



**RETURN BIDS TO:
RETOURNER LES PROPOSITIONS À:**

**Public Prosecution Service of Canada
Service des poursuites pénales du Canada**

**Attn:
Email: BidReceiving-
ReceptionSoumissions@ppsc-sppc.gc.ca**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Prosecution Service of
Canada**

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

**Proposition aux: Service des poursuites
pénales du Canada**

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

**Instructions : See Herein
Instructions: Voir aux présentes**

Issuing Office – Bureau de distribution

Public Prosecution Service of Canada
Service des poursuites pénales du Canada
Finance and Acquisitions Division / Direction des
finances et des acquisitions
284, rue Wellington Street
Place Bell
Ottawa, ON K1A 0H8

Solicitation No. – N° de l'invitation 100032977	Date 01/08/2024
Solicitation Closes – L'invitation prend fin at – à : 2 :00 PM on – le: 01/23/2024	Time Zone Fuseau horaire EST
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jessica.Roy-Labelle@ppsc-sppc.gc.ca	
Telephone No. – N° de téléphone : 343-550-9703	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
<hr/> (type or print)/ (taper ou écrire en caractères d'imprimerie)	
<hr/> Signature	<hr/> Date



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, 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 Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Information Technology (IT) Security Requirements at the Protected "B" level and the Work request order form.

1.2 Summary

- 1.2.1 The Public Prosecutions Service of Canada (PPSC) requires the provision of reprographic services for the British Columbia (BC) region. The reprographic services required are copying, short run printing from supplied hard copy originals and electronic format (i.e. PDF), binding documents and scanning paper documents to electronic format (i.e. PDF) as specified for each Work Request.

The Contractor must provide the required services to the PPSC - BC region during the working hours of the PPSC Vancouver regional office. Core business hours are from 8 a.m. to 5 p.m. Pacific time; Monday to Friday. Specific work orders may require completion outside of these core hours. Any work performed by the Contractor outside of the identified core hours must be in accordance with the Annex B Basis of Payment and upon written approval by the PPSC Project Authority. PPSC-BC offices in Vancouver are comprised of the main office at 800 Burrard St. as well as three (3) sub offices at 211 Columbia St., the Vancouver Provincial Court house, 222 Main St. and Unit 200 - 15300 54A Avenue. Printing service requests for 211 Columbia Street must be delivered and picked up from the PPSC 222 Main Street office location.

The period of the Contract will be from **February 29, 2024, to March 31, 2025.**

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3. The requirement is limited to Canadian goods and services.



1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The **2003** (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of **2003**, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Jessica Roy-Labelle, Jessica.Roy-Labelle@ppsc-sppc.gc.ca. Bids must be received by the date and time indicated on the first page of the Bid request.

→ Bidders must use the Basis of Payment grid at Annex B to submit their proposals.

2.3 Former Public Servant

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid non-responsive.

2.4 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.

2.5 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

2.6 Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.7 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to Jessica Roy-Labelle, jessica.roy-labelle@ppsc-sppc.gc.ca no later than fifteen (15) calendar days before the bid closing date, which mean January 23, 2024. Enquiries received after that time may not be answered.

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



2.8 Applicable Laws

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

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

2.9 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers 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) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

- Section I: Technical Bid, (Word or PDF version)
- Section II: Financial Bid, (Word or PDF version)
- Section III: Certifications, (Word or PDF version)
- Section IV: Additional Information, (Word or PDF version)

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper.
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of Cerlox, duo tangs or binders.

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

→ Bidders must use the Basis of Payment grid at Annex B to submit their proposals.

Section III: Certifications

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



Section IV: Additional Information

Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder'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 must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Proposals submitted by bidders must meet all the mandatory technical criteria of the Request for Proposal (RFP). No further consideration will be given to proposals not meeting all of the mandatory criteria.

The following definitions apply for the purposes of the Mandatory Criteria only:

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

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

"Image(s)": means one (1) side of a printed text page or other printed document

"Hard copy documents" means text pages or other documents produced on paper (including cover paper)

"Disassembling of original documents" means to remove any adhesive notes, any damaged originals, any dividers, and all fasteners and/or binding from documents.

"Reassembling of original documents" means to reconstruct documents in their original order and format including the replacement of any adhesive notes, any damaged originals, any dividers, and all fasteners and/or binding in accordance with original document boundaries.

"File manipulation" means removing highlights from documents and/or re-sizing documents (enlargement or reduction in size);

Creating name conventions for output files: means to list: File name, file number, date, time of request, level of service and signature line, etc.



Number	Mandatory Technical Criterion	Met / Not meet	Cross reference to proposal (page #)
M.1 Corporate Experience – Reprographic Services – Copying/Short Run Printing			
M.1.1	<p>The Bidder must demonstrate that it is or has been contractually bound to an external client (outside of the Bidder's own company) for a contract to provide copying / short run printing services from hard copy documents for the production of final printed copies.</p> <p>a. The Bidder must provide the client information (for example: the name of the organization);</p> <p>b. The Bidder must provide a copy of the production docket for the Contract or a copy of an invoice presented to the Client for Contract</p> <p>c. The Contract must have started or been completed on or after February 29, 2023.</p> <p>d. The Bidder must provide the Contract start date or end date (month and year);</p>		
M.1.1.2	<p>The Contract must be or must have been for the Bidder to provide copying / short run printing up to a minimum of 500,000,00 reproductions per year images from hard copy documents over the period of one (1) year*.</p> <p><i>*The copying / short run printing services may have been provided all at one (1) time or as required during a period of one (1) year or less.</i></p> <p>a. The Bidder must indicate the total number of images reproduced or to be reproduced from hard copy documents to final printed copies over the period of one (1) year*.</p> <p>b. The Bidder must provide the start and end date (month and year) of the one (1) year period* during which the copying / short run printing was or will be completed.</p> <p>c. The Bidder must provide a description of the format of the final printed copies including the following:</p> <ul style="list-style-type: none"> i. paper size(s) ii. binding type(s) 		
M.1.1.3	<p>The copying / short run printing services provided by the Bidder under the Contract must also include or must have included all of the following:</p> <ul style="list-style-type: none"> i. Disassembling original documents; 		



	<ul style="list-style-type: none"> ii. Reassembling of original documents; iii. Binding of final copies such as cerlox binding, punching and loading into three [3] ring binders, stapling, etc.; iv. Supply and insertion of tab dividers or other dividers**. <p><i>** If the Bidder has provided or is providing the copying / short run printing services over a period of one (1) year, then it is not necessary for every copy produced to have included tab dividers or other dividers. At least one (1) of the documents produced under the contract must have included or must include the supply and insertion of tab dividers or other dividers into the final copies produced.</i></p> <ul style="list-style-type: none"> a. The Bidder must provide a description of the requirements for the disassembling of the original documents supplied to the Bidder for copying / short run printing. b. The Bidder must provide a description of the requirements for the reassembling of the original documents supplied to the Bidder for copying / short run printing. c. The Bidder must provide a description of the binding requirements for the final copies produced. d. The Bidder must provide a description of the tab dividers or other dividers supplied and inserted into the final copies produced. <p>During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.</p>		
M.2 Corporate Experience – Reprographic Services - Scanning			
M.2.1	<p>The Bidder must demonstrate that it is or has been contractually bound to an external client (outside of the Bidder’s own company) for a contract to provide scanning services for the production of final electronic documents on digital media (such as CD’s, DVD’s, USB’s, removable hard drive).</p> <ul style="list-style-type: none"> a. The Bidder must provide the client information (for example: the name of the organization); b. The Bidder must provide a copy of the production docket for the Contract or a copy of an invoice presented to the Client for Contract c. The Contract must have started or been completed on or after February 29, 2023. 		



	<p>d. The Bidder must provide the Contract start date or end date (month and year);</p>		
M.2.1.2	<p>The Contract must be or must have been for the Bidder to provide scanning up to a minimum of 150,000 images from hard copy documents to electronic format (PDF and/or other Office suite applications) over the period of one (1) year*.</p> <p><i>*The scanning services may have been provided all at one (1) time or as required during a period of one (1) year or less.</i></p> <p>a. The Bidder must indicate the total number of images scanned or to be scanned from hard copy documents to electronic format over the period of one (1) year*.</p> <p>b. The Bidder must provide the start and end date (month and year) of the one (1) year period* during which the scanning will be or was completed.</p> <p>c. The Bidder must indicate the final electronic format or formats of the scanned documents (for example: PDF, Foxit, and/or other Office suite applications) provided.</p>		
M.2.1.3	<p>The scanning services provided by the Bidder under the Contract must also include or must have included all of the following:</p> <ul style="list-style-type: none">i. Disassembling original documents;ii. Reassembling of original documents;iii. File manipulation;iv. Creating and/or maintaining name conventions for output files;v. Provide final electronic documents on CD/DVD or USB; <p>a. The Bidder must provide a description of the requirements for the disassembling of the original documents supplied to the Bidder for scanning.</p> <p>b. The Bidder must provide a description of the requirements for the reassembling of the original documents supplied to the Bidder for scanning</p> <p>c. The Bidder must provide a description of the file manipulation requirements for the purposes of creating the final scanned documents.</p> <p>d. The Bidder must provide a description of the requirements for file naming in accordance with the file naming conventions provided by the client.</p>		



	<p>e. The Bidder must provide a description of the digital media used to provide the final electronic documents to the client.</p> <p>During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.</p>		
M.3 Capability of the Bidder to Produce the Public Prosecutions of Canada Documents as specified in the Annex "A" Statement of Work			
M.3.1	<p>The Bidder must confirm in writing that it has the capability to produce all of the Public Prosecution Service of Canada documents to final format for delivery in the timelines specified in the Annex "A" Statement of Work.</p> <p>a. There is no definitive quantity for maximum print jobs since this will vary due to operational requirements. For estimation purposes based on historical analysis, please use the following: Printing 1 to 800 pages (400 sheets printed on 2 sides) at minimum. Document size will vary based on each request. Based on previous contracts, original documents should not exceed 400 sheets. The contractor may be requested to reduce or enlarge images. The Bidder must provide a statement to confirm that it can provide scanning and copying / short run printing of supplied documents to comply with the service levels for Extremely Urgent, Urgent, Rush, and Standard Work Requests as specified in the Annex "A" Statement of Work.</p>		
M.3.2	<p>To demonstrate that the Bidder has the required capability to produce all of the PPSC documents to final format for delivery on a priority basis and comply with the timelines specified in the Annex "A" Statement of Work, the Bidder must provide a detailed description of its production processes (including available resources and equipment) for the completion of scanning and copying / short run printing as follows:</p> <p><u>Extremely Urgent:</u></p> <p>The Bidder must provide a description of:</p> <p>M.3.2.a.1: the production processes it will utilize to provide the scanning and short run printing services within a one (1) hour service standard.</p> <p>M.3.2.a.2: the available resources to provide the scanning and short run printing services within a one (1) hour service standard.</p>		



	<p>M.3.2.a.3: the available equipment to provide the scanning and short run printing services within a one (1) hour service standard.</p> <p><u>Urgent:</u></p> <p>The Bidder must provide a description of: M.3.2.b.1: the production processes it will utilize to provide the scanning and short run printing services within a 2-1/2 hour service standard. M.3.2.b.2: the available resources to provide the scanning and short run printing services within a 2-1/2 hour service standard. M.3.2.b.3: the available equipment to provide the scanning and short run printing services within a 2-1/2 hour service standard.</p> <p><u>Rush:</u></p> <p>The Bidder must provide a description of: M.3.2.c.1: the production processes it will utilize to provide the scanning and short run printing services within a 4 hour service standard. M.3.2.c.2: the available resources to provide the scanning and short run printing services within a 4 hour service standard. M.3.2.c.3: the available equipment to provide the scanning and short run printing services within a 4 hour service standard.</p> <p><u>Standard:</u></p> <p>The Bidder must provide a description of: M.3.2.d.1: the production processes it will utilize to provide the scanning and short run printing services within one (1) business day. M.3.2.d.2: the available resources to provide the scanning and short run printing services within one (1) business day. M.3.2.d.3: the available equipment to provide the scanning and short run printing services within one (1) business day</p>		
M.4 Business Continuity Plan			
M.4.1	<p>The Bidder must provide a Business Continuity Plan (BCP) detailing how it will maintain production, supply and delivery of the Finance Project documents during events that would negatively impact the Bidder's operations.</p> <p>a The BCP must provide details to demonstrate how the Bidder will maintain each of the following activities (i - iii)</p>		



	to meet Finance Canada requirements as specified in the Annex "A" Statement of Work for the production of the Finance Project during events in the event that the Bidder's operations are impacted: <ul style="list-style-type: none"> i. Printing operations; ii. Scanning operations; iii. Finishing (collating, binding, and trimming) 		
M.4.2	<p>M.4.2 The Bidder must indicate whether it proposes using a back-up facility or back-up facilities to maintain the production of any of the activities listed in M.4.1.a (i - iii) in the event that the Bidders normal operations are impacted.</p> <p>If the Bidder proposes using a back-up facility or back-up facilities to maintain the production of any of the activities listed in M.4.1.a (i - iii) the Bidder must provide:</p> <p>M.4.2.a the full address(es) of the proposed back-up facility (sites or premises) where work will be carried out.</p> <p>M.4.2.b details to demonstrate how the Bidder will ensure that the security level is maintained for each of the activities listed in M.4.1.a (i - iii) to meet the security requirements as specified in Part 7 and in Annex C.</p>		
M.5 Environmental Consideration			
M.5.1	The Bidder must confirm in writing that the proposed text paper to be used for the printing of the finance project documents as specified in the Annex "A: Statement of Work is 30% recycled and uses fibre originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards Association Sustainable Forest Management Standard (CSA/SFMS).		

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate total amount, will be recommended for award a contract.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

5.3. Additional Certifications Precedent to Contract Award

5.3.1 Canadian Content Certification

SACC Manual clause [A3050T](#) (2020-07-01) Canadian Content Definition



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE No. 1000032977**

- a. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
 - b. The Contractor personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
 - c. The Contractor MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
 - d. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
 - e. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
 - f. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
 - (b) *Contract Security Manual* (Latest Edition)
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

7.2.1 General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition)



7.3.2 Contractor’s Sites or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up to date the information related to the Contractor’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

7.3.2.2 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from **February 29, 2024 to March 31, 2025** inclusive

7.4.2 Delivery Points

Delivery of the requirement must be made to delivery point(s) specified at Annex “A” of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jessica Roy-Labelle
Title: Acquisitions officer
Address: 160 Elgin, 12th floor
Ottawa On. K1A 0H8
Telephone: 343-550-9703
E-mail address: jessica.roy-labelle@ppsc-sppc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: [\(to be inserted at contract award\)](#)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____



The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative (to be inserted at contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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 Payment

7.7.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment at the Annex "B" for Work performed pursuant to the Contract.

7.7.2 Basis of Payment – Work Requests

In consideration of the Contractor satisfactorily completing all of its obligations for each work request, the Contractor will be paid the firm unit price(s) in accordance with the Basis of Payment, in Annex "B", Applicable Taxes are extra.

7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be inserted at contract award). Applicable Taxes are extra.
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.



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.

7.7.4 Payment

H1001C (2008-05-12) - Multiple Payments

A9117C (2007-11-30) – T1204 – Direct Request by Customer Department

7.7.5 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);

7.8 Invoicing Instructions

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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, weekly and weekly service report, and work request order form.
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - . The original and one (1) copy must be forwarded to the following address for certification and payment.
 - Attention to Rhonda Desaulniers
Rhonda.desaulniers@ppsc-sppc.gc.ca
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

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



7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Information Technology (IT) Security Requirements at the PROTECTED "B" Level.
- (g) Annex E, Work Request order form;
- (i) the Contractor's bid dated _____ (to be inserted at contract award).

7.12 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

7.13 Inspection and Acceptance

The Project Authority is 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.

7.14 SACC Manual Clauses

The following terms and conditions are incorporated herein.

- SAAC Manual clause [P1005C](#) (2010-01-11) Packaging and Packing of Printed Products
- SAAC Manual clause [P1010C](#) (2010-01-11) Quality Levels for Printing
- SAAC Manual clause [P1011C](#) (2010-01-11) Quality Levels for Colour Reproduction
- SAAC Manual clause [P1016C](#) (2010-01-11) Quality Levels for Binding

7.15 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



ANNEX "A" STATEMENT OF WORK

Reprographics (copying/short run printing and scanning) services for the Public Prosecution Service of Canada (PPSC), British Columbia (BC) region. PPSC- BC offices in Vancouver are comprised of the main office at 800 Burrard St. as well as three (3) sub offices at 211 Columbia St., the Vancouver Provincial Court house, 222 Main St. and Unit 200 - 15300 54A Avenue. Printing service requests for 211 Columbia Street must be delivered and picked up from the PPSC 222 Main Street office location.

1. Requirement

The reprographics services required are those related to copying and/or short run printing from supplied hard copy originals and electronic format (i.e. PDF), binding documents and scanning paper documents to electronic format (i.e. PDF) as specified for each Work Request. Documents will range from a single sheet to 400 or more sheets printed on one (1) or both sides.

Of the reprographics services required the majority of the work is anticipated to be for the copying and/or short run printing of documents from hard copy originals and electronic format (i.e. PDF) and any required binding of the finished documents. The work required contains confidential information. Some documents may have a security classification of up to "Protected B". In handling all requests and documents, the Contractor must ensure the secure nature of information therein as specified in the Contract Clauses section and the Security Requirements Check List.

The Contractor must provide the required services to the PPSC- BC region during the working hours of the PPSC Vancouver regional office. Core business hours are from 8 a.m. to 5 p.m. Pacific time; Monday to Friday. Specific work orders may require completion outside of these core hours. Any work performed by the Contractor outside of the identified core hours must be in accordance with the Annex B Basis of Payment and upon written approval by the PPSC Project Authority.

1.1 Process for Work Requests

Work Requests will be submitted to the Contractor by authorized PPSC Ordering Authorities. There is a range of 50- 70 PPSC staff members who may action a Work Request at any given time. The PPSC Project Authority will provide the Contractor with the details regarding the authorized PPSC Ordering Authorities after award of contract.

Work Requests will be submitted to the Contractor on the "*Work Request Order*" form (refer to example in Annex "E"), which includes the delivery date, the security level and the specifications and/or instructions for the required services for each Work Request as well as all of the necessary information for invoicing the PPSC. The Contractor must not accept work without this form.

The Contractor must accept Work Requests supplied by PPSC Ordering Authorities as follows:

- In person, at the Contractor's counter;
- Couriered directly to the Contractor's premises, or
- Via e-mail
- *Via facsimile*

Each Work Request will be supplied to the Contractor with the required hard copy or electronic components as specified for the requirement as well as any other supplied material specified by the PPSC Ordering Authority to be provided at contract award.

The start time begins as soon as the Contractor receives and confirms receipt of the order requisition and materials to be copied/printed/etc.



2. Material supplied

Components for copying/short run printing services will be supplied to the Contractor by the PPSC Ordering Authority with each Work Request. The material for the required reprographics services will normally be supplied as single or multiple page hard copy documents in paper format or as PDF files or in electronic files done in standard word-processing software and graphic arts industry applications. *There may also be encrypted files or password protected files.*

The Contractor must review supplied electronic files within 2 hours of their reception or less dependent upon the delivery schedule.

The Contractor must contact the PPSC Ordering Authority immediately if supplied media varies from the description of the material supplied as stated in the specifications of the Work Request. The Contractor must also contact the PPSC Ordering Authority immediately if there are problems accessing or processing the files, printing from the supplied files or printing or scanning hard copy documents.

Components for scanning to electronic format will be supplied to the Contractor by the PPSC Ordering Authority as hard copy documents with the Work request.

Review of the supplied material must be accounted for in the production schedule unless otherwise specified in writing by the PPSC Ordering Authority.

Memory sticks (USBs) and removable hard drives will be supplied to the Contractor by the PPSC Ordering Authority when the scanning/electronic requirement is to be saved onto these devices.

2.1 Handling Supplier Non-Standard Documents for Scanning or Reproduction

As required, the Contractor must prepare non-standard documents for scanning or reproduction. Non-Standard documents include:

- a. different paper such as blueprints, maps or photographs;
- b. file volumes of documents of different paper weights, such as onion-skin, heavier stock, etc.;
- c. file volumes of documents that cannot be fed automatically through scanning machines due to damage;
- d. exceptional number of sticky notes, and
- e. bindings such as books, cerlox, pamphlets or booklet (e.g. Reports).

3. Copying/short run printing services

The Contractor must print from the supplied hard copy and/or electronic format originals as supplied by the PPSC Ordering Authority for each requirement.

The Contractor must supply all materials and operations to complete the copying/short run printing services specified in each Work Request.

Work Requests for copying/short run printing services may include the printing and assembling of covers, gathering sheets, stapling, wire stitching, drilling, folding, enlargements/reductions of images, supply of tab dividers, inserting printed and/or supplied material, and various binding operations as specified for each.

The required size of each document being produced may vary, however, the bulk of the work will be for the standard sizes of: 8 1/2"x11"; 8 1/2"x14" and 11"x17".

As required, supplied original documents may require special handling. The Contractor must



remove and rebind supplied bound originals in the same order and style as the originally supplied documents or as specified by the PPSC Ordering authority.

Supplied electronic original documents may be provided on a CD, DVD, USB key, removable hard drive or via email.

The Contractor must provide all materials to produce the work to final format including the supply of binders.

3.1 Quality

The print and binding quality level is Informational, in accordance with the Public Works and Government Services (PWGSC) Publications entitled "Quality Levels for Printing" and/or "Quality Levels for Colour" and "Quality Level for Binding" latest issues.

3.2 Overruns/Underruns

No overruns and no underruns will be accepted.

3.3 Text and Cover Papers

The Government of Canada uses paper stocks considered to be environmentally friendly. Selection of these papers is based on factors such as sustainable development, life-cycle management and/or forest management. For this contract, papers from manufacturers certified under the Environmental Choice Program (ECP), or who are using fiber originating from a sustainably-managed forest certified to a third-party verified forest certification standard such as the Forestry Stewardship Council (FSC), Sustainable Forestry Initiative (SFI) or the Canadian Standards Association Sustainable Forest Management Standard (CSNSFMS) will be acceptable for completion of the work.

3.4 Description

Specifications for each Work Request will be provided to the Contractor by the PPSC Ordering Authority at the time of the Work Request:

Quantities: From 1 copy to 12 (usually not more than 12)

Size: From as small as 8 1/2"w x 11"h and larger than 11"w x 17"h

Number of Pages: From 1 page to 800 pages (400 sheets printed on 2 sides) but may occasionally be more. Documents will vary in size. Original documents usually do not exceed 400 sheets per document.

Prints: On one (1) and/or two (2) sides as specified in each Work Request. Print colours will range from black only to black+ spot colours (PMS) to full colour (4 colour process).

Some documents may require enlargements and/or reductions to the image size of the supplied originals. As specified in the Work Request, the Contractor must reduce and/or enlarge images.

Text paper: 40m (20 lbs) Bond and/or text papers in white or pastel colours* as specified in each Work Request.



Cover paper: 130m (651bs) White or pastel colours*; uncoated
* most common colours requested are beige/tan, light green and light blue

Bindery: The bindery requirements for printed copies will vary and may include any of the following as specified in each Work Request:

- gathering (collating) sheets, stapling (wire stitching), cerlox binding, spiral binding, drilling holes, and insertion into three ring ("O-ring") binders.
- Assembling covers, assembling printed documents into sets, assembling supplied material, inserting tab dividers and/or inserting supplied material with printed documents.
- Folding by machine and/or by hand.

Binders:

Binders are white standard vinyl:

- 3-ring standard presentation binder for 8 ½" x 11" sheet size, round-ring, silver tone hardware with triggers, sheet lifter, with clear front cover and spin for inserts with pockets on front and back covers.
- 4-ring standard presentation binder for 8 ½" x 14" sheet size, round-ring, silver tone hardware with triggers, sheet lifter, with clear front cover and spin for inserts with pockets on front and back covers.

Divider: Tab Dividers:

Black print (alphabetical, numerical or custom printed) on one (1) side of tab extension only.

Cut: 1/10 Cut for alphabetical tab dividers (1 bank of 10 tabs per bank); and
1/5 Cut for numerical tab dividers (1 bank of 5 tabs per bank);
Clear Mylar on tab extension of alphabetical and numerical tab dividers and clear Mylar strip along binding edge (on back) of all tab dividers. Mylar is not to contain PVC.

Tab/Divider Paper:

220m (110 lbs) index, White, 9pt.

PPSC Supplied

Material for Insertion:

As required for any Work Request, the PPSC Ordering Authority may supply material to be inserted into printed documents. The Contractor must insert the PPSC supplied dividers and/or inserts into position in the documents as specified by the PPSC Ordering Authority in the Work

Request:

- Labels: With titles or sub-titles. As specified, the Contractor must affix the supplied labels on a cardboard divider and insert into the supplied documents.



- Tab dividers and inserts must be assembled or inserted into position and bound with document. Manual transcript of hand-written information on sticker (post-it) must be copied and added in position and in sequence in the printed documents.

3.5 Scanning

As required, the Contractor must scan hard-copy documents to various electronic formats. The majority of the requests for scanning are for documents to be scanned to PDF. The various other formats that may be required are limited to common Office Suite applications (MS Office, Corel Office and Lotus Office, etc.) as well as graphic arts industry applications (Adobe products, Quark Xpress, Foxit and MS OneDrive, etc.)

Naming convention for the output files will be determined on a job-by-job, if required.

The Contractor must perform some file manipulation if specified in the work order. For example, documents may need to be zoomed in, highlighting marks removed, etc.

The Contractor must scan documents into the same page format as the documents supplied unless requested otherwise on the work request.

There is no limit to the file size the Contractor must produce.

The Contractor must save the digital files after scanning onto either a CD, DVD, supplied memory stick (USB), or supplied removable hard-drive as specified on the Work Request.

3.5.1 Document Preparation for Scanning

Most documents supplied to the Contractor by the PPSC Ordering Authority will conform to standard paper sizes and weights and will be fastened with clips or staples. On the rare circumstances when the original supplied document is bound, the Contractor must take apart and rebind supplied bound originals in the same order and style as the originally supplied documents.

For all files/documents supplied by the PPSC Ordering Authority, the Contractor must:

- a. remove all bindings from documents and files, such as paper clips, staples, binder clips, three-ring binders and rubber bands, noting what fastenings or bindings were used at each document boundary (paper parts that are contained within a binding element for re-assembly) for later reconstruction;
- b. maintain the integrity of the file/documents, ensuring that pages and documents are kept in their original order. It must be possible to reconstruct the file, down to the fastenings and the file boundaries;
- c. insert separator sheets in place of these bindings in order to keep track of pages that were bound together;
- d. move post it notes to open areas on a page or onto a clean sheet of paper so as not to obscure any information;
- e. mark transitions from single-sided to double-sided sheets; and
- f. photocopy torn, folded or fragile originals onto new sheets of paper for scanning. Track where to replace the originals when scanning is completed.



4. Service Standards

PPSC is responsible for providing the Work Requests directly to the Contractor. Once the Contractor has confirmed receipt of both the components and the work request the service standard time requirement commences.

It is a constitutional requirement to provide the Court with full disclosure of the investigation. The type of service standard chosen will depend on the time frame required for disclosure and will be reflected in the service standard indicated in the Work Request. Occasionally, the work may be required to be done during the lunch recess.

- **EXTREMELY URGENT**

Completion of the required copies in the final format specified in the Work Request must be made within one (1) hour of receipt of both the components and Work Request from the PPSC Ordering Authority.

- **URGENT**

Completion of the required copies in the final format specified in the Work Request must be made within two and a half (2.5) hours of receipt of both the components and Work Request from the PPSC Ordering Authority.

- **RUSH**

Completion of the required copies in the final format specified in the Work Request must be made within four (4) hours of receipt of both the components and Work Request from the PPSC Ordering Authority.

- **STANDARD**

Completion of the required copies in the final format specified in the Work Request must be made within one (1) working day (next day) of receipt of both the components and Work Request from the PPSC Ordering Authority.

5. Delivery Address

The completed Work Requests will be picked up by PPSC Ordering Authority or the PPSC Ordering Authority will make arrangements for delivery.

Dependent upon the level of service, the client may choose to wait at the Contractor's premises. When the PPSC Ordering Authority does not remain on-site, the Contractor's On-Site Manager or designate will inform PPSC Ordering Authority by telephone or by e-mail once the job has been completed, so the documents can be picked up by the PPSC Ordering Authority.

6. Packaging and receiving specifications

6.1 Packaging

- All printed materials must be placed flat in cartons and packed tightly.
- Cartons must be sized appropriately for the contents and must be packed solidly to prevent shifting, curling and prevent damage of the contents.
- The maximum weight of a loaded carton is not to exceed twenty-five (25) pounds.



6.2 Labeling

All carton ends must be labeled with the following:

- PPSC Work Request number.
- Product title (if applicable) of enclosed material.
- Exact quantity enclosed in carton.
- Box number and of total number of boxes in shipment; e.g. Box 1 of 3.

6.3 Packing of CD/DVDs

CDs and DVDs are to be packaged individually in paper sleeves then grouped in envelopes or boxes depending on the quantity.

USB keys and removable hard drives are to be packaged in bubble envelopes.

6.4 Packing Slips

Each shipment must include a Packing Slip. The Packing Slip must contain the following information:

- Contractor name and address.
- PPSC Ordering Authority name and address.
- PPSC Work Request number.
- Exact quantity enclosed in carton.
- The total number of boxes in shipment.

7. Components

- All components required to complete each Work Request, whether produced or purchased by the Contractor, or provided to the Contractor are the property of the Government of Canada.
- The Contractor must return all components to the PPSC Ordering Authority identified in each Work Request upon completion of the work and at no additional cost to Canada.
- Component must be packaged appropriately and safeguard the contents from damage.

8. Invoicing

In conjunction with the Contract Clauses, invoices must be submitted on a weekly basis and must include a detailed billing statement that includes the following for each Work Request completed during the billing period:

- Work Request number
- Quantity specified
- Services rendered (copying/short run printing or scanning, inserting etc.)
- Cost breakdown per Unit of Issue
- Total cost including applicable taxes
- Copy of the Work Request Order form



ANNEX "B" BASIS OF PAYMENT

Item	Description	Initial contract period February 29, 2024 to March 31, 2025.
1	TEXT PAGES BOND WHITE (20 lb) 40M	Price per sheet
1.1	8-1/2" x 11" sheet printed black (on one side)	
1.2	8-1/2" x 11" sheet printed black (on two sides)	
1.3	8-1/2" x 11" sheet printed in full colour (on one side)	
1.4	8-1/2" x 11" sheet printed in full colour (on two sides)	
1.5	8-1/2" x 14" sheet printed black (on one side)	
1.6	8-1/2" x 14" sheet printed black (on two sides)	
1.7	8-1/2" x 14" sheet printed in full colour (on one side)	
1.8	8-1/2" x 14" sheet printed in full colour (on two sides)	
1.9	11" x 17" sheet printed black (on one side)	
1.10	11" x 17" sheet printed black (on two side)	
1.11	11" x 17" sheet printed in full colour (on one side)	
1.12	11" x 17" sheet printed in full colour (on two side)	

2	COVERS, UNCOATED WHITE SMOOTH FINISH 130M (65lb)	Price per cover
2.1	8-1/2" x 11" sheet printed black (on one side)	
2.2	8-1/2" x 11" sheet printed in colour (on one side)	
2.3	8-1/2" x 14" sheet printed black (on one side)	
2.4	8-1/2" x 14" sheet printed in colour (on one side)	



3	COVERS, UNCOATED COLOUR SMOOTH FINISH 130M (65lb)	Price per cover
3. All inclusive price per cover including: all set-ups, all operations and materials for printing (one [1] side as required, trimming to final size and assembled with text or insertion into front sleeve of binder as specified in the Annex A Statement of Work.		
3.1	8-1/2" x 11" sheet printed in black (on one side)	
3.2	8-1/2" x 11" sheet printed in black (on two side)	
3.3	8-1/2" x 11" sheet printed in full colour (on one side)	
3.4	8-1/2" x 11" sheet printed in full colour (on two side)	
3.5	8-1/2" x 14" sheet printed in black (on one side)	
3.6	8-1/2" x 14" sheet printed in black (on two side)	
3.7	8-1/2" x 14" sheet printed in full colour (on one side)	
3.8	8-1/2" x 14" sheet printed in full colour (on two side)	
3.9	8-1/2" x 11" sheet acetate (no printing)	
3.10	8-1/2" x 14" sheet acetate (no printing)	

4	TAB DIVIDERS 110 lb Index	Price per divider
4.1	8-1/2" x 11" Price per divider (alpha/numerical) 1/10th or 1/5th	
4.2	8-1/2" x 14" Price per divider (alpha/numerical) 1/10th or 1/5th	
4.3	8-1/2" x 11" Price per divider (blank)	
4.4	8-1/2" x 14" Price per divider (blank)	
4.5	Affixing supplied labels, as described in the Annex A, Statement of Work	
4.6	8-1/2" X 11" 2.4 mm clear Polypropylene Sheet Protector, top loading 3 holes punched for inclusion in D-ring binder	
4.7	8-1/2" X 14" 2.4 mm clear Polypropylene Sheet Protector, top loading 3 holes punched for inclusion in D-ring binder	



5	BINDERY OPERATIONS	Price per copy
5.1	Cerlox 8-1/2" x 11" binding (up to 1/2"), price per copy	
5.2	Cerlox 8-1/2" x 11" binding (3/4"), price per copy	
5.3	Cerlox 8-1/2" x 11" binding (1"), price per copy	
5.4	Cerlox 8-1/2" x 11" binding (1-1/2"), price per copy	
5.5	Cerlox 8-1/2" x 11" binding (2"), price per copy	
5.6	Cerlox 8-1/2" x 14" binding (up to 1/2"), price per copy	
5.7	Cerlox 8-1/2" x 14" binding (3/4"), price per copy	
5.8	Cerlox 8-1/2" x 14" binding (1"), price per copy	
5.9	Cerlox 8-1/2" x 14" binding (1-1/2"), price per copy	
5.10	Cerlox 8-1/2" x 14" binding (2"), price per copy	
5.11	Spiral 8-1/2" x 11" binding (1") , price per copy	
5.12	Spiral 8-1/2" x 14" binding (1") , price per copy	
		Price per staple/stitch
5.13	Wire stitching (up to 20 sheets) price per staple/stitch	
5.14	Wire stitching (21 to 32 sheets) price per staple/stitch	
5.15	Wire stitching (33 to 52 sheets) price per staple/stitch	
5.16	Wire stitching (53 to 85 sheets) price per staple/stitch	
5.17	Wire stitching (86 - 215 sheets) price per staple/stitch	
		Price per sheet
5.18	Drill three holes for supplied materiel, price per sheet	
5.19	Folding price per fold per sheet	
<p>Binders are white standard vinyl: 3 D-Ring standard presentation binder for either 8-½" x 11" sheet size or 4 round ring standard presentation binder for 8-½" x 14" sheet size, as specified in the Annex A Statement of Work.</p>		
Binders - 8-½" x 11" sheet size		Price per binder



5.20	Binder (1/2" capacity) , price per binder	
5.21	Binder (1" capacity) , price per each binder	
5.22	Binder (1-1/2" capacity) , price per binder	
5.23	Binder (2" capacity) , price per binder	
5.24	Binder (3" capacity) , price per binder	
5.25	Binder (4" capacity) , price per binder	
Binders - 8-1/2" x 14" sheet size		
5.26	Binder (1/2" capacity) , price per binder	
5.27	Binder (1" capacity) , price per binder	
5.28	Binder (1-1/2" capacity) , price per binder	
5.29	Binder (2" capacity) , price per binder	
5.30	Binder (3" capacity) , price per binder	
5.31	Binder (4" capacity) , price per binder	
6	Non Standard Original: i.e.: Onion Skin, forms , originals are non standard paper	Price per sheet
6.1	8-1/2" x 11" sheet printed black (on one side)	
6.2	8-1/2" x 11" sheet printed colour (on one side)	
6.3	8-1/2" x 14" sheet printed black (on one side)	
6.4	8-1/2" x 14" sheet printed colour (on one side)	
6.5	Inserting provided documents into position as described in the Annex A, Statement of Work	
7	SCANNING	Price per page
7.1	8-1/2" x 11" price per page	
7.2	8-1/2" x 14" price per page	
7.3	11" x 17" price per page	
7.4	file manipulation as per Annex A Statement of Work per page	
8	COPYING MEDIA price includes medium, affixing label (label printed in Black)	Price per each
8.1	Price per CD including paper sleeve	
8.2	Price per DVD including paper sleeve	
8.3	Price to load scanned material per supplied memory stick	



8.4	Price to load scanned material per supplied removable hard drive	
Aggregate total amount for article 1.1 to 8.4		\$0.00

9		
9.1	1 hour Extremely Urgent delivery	%
9.2	2.5 hours Urgent delivery	%
9.3	4 hours Rush delivery	%
10		
10.1	Percentage increase over the basic price for work completed outside of core hours.	%
11	MISCELLANEOUS CHARGES	Rate per hour
11.1	Removal of tags and sticky notes from original documents provided	



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Table with contract number 100032977 and security classification unclassified.

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

Main form containing questions 1 through 7, including subcontract information, work description, and security classification options.



Contract Number / Numéro du contrat 1000032977
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?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / 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?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / 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 COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS 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?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / 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?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / 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?
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? No / Non Yes / Oui

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



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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.
Les 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 / CLASSIFIÉE			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			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? No Yes
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? Non 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? No Yes
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? Non 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

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Security Classification / Classification de sécurité unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) TODD GERHART	Title - Titre CHIEF FEDERAL PROSECUTOR	Signature Gerhart, Todd	<small>Digitally signed by Gerhart, Todd DN: c=CA, o=CSC, ou=PPSC-SPPC, cn=Gerhart, Todd Reason: I am approving this document Location: Ottawa Date: 2023.09.19 10:21:43-0700 First PhantomPDF Version: 10.1.1</small>
Telephone No. - N° de téléphone 604-775-5686	Facsimile No. - N° de télécopieur 604-666-1599	E-mail address - Adresse courriel Todd.Gerhart@ppsc-sppc.gc.ca	Date 2023-09-19
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) PHIL ROY	Title - Titre SECURITY OFFICER	Signature Roy, Phillip	<small>Digitally signed by Roy, Phillip DN: c=CA, o=CSC, ou=PPSC-SPPC, cn=Roy, Phillip Reason: I am the author of this document Location: your signing location here Date: 2023.09.19 10:48:54-0700 First PhantomPDF Version: 10.1.1</small>
Telephone No. - N° de téléphone 613-298-3145	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Phil.roy@ppsc-sppc.gc.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Edith Hamann	Title - Titre Senior Acquisitions Officer	Signature Hamann, Edith	<small>Digitally signed by Hamann, Edith DN: c=CA, o=CSC, ou=PPSC-SPPC, cn=Hamann, Edith Reason: I agree to specified parts of this document Location: Date: 2023.11.01 09:08:55-0700 First PhantomPDF Version: 10.1.1</small>
Telephone No. - N° de téléphone 613-668-9501	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel edith.hamann@ppsc-sppc.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Alexandra Silva Contract Security Officer alexandra.silva@tpsgc-pwgsc.gc.ca	Title - Titre	Signature Silva, Alexandra	<small>Digitally signed by Silva, Alexandra Date: 2023.12.12 10:20:29 -05'00'</small>
	télécopieur	E-mail address - Adresse courriel	Date



ANNEX “D” INFORMATION TECHNOLOGY (IT) SECURITY REQUIREMENTS AT THE PROTECTED “B” LEVEL. IT SECURITY.

The Security requirements for Public Prosecution Service of Canada are those included in the Operational Security Standard: Management of Information Technology Security (MITS).

In addition, the following additional requirements are also to be inspected:

1. Each Contractor requiring access to PROTECTED information must hold a valid RELIABILITY STATUS security clearance, granted by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).
2. The Contractor must not provide access to Public Prosecution Service of Canada information to subcontractors, volunteers, offenders or other parties, unless individuals have been authorized by Public Prosecution Service of Canada, hold a valid RELIABILITY STATUS clearance and have a legitimate need-to-know for the information provided via that system.
3. The Contractor must not grant individuals without a RELIABILITY STATUS security clearance access to computers that are or were previously used to process Public Prosecution Service of Canada information or permit those same individuals to assist with the care or operation of the computer systems used to access Public Prosecution Service of Canada information.
4. The Contractor must ensure that all of its employees who are involved in this Contract are completely aware of their security obligations related to the handling of PROTECTED information.
5. If PROTECTED information is stored or processed on a computer belonging to the Contractor and/or on removable media such as a USB flash drive, the information must be protected by a strong password and encrypted using a product that meets FIPS 140-2 standard.
6. The Contractor must operate computers used to complete the Contract only in an Operations Zone as defined in the Treasury Board's Operational Security Standard on Physical Security.
7. When not in use, the Contractor(s) must secure all sensitive material stored in removable computer media in a Public Prosecution Service of Canada -approved security container.
8. The Contractor shall ensure that the screen and printed output is not viewable by unauthorized people.
9. The Contractor transporting any PROTECTED information must use a RCMP-approved locking dispatch case (i.e. briefcase) and follow operational standards while handling it.
10. Electronic exchange of PROTECTED information must be encrypted using a product that meets FIPS 140-2 standard.
11. All documentation produced or completed by the Contractor, which contains PROTECTED information shall have its sensitivity labeled in the upper right hand corner on the face of each page of the document. Also all hardware devices (e.g. PCs, printers, removable storage media and backup tapes) will be labelled appropriately. (Security Markings).
12. When using remote access on the Information System (IS) the company shall utilize a VPN solution that requires two tier authentication; is secure and monitored to prevent cyber attacks and unauthorized access. The employee using a VPN must be made aware of the risks and understand the potential threats.



13. Government contractual data is to be segregated from other contractual data and corporate data in a way which allows all government contractual data to be immediately security wiped upon request of the client.
14. All hard disks, removable media, backup media, etc that contain PROTECTED information shall be disposed of using security procedures defined in ITSG-06 to ensure no residual PROTECTED data can be read off these devices, this would also include printers, multi-function printers and photocopiers which utilize an internal hard drive.
15. Unless prescribed otherwise by law, the Contractor must permanently remove all sensitive electronic information that belongs to or was processed in the completion of the contract, from any storage medium belonging to the Contractor or any of its agents.
16. The Contractor shall ensure direct supervision of individuals without a valid RELIABILITY STATUS security clearance if/when they are to service or maintain a computer used to process PROTECTED information on the contractor's premises.
17. If there is a requirement to service a computer that is used to store and/or process PROTECTED information outside of the Contractor's premises, any hard disk(s) containing PROTECTED information must be removed and secured with the Contractor prior to the computer being removed from the premises.
18. If it has been determined that the computer hard disk used to process or store PROTECTED information is no longer serviceable, the Contractor shall surrender the hard disk for destruction.
19. When using wireless, it is to conform to the configuration guidelines in ITSPSR-21A.
20. The Contractor is liable for any damages incurred as a result of the compromise of any PROTECTED information.
21. The Contractor must report to the Project Authority, any loss or theft of PROTECTED information within two hours of detection.
22. The Contractor may request a copy of all applicable departmental policies and standards from the project authority.



ANNEX “E” WORK REQUEST ORDER FORM

The Contractor must work with the PPSC Project Authority to create a Work Request order form that will be used for this Contract. The Work Request Order form is to include the following information:

REQUEST NUMBER:

Date submitted		Date required	
Time submitted		Time required	
PPSC Ordering Authority		Cost Centre	
Contact Name			
Contact Phone			
FINANCE INFORMATION			
Office Charge			
PPSC File Number		Court/other file number (Optional)	
File Name			
Client Department		Phone number	
Client Address:		Order number	
Copies Required		Same as original(s)	
Single Sided		Double sided	
Black & White Copies		Colour copies	
Cerlox		Binder	
Staple		Spiral	
Covers		Tabs	
Dividers			
Book Copying		Scanning	
CD copying		DVD copying	
Hole punch			

Other instructions/Requests

Certified pursuant to Section 32 of the financial administration Act

Signature:

Date:

Received:

Signature and date: