black and white or coloured original documents
- sizes 8½" x 11" and/or 8½" x 14"

## **B: Bindery Services**

### Three Hole Punch:

- black or white binder with clear view pockets, includes loading text cover and spine
- binder width will vary depending on number of sheets
- sizes will vary: 8½" x 11", 8½" x 14" and/or 11" x 17"

### Cerlox Binding:

- punch included
- sizes 8½" x 11" booklet or 8½" x 14" booklet
- number of sheets per booklet will vary

### Stapling & Wire Stitch

- either manual or automatic
- number of sheets will vary
- sizes will vary: 8½" x 11", 8½" x 14" and/or 11" x 17"

## **C: Inserting Services**

### Dividers:

- cover stock to be used
- white and/or coloured card stock
- sizes 8½" x 11" and/or 8½" x 14"
- title/subtitle to be printed on divider and custom tab with title/sub-title to be supplied by JUS, as well as documents in which the Work has to be done
- Contractor to print title/subtitle onto divider (colour or black ink), affix the supplied custom tabs on the divider and/or insert the dividers into the supplied document



Indexes:

- alphabetical (A to Z), numerical (1 to ...) or custom, as necessary
- one sided only with black print
- sizes 8½" x 11" and/or 8½" x 14"
- alphabetical cut 1/26e, numerical cut 1/25e, custom available in different cuts, which can include but not limited to: 1/5e, 1/10e, 1/25e, 1/26e, etc.
- required individually and in sets as necessary
- wording/characters for custom tab(s) to be provided by JUS, Contractor will create the custom tab(s)
- Contractor must supply all indexes with tabs, and insert each into the supplied documents

Inserts – White or Colour Sheets:

- sizes 8½" x 11" and/or 8½" x 14"
- various colours
- Contractor must supply the paper and insert each into the supplied documents

Clear Covers:

- acetate
- sizes will vary: 8½" x 11" and/or 8½" x 14"
- Contractor must supply and attach each to the documents

Transparencies:

- with removable strip
- sizes will vary: 8½" x 11" and/or 8½" x 14"
- text to be printed on transparencies, wording to be supplied by JUS
- Contractor must supply and insert each into the documents

## D: Other Services

Manual Processing:

- originals to be unstapled/restapled
- removing/replacing Post-It notes
- transcribing annotations from Post-It notes to the reproduced document

Page Numbering:

- of original document set(s)
- of reproduced document set(s)
- specific formats will be given as necessary

Enlargements & Reductions:

- various size requirements
- colour or black ink originals or digital originals
- size of enlargement/reduction required will be provided by JUS

## 5 HOURS OF AVAILABILITY AND SERVICE TIMEFRAMES/LEVELS

The Contractor must provide services during the core working hours of the Department of Justice Canada's Civil Litigation Section and Tax Law Services Portfolio in Ottawa. Those core working hours are from 8:00 a.m. to 5:00 p.m. Monday to Friday, excluding statutory holidays except Ontario Family Day. Specific job orders may require completion outside of these core hours (and are subject to the same rates as the jobs completed within the core hours). Job order subject to a surcharge (markup rate for Rush Service or Urgent Service) by the Contractor must be specifically authorized in writing in advanced by JUS's identified Project Authority.

Services are to be provided "as and when requested" according to the following service timeframes/levels (excluding weekends and statutory holidays except Ontario Family Day):

- **Standard Service:** Delivery to the client within twenty-four (24) hours of receipt of the Printing Services Request Form and original documents
- **Rush Service:** Delivery to the client within four (4) hours of receipt of the Printing Services Request Form and original documents
- **Urgent Service:** Delivery to the client within two (2) hours of receipt of the Printing Services Request Form and original documents



## 6 SERVICE REQUEST PROCEDURES

6.1 The client will complete the Printing Services Request Form (provided by the Offeror and agreed upon by the Identified User). On the form, the client will indicate the service timeframe/level required for the request (Standard, Rush or Urgent).

6.2 In the event there are two (2) resulting Offerors: The client will contact the Offeror assigned to their group to verify that they can complete the order within the requested service level timeframe. If that Offeror cannot meet the indicated timeframe, then the client is to document this in writing and proceed to contact the other Offeror to see if they can complete the order.

In the event there is one (1) resulting Offeror: The client will contact the Offeror to verify that they can complete the order within the request service level timeframe.

6.3 If the Offeror confirms their ability to complete the Work, arrangements are then made between the Offeror and client for the Offeror to obtain possession of the Printing Services Request Form and original documents to be processed for the request. At this time, the Offeror becomes the Contractor. Either the Contractor must pick up the form and applicable documents from the client's location, the client will bring the form and documents to the Contractor to process, or the client will send the form and documents to the Contractor via courier (will vary depending on each requirement and service level selected, as agreed upon between the Contractor and client). The timeframe for the applicable service level begins when the Contractor gains possession of the completed Printing Services Request Form and original documents. The client will identify the highest level of security classification applicable for the specific requirement on the Printing Services Request Form.

## 7 SECURE PICK UP AND DELIVERY OF REQUIREMENTS

The Contractor must provide secure pickup and delivery at no additional charge. The location for pickup and delivery is as follows:

- Civil Litigation Section: Sun Life Financial Center – 50 O'Connor Street – suite 500, Ottawa, Ontario
- Tax Law Services Portfolio: Sun Life Financial Center – 99 Bank Street, suite 1100, Ottawa, Ontario

The Contactor's resources are only required to enter the lobby of the above locations for pickup and delivery. The Contractor's resources are not permitted to enter JUS premises beyond the lobby to complete this Work.

### **"As and When Requested" Pickup**

The Contractor will be required to complete "as and when requested" pickups from the location listed above, Monday to Friday, excluding all statutory holidays except Ontario Family Day.

For certain requirements, it may be agreed upon between the client and the Contractor for the client to bring the form and original documents to the Contractor for them to process or that the client send the form and original documents to the Contractor via courier.

### **Delivery of Work**

The Contractor must arrange for delivery of the completed Work to the location as indicated above, Monday to Friday, excluding all statutory holidays except Ontario Family Day. The Contractor must return to the client, at the time of delivery, all original documents used in the printing process in the same condition as they were received. All items remain the responsibility of the Contractor until delivered and accepted by the Department of Justice Canada.

For certain requirements, it may be agreed upon between the client and the Contractor for the client to come and retrieve the Work and original documents from the Contractor upon completion.

### **Urgent Service Requirements**

For certain requirements that are Urgent, it may be agreed upon between the client and the Contractor for the client to bring the request form and original documents, wait while the request is processed, and take the completed Work and original documents with them. For Urgent Service requirements that cannot be done while the client waits, the Contractor's on-site manager or designate will inform the client by telephone or email once the Work has been completed, so the Work and original documents can be picked up, or advise them of when they will receive the Work and the original documents.



## 8 RELEVANT POLICIES, STANDARDS, METHODOLOGIES

The printing required is "Informational" quality in accordance with the latest edition of the Public Service and Procurement Canada (PSPS, formerly PWGSC) booklet entitled "A Customer Guide to Quality Printing".

<http://www.tpsgc-pwgsc.gc.ca/app-acq/guides/guide-eng.html>

Upon request from the Project Authority, the Contractor must produce a sample production at no additional cost to JUS. The sample production must be reviewed and approved by the Project Authority prior to final production.

Services are to be provided in accordance with the rules of court, including, but not limited to the following Courts and Tribunals:

- Tax Court of Canada - <https://www.tcc-cci.gc.ca/>
- Federal Court of Canada - <https://www.fct-cf.gc.ca/en/home>
- Federal Court of Appeal - [https://www.fca-caf.gc.ca/fca-caf\\_eng.html](https://www.fca-caf.gc.ca/fca-caf_eng.html)
- Supreme Court of Canada - <http://www.scc-csc.gc.ca/home-accueil/index-eng.aspx>
- Ontario Superior Court of Justice - <http://www.ontariocourts.ca/scj/>
- Ontario Small Claims Court - <http://www.ontariocourts.ca/scj/small-claims-court/>
- Ontario Court of Appeal - <http://www.ontariocourts.ca/coa/en/>
- Ontario Court of Justice - <http://www.ontariocourts.ca/ocj/>
- Canadian International Trade Tribunal - <http://www.citt.gc.ca/>
- Specific Claims Tribunal - [http://www.sct-trp.ca/hom/index\\_e.htm](http://www.sct-trp.ca/hom/index_e.htm)
- Canadian Human Rights Tribunal - <http://www.chrt-tcdp.gc.ca/index-en.html>

Specific instructions will be provided as required by JUS to the Contractor. The Contractor will be responsible for meeting the applicable standards identified on the Printing Services Request Form.



## ANNEX B - BASIS OF PAYMENT

The Contractor will be paid firm unit prices, as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

All pick-up and delivery service to Sun Life Financial Center – 50 O’Connor Street – suite 500, Ottawa, Ontario and Sun Life Financial Center – 99 Bank Street – suite 1100, Ottawa, Ontario must be included in the firm unit prices.

TABLE 1 – STANDARD SERVICE RATES							
Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):			INITIAL PERIOD Award Date to 30-Jun-2023	OPTION PERIOD 1 01-Jul-2023 to 30-Jun-2024	OPTION PERIOD 2 01-Jul-2024 to 30-Jun-2025	OPTION PERIOD 3 01-Jul-2025 to 30-Jun-2026	OPTION PERIOD 4 01-Jul-2026 to 30-Jun-2027
<b>A</b>	<b>Reprographics/Duplicating</b>						
<b>A1</b>	<b>Black Copies on White Paper (20 lb) from Hardcopy Originals</b>						
	One-sided	8 ½" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	8 ½" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 ½" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 ½" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
<b>A2</b>	<b>Colour Copies on White Paper (20 lb) from Hardcopy Originals</b>						
	One-sided	8 ½" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	8 ½" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 ½" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 ½" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
<b>A3</b>	<b>Black Copies on White Paper (20 lb) from Electronic Originals</b>						
	One-sided	8 ½" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	8 ½" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 ½" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 ½" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
<b>A4</b>	<b>Colour Copies on White Paper (20 lb) from Electronic Originals</b>						
	One-sided	8 ½" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	8 ½" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 ½" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 ½" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea



**TABLE 1 – STANDARD SERVICE RATES**

Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):		INITIAL PERIOD		OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	OPTION PERIOD 4
		Award Date to 30-Jun-2023		01-Jul-2023 to 30-Jun-2024	01-Jul-2024 to 30-Jun-2025	01-Jul-2025 to 30-Jun-2026	01-Jul-2026 to 30-Jun-2027
<b>A5</b>	<b>Black Copies on Coloured Paper (20-24 lb, various colours)</b>						
	One-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
<b>A6</b>	<b>Colour Copies on Coloured Paper (20-24 lb, various colours)</b>						
	One-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	11" x 17"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
<b>A7</b>	<b>Black Copies on Cover Stock (50-67 lb, various colours)</b>						
	One-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
<b>A8</b>	<b>Colour Copies on Cover Stock (50-67 lb, various colours)</b>						
	One-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	One-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 1/2" x 11"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Two-sided	8 1/2" x 14"	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
<b>A9</b>	<b>Black Copies - Bound Book Original (first copy pricing – subsequent copies apply A1 to A8 as applicable)</b>						
	One-sided	8 1/2" x 11"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg
	One-sided	8 1/2" x 14"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg
	Two-sided	8 1/2" x 11"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg
	Two-sided	8 1/2" x 14"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg
<b>A10</b>	<b>Colour Copies - Bound Book Original (first copy pricing – subsequent copies apply A1 to A8 as applicable)</b>						
	One-sided	8 1/2" x 11"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg
	One-sided	8 1/2" x 14"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg
	Two-sided	8 1/2" x 11"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg
	Two-sided	8 1/2" x 14"	\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg
<b>A11</b>	<b>Scanning Hardcopy (either Black and White or Colour) Originals to Electronic (Primarily PDF)</b>						
	8 1/2" x 11"		\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg
	8 1/2" x 14"		\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg
	11" x 17"		\$ /pg	\$ /pg	\$ /pg	\$ /pg	\$ /pg



**TABLE 1 – STANDARD SERVICE RATES**

Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):		INITIAL PERIOD	OPTION PERIOD 1	OPTION PERIOD 2	OPTION PERIOD 3	OPTION PERIOD 4
		Award Date to 30-Jun-2023	01-Jul-2023 to 30-Jun-2024	01-Jul-2024 to 30-Jun-2025	01-Jul-2025 to 30-Jun-2026	01-Jul-2026 to 30-Jun-2027
<b>B</b>	<b>Bindery Services</b>					
B1	Three Hole Punch (Black or White Binder with Clear View Pockets, Includes Loading Text Cover and Spine)					
	½" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	1 ½" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	2" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	2 ½" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	3" Capacity	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B2	Binding, Cerlox (per 8 ½" x 11" Booklet, punch included)					
	1 to 15 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	16 to 25 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	26 to 75 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	76 to 100 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	101 to 200 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	201 to 300 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	301 to 400 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	401 + sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B3	Binding, Cerlox (per 8 ½" x 14" Booklet, punch included)					
	1 to 15 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	16 to 25 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	26 to 75 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	76 to 100 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	101 to 200 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	201 to 300 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	301 to 400 sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	401 + sheets per Booklet	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
B4	Stapling/Wire Stitch (per Booklet, any size)					
	Manual	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
	Automatic	\$ /ea	\$ /ea	\$ /ea	\$ /ea	\$ /ea
<b>C</b>	<b>Inserting Services</b>					
C1	Divider (Cover Stock with Label) – Labels with title/sub-title supplied by JUS. Contractor must affix each label to 50-67 lb cover stock divider (white or colour) and insert each into the supplied documents					
	Per Divider - 8 ½" x 11" (cover stock, sticking & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
	Per Divider - 8 ½" x 14" (cover stock, sticking & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea





**TABLE 1 – STANDARD SERVICE RATES**

<b>Standard Service Rates (Materials, Pickup/Delivery, and Labour included, Taxes extra):</b>		<b>INITIAL PERIOD</b> Award Date to 30-Jun-2023	<b>OPTION PERIOD 1</b> 01-Jul-2023 to 30-Jun-2024	<b>OPTION PERIOD 2</b> 01-Jul-2024 to 30-Jun-2025	<b>OPTION PERIOD 3</b> 01-Jul-2025 to 30-Jun-2026	<b>OPTION PERIOD 4</b> 01-Jul-2026 to 30-Jun-2027
<b>C2</b>	<b>Indexes (Alphabetical) - black print (A to Z), one side only, cut 1/26e - the Contractor must supply all indexes with tabs. Letters A to Z will be required individually and in sets in accordance with the work to be done</b>					
	Per Index - 8 1/2" x 11" (material & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
	Per Index - 8 1/2" x 14" (material & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
<b>C3</b>	<b>Indexes (Numerical) - black print (1 to ...), one side only, cut 1/25e - the Contractor must supply all indexes with tabs. Numbers 1 and more will be required individually and in sets in accordance with the work to be done</b>					
	Per Index - 8 1/2" x 11" (material & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
	Per Index - 8 1/2" x 14" (material & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
<b>C4</b>	<b>White (20 lb) or Colour (20-24 lb) Sheets – Contractor must supply the paper and insert each into the supplied documents</b>					
	Per Sheet - 8 1/2" x 11" (material & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
	Per Sheet - 8 1/2" x 14" (material & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
<b>C5</b>	<b>Clear Covers (acetate) – Contractor must supply and attach each into the documents as required</b>					
	Per Sheet - 8 1/2" x 11" (material & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
	Per Sheet - 8 1/2" x 14" (material & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
<b>C6</b>	<b>Transparencies (with removable strip) – Contractor must supply, print text on, and insert each into the documents as required</b>					
	Per Sheet - 8 1/2" x 11" (material & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
	Per Sheet - 8 1/2" x 14" (material & inserting)	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea
<b>D</b>	<b>Other Services</b>					
<b>D1</b>	<b>Manual Processing (originals need to be unstapled/re-stapled, removing/replacing Post-It notes, transcribing from Post-It notes, etc.)</b>					
	Per Hour	\$ ____/hr	\$ ____/hr	\$ ____/hr	\$ ____/hr	\$ ____/hr
<b>D2</b>	<b>Page Numbering</b>					
	Of Original Document Set(s)	\$ ____/pg	\$ ____/pg	\$ ____/pg	\$ ____/pg	\$ ____/pg
	Of Reproduced Document Set(s)	\$ ____/pg	\$ ____/pg	\$ ____/pg	\$ ____/pg	\$ ____/pg
<b>D3</b>	<b>Enlargements &amp; Reductions</b>					
	Per Original	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea	\$ ____/ea

**Legend:**  
ea = each  
pg = page  
hr = hour



**SACC P2011C Paper - Price Adjustment - Standing Offer**

*[To be inserted only if section P2011T is completed in its entirety in the Pricing Schedule spreadsheet. Data from P2011T will be used to populate P2011C below]*

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at the time when Canada decides to authorize the use of the Standing Offer for an extended period by sending a written notice to the Offeror 10 days before the expiry date of the Standing Offer. The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Offeror must provide the Standing Offer Authority with a notice indicating the increase or decrease in the base transaction cost of paper identified below. Such notice must contain the price as publicly announced by at least three (3) paper suppliers who supply the grade specified in the Standing Offer and the date the price came into effect.
3. The base transaction cost of paper subject to price adjustment is as follows:
  - a) White Paper: 20lb bond and contain at least 30% post consumer waste at a base transaction cost per Cwt. of \$ \_\_\_\_\_ , and which represent \_\_\_\_\_ percent of the unit price(s).  
Brand Name and Paper Supplier: \_\_\_\_\_
  - b) Coloured Paper: 20-24lb bond and contain at least 30% post-consumer waste at a base transaction cost per Cwt. of \$ \_\_\_\_\_ , and which represent \_\_\_\_\_ percent of the unit price(s).  
Brand Name and Paper Supplier: \_\_\_\_\_
  - c) Cover Stock: 50-67lb bond and contain at least 20% post-consumer waste at a base transaction cost per Cwt. of \$ \_\_\_\_\_ , and which represent \_\_\_\_\_ percent of the unit price(s).  
Brand Name and Paper Supplier: \_\_\_\_\_
4. The Offeror must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the revised quotation from the paper supplier(s) to support the adjusted base transaction cost.
5. Any price adjustment must be approved by the Standing Offer Authority and will be evidenced through a revision to the Standing Offer.

<b>TABLE 2 – ADDITIONAL SERVICE RATES</b>	
<b>Service Rates</b>	<b>% Mark-up of Standard Service Rates to be Applied (Materials, Pickup/Delivery, and Labour included, Taxes extra)</b>
Rush Service (Delivery to the client within four (4) hours of receipt of the Printing Services Request Form and documents)	_____ %
Urgent Service (Delivery to the client within two (2) hours of receipt of the Printing Services Request Form and documents)	_____ %



# ANNEX C - SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#9



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat 1000029756
Security Classification / Classification de sécurité UNCLASSIFIED

## SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

### PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of Justice Canada	2. Branch or Directorate / Direction générale ou Direction National Litigation Sector
---	--

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail Professional Services - Standing Offers Printing of Legal Documents
---

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
--	---	-------------------------------------

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
--	---	-------------------------------------

6. Indicate the type of access required / Indiquer le type d'accès requis
---

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
--	------------------------------------	--

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
---	---	-------------------------------------

6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
---	---	-------------------------------------

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès
Canada <input checked="" type="checkbox"/> NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>

7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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COMMON-PS-SRCL#9



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat 1000029756
Security Classification / Classification de sécurité UNCLASSIFIED

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  No  Yes  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  No  Yes  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  No  Yes  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  Non  Oui  
If Yes, will unscreened personnel be escorted?  No  Yes  
Dans l'affirmative, le personnel en question sera-t-il escorté?  Non  Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  No  Yes  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  No  Yes  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  Non  Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  No  Yes  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  Non  Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  No  Yes  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  No  Yes  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  Non  Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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COMMON-PS-SRCL#9



Government of Canada  
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Contract Number / Numéro du contrat 1000029756
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**PART C - (continued) / PARTIE C - (suite)**

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No  
Non  Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No  
Non  Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



**ANNEX D - STANDING OFFER USAGE REPORT**

<b>STANDING OFFER NUMBER:</b>	<b>OFFEROR:</b>
<b>REPORTING PERIOD:</b>	
<input type="checkbox"/> 1 <sup>st</sup> Quarter: April 1 to June 30	<input type="checkbox"/> 3 <sup>rd</sup> Quarter: October 1 to December 31
<input type="checkbox"/> 2 <sup>nd</sup> Quarter: July 1 to September 30	<input type="checkbox"/> 4 <sup>th</sup> Quarter: January 1 to March 31

**REPORT: WE HAVE DONE THE FOLLOWING BUSINESS WITH THE DEPARTMENT OF JUSTICE CANADA FOR THIS PERIOD**

REQUEST NUMBER	ACQ CARD <u>or</u> CALL-UP?*	DESCRIPTION	TOTAL VALUE OF REQUEST (excluding taxes)
<i>(add/delete rows as applicable)</i>			
<b>TOTAL:</b>			<b>\$</b>

\*If the acquisition card was used, simply write "Acquisition Card" in the column as applicable. If a call-up was awarded, please provide the call-up number in the column as applicable.

**NIL REPORT: WE HAVE NOT DONE ANY BUSINESS WITH THE DEPARTMENT OF JUSTICE CANADA FOR THIS PERIOD**

By signing below, we certify that the information contained in this report is accurate and complete.

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ANNEX E – INTEGRITY REGIME VERIFICATION FORM

Offeror should complete the Form and submit it with their offer.

Complete Legal Name of Offeror:	
Offeror's address:	
Offeror's PBN :	

Directors / Owners *		
First Name	Last Name	Position (if applicable)

**\* Note:**

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