



Canada Revenue Agency Amendment to Request for Proposal (RFP)

Amendment to Request for Proposal Details

Title: Flat Forms

Solicitation Number: 1000485371

Date (year-month-day): 2024-04-09

Amendment Number: 003

Solicitation Closes on (year-month-day): 2024-04-17 at 2:00 PM

Time Zone: EDT Eastern Daylight Time

Contracting Authority Name: Michael Yaehne

Contracting Authority Address: See original document

Contracting Authority Email Address: See original document

Telephone Number: See original document

Destination: See original document

Submit proposals to: Canada Revenue Agency (see original document)

Bidder Details

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

Bidder's Legal Name:

Bidder's Address:

Bidder must identify below the name and title of the individual authorized to sign on behalf of the Bidder.

Signature of authorized representative:

Date (year-month-day):

Name of person authorized to sign:

Title of person authorized to sign:

Telephone Number:

E-mail Address:

This document contains a security requirement.



This solicitation amendment is raised to:

- Address the following questions submitted during the solicitation period as per RFP; and
- Amend the RFP.

1. Questions and Answers

Question 1:

Please provide specifics regarding which print requirements will have a security classification.

Answer 1:

Any jobs that have a mailing list with personal information (Names, Addresses, Business Numbers). For example, the Remittance Booklets (PD7A-RB & W1-RB) would include a security classification.

Question 2:

In the Financial Proposal Excel file, for the tabs Table A and Table B can there be an adjustment to the first quantity column from “up to 499” to allow for a minimum production quantity of either 100 or 250 and be “250 to 500”?

Answer 2:

At Appendix 3 – Financial Proposal 2024, Table A – Flat Form Pricing, CRA agrees to change column F and G - Quantity from “up to 499” to “25 to 499”, allowing for a minimum production quantity of 25. No change will be made to Table A1 – Flat Form Digital and Table B – Batch Card Pricing as they both include a minimum production quantity. (Please refer to attached Appendix 3 – Financial Proposal 2024 Amd001, Excel Spreadsheet.

Question 3:

Please list all forms that might require MICR ink.

Answer 3:

Here is a list of some of the forms printed with MICR ink, there may be less and there may also be more:

- 1.) Batch Cards
- 2.) Remittance Booklets
- 3.) RC107
- 4.) RC172
- 5.) GST62-1
- 6.) GST62-5

Some examples can be provided upon request.

Question 4:

In Appendix A2: Delivery and Shipping



Can there be an adjustment to the delivery timeframes to be fifteen (15) business days for documents that are fewer than 100,000 copies to up to 500,000 copies? (this timeline does include proofs approval and delivery time)

Answer 4:

CRA agrees to change the timeframe to 15 business days for all quantities up to 500,000.

Question 5:

Can there be an adjustment to include any documents that require MICR ink to be allowed 20 business days to be produced and delivered?

Answer 5:

CRA agrees to change the timeframe for any documents that require MICR ink to be allowed 20 business days to be produced and delivered.

2. Amendments to the RFP

M1: At Annex A: Statement of Work under A - 3.0 Scope

Delete: The production time ranges from 4 (four) to 20 (twenty) working days.

Replace with: The production time ranges from 7 (seven) to 25 (twenty five) working days.

M2: At APPENDIX A2: DELIVERY AND SHIPPING under A2 - 1.0 Delivery Timeframes

Delete:

Requirement Parameters	
Delivery timeframe (in Business Days)	Aggregate Quantity
Thirteen (13)	Fewer than 100,000 copies.
Fifteen (15)	Greater than 100,000 copies, up to 500,000 copies.
Timeframe to be Negotiated.	Greater than 500,000 copies.

Delivery timeframes for the specialized products are the following:

1. Coloured bond/offset – 20 days
2. Index/Bristol – only coloured Bristol – 20 business days
3. Different sizes of NCR (carbonless) – 20 business days
4. Astroparche paper – 20 business days
5. PD7A-RB and W1-RB Remittance Booklets (Pads) – 25 Business days

Replace with:



Requirement Parameters	
Delivery timeframe (in Business Days)	Aggregate Quantity
Fifteen (15)	Up to 500,000 copies.
Timeframe to be Negotiated.	Greater than 500,000 copies.

Delivery timeframes for the specialized products are the following:

1. Coloured bond/offset – 20 business days
2. Index/Bristol – only coloured Bristol – 20 business days
3. Different sizes of NCR (carbonless) – 20 business days
4. Astroparche paper – 20 business days
5. PD7A-RB and W1-RB Remittance Booklets (Pads) – 25 business days
6. Documents that require MICR printing – 20 business days

M3. At Appendix 3 – Financial Proposal

Delete in it entirety

Replace with Appendix 3 – Financial Proposal 2024 Amd001, see attached Excel Spreadsheet.

All other terms and conditions remain unchanged.