

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**RETURN BIDS BY EMAIL TO:**  
**RETOURNER LES SOUMISSIONS PAR**  
**COURRIEL À:**

Bid Receiving – PWGSC / Réception des  
soumissions – TPSGC  
11 Laurier St. / 11 rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5

Epost: Please forward an e-mail to  
[TPSGC.DGAreceptiondessoumissionsABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissionsABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)  
in order to inform the Bid Receiving Unit of your  
interest in bidding via Epost.  
Connexion postal: Veuillez envoyer un courriel à  
l'adresse courriel suivante :  
[TPSGC.DGAreceptiondessoumissionsABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.DGAreceptiondessoumissionsABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca)  
pour informer l'Unité de réception des  
soumissions de votre intérêt à soumissionner via  
Connexion postal

Or By/Ou par Fax To/A: (819) 997-9776

Proposal To: National Defence Canada

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

Proposition à : Défense nationale Canada

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

Comments – Commentaires  
CE DOCUMENT CONTIENT UNE EXIGENCE DE  
SÉCURITÉ.

**Solicitation Closes –**  
**L'invitation prend fin**

At – à : 2:00 pm Eastern Daylight Time (EDT)  
14:00 Heure avancée de l'Est (HAE)

On - le : 4 April 2023  
4 avril 2023

<b>Title – Titre</b> Publication Management	
<b>Solicitation No. – N° de l'invitation</b> W8485-226963/A	<b>Amendment No. - N° modif.</b> 006
<b>Client Reference No. - N° de référence du client</b> N/A	<b>Date</b> 28 March 2023
<b>Address Enquiries to: – Adresser toutes questions à :</b>  National Defence Headquarters Ottawa, ON K1A 0K2 Attn: Dany Lebel, DAP 2-2-7 <a href="mailto:Dany.lebel2@forces.gc.ca">Dany.lebel2@forces.gc.ca</a>	
<b>Telephone No. – N° de telephone</b>	<b>FAX No. – N° de fax</b> 819-939-5042
<b>Destination</b>  455 Blvd de la Carrière Gatineau, Quebec K1A 0K2	

**Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.**

**Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.**

<b>Delivery Required – Livraison exigée</b> N/A	<b>Delivery Offered – Livraison proposée</b> N/A
<b>Vendor Name and Address – Raison sociale et adresse du fournisseur</b>	
<b>Name and title of person authorized to sign on behalf of vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)</b>	
<b>Name – Nom</b>	
<b>Title – Titre</b>	
<b>Signature</b> _____	<b>Date</b> _____

### **Amendment 006**

This purpose of Amendment 006 is for the following:

- Amend the point rated technical criteria.
  
- **AT Attachment to Annex C**

**DELETE:** In its entirety

**INSERT:**

### **PUBLICATION MANAGEMENT SERVICES AND INTERACTIVE ELECTRONIC MANUAL SERVICES POINT RATED TECHNICAL CRITERIA**

#### **1.0 DEFINITIONS**

For the purpose of this Point Rated Technical Criteria Evaluation, the following definitions apply:

- 1.1 **In-house:** Carried out by the Bidder, at the Bidder's facility, or by the bidders Mobile Repair Party (MRP) at Department of National Defence (DND) facilities, without sub-contracting.
  
- 1.2 **Publication management:** The core services that comprise the management of technical publications, amendments and distribution are defined as:
  - i) configuration management of publication versions;
  - ii) Technical writing;
  - iii) S1000D authoring;
  
- 1.3 **IETM:** The core services that comprise the Implementation of Interactive Electronic Technical Manuals online.
  
- 1.4 **Recent:** Within Ten years of bid closing date.

# RT 1	Rated Technical Criteria	Supporting Evidence Required	Points Awarded	Points per Item	Evaluation/ Comment(s)
	<p>The Bidder must demonstrate their contracted, <b>recent, in-house</b> experience in publication management and Interactive Electronic Technical Manuals:</p> <p>A) Experience can be demonstrated for a maximum of Five contracts.</p>	<p>1) The Bidder must demonstrate their contracted, recent, in-house publication management and IETM experience for:</p> <p>a. The management, authoring and display of Canadian Forces Technical Orders; or</p> <p>b. The management, authoring and display of similar technical publications.</p> <p>2) The Bidder must provide the following information:</p> <p>a. Name(s) of the client organization(s);</p> <p>b. Contract(s) start and end date(s) (month/year to month/year);</p> <p>c. A summary of how the services provided for the items listed above align with the core services that constitute publication management.</p>	<p>Points will be awarded for each item based on contract duration and in accordance with the following scale:</p> <p>1 to 11 months: 10 points            12 to 23 months: 20 points            24 to 35 months: 30 points            36 to 47 months: 40 points            48 to 59 months: 50 points            60 to 71 months: 60 points            72 to 83 months: 70 points            84 to 95 months: 80 points            96 to 107 months: 90 points            108 months or more: 100 points</p> <p>The cumulative score for all items will result in the final score for this rated criterion.</p> <p>Maximum awardable points for this criterion is 250.</p>	<p>Contract 1:            Contract 2:            Contract 3:            Contract 4:            Contract 5:            Total:</p>	

**TOTAL SCORE FOR POINT RATED CRITERIA – SUMMARY TABLE**  
(This table is to be completed by the Evaluation Team composed of Representatives of Canada)

<b>Name of Bidder:</b>		
<b>Criterion #</b>	<b>Total Points Awarded</b>	<b>Evaluator Comment(s)</b>
RT 1	___ / 250	
Total Points	___ / 250	
<b>Minimum Points Overall required</b>	<b>50 / 250</b>	<b>Met / Not met</b>
Name of the Evaluator:		Signature: Date:

**AII OTHER TERMS AND CONDITION REMAIN UNCHANGED**