



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St./11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services 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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St./ 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

Title - Sujet printing of T5007 tax slips FY16/17	
Solicitation No. - N° de l'invitation B8142-170070/A	Date 2016-09-26
Client Reference No. - N° de référence du client B8142-170070	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-020-71599	
File No. - N° de dossier cw020.B8142-170070	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-10-18	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Werk(cw), Janet	Buyer Id - Id de l'acheteur cw020
Telephone No. - N° de téléphone (613) 998-3968 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) Signature Date	

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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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; 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 and IT Guide, and the Electronic Payment Instruments,

1.2 Summary

Citizenship and Immigration Canada (CIC) has a Resettlement Assistance Program which helps refugees once they arrive in Canada. Refugees receive a cheque once a month to help pay for food, incidentals, shelter and other miscellaneous expenses. These costs are taxable therefore; CIC has a requirement to print out and mail a T5007, Statement of Benefits to each refugee that received monthly income support during the calendar year. These T5007 forms must be printed and mailed out by the 3rd week of February.

The Contract will be in effect for a period of one year (1) from the date of award of Contract with the irrevocable option to extend the Contract by three (3) additional one (1) year periods.

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

The requirement is limited to Canadian goods and/or services.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

This procurement is subject to the Comprehensive Land Claims Agreement(s)

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 will be in writing.

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>) 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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC **will be accepted**.

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.

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.

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.

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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority (janet.werk@pwgsc-tpsgc.gc.ca) no later than **seven (7) calendar days** before the bid closing date. 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

Solicitation No. - N° de l'invitation
B8142-170070/A
Client Ref. No. - N° de réf. du client
B8142-170070

Amd. No. - N° de la modif.
File No. - N° du dossier
CW020. B8142-170070

Buyer ID - Id de l'acheteur
CW020
CCC No./N° CCC - FMS No./N° VME

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.

2.5 Applicable Laws

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separate sections as follows:

- Section I: Technical Bid (**1 hard copy**)
- Section II: Financial Bid - (**1 hard copy**)
- Section III: Certifications (**1 hard copy**)
- Section IV: Additional Information (**1 hard copy**)

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

Canada requests that Bidders follow the format instructions described below in the preparation 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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid (Mandatory Criteria)

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

- 3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

Section III: Certifications

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

3.1.3 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

Section IV: Additional Information

3.1.4 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- 3.1.4.1** 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

- 3.1.4.2** The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) 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

Mandatory Technical Criteria.

Definitions for the purposes of the mandatory technical criteria.

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.

“Multiple” means two (2) or more.

“Print Outputs/Outputs” means print production from supplied data sets

“Data sets” means data files of at least 18,500 records

M.1 CORPORATE EXPERIENCE

The Bidder must demonstrate that it has been contractually bound to an external client (outside of the Bidder's own company) or to external clients* for two (2) contracts to provide data processing and variable printing with insertion into envelopes and delivery to the closest Canada Post outlet.

The Contracts must have been started or completed after April 01, 2012.

*During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

The Bidder must demonstrate that it has contracted or has been contractually bound to an external client or to external clients (outside of the Bidder's own company) for two (2) contracts to provide the services described in the Statement of Work.

These two (2) contracts must have been undertaken within the last four (4) years prior to the closing date of this RFP.

When combined, these two (2) contracts must, at a minimum, include all of the following services (M.1.a - M.1.e):

- M.1.a Data Processing - Preparation of data sets for a minimum of 18,500 records for variable printing consisting of multiple outputs requiring the merging of static and variable information;
- M.1.b Preparation of data sets containing a minimum of 18,500 records for mailing including sortation for incentive lettermail presort and matching of multiple variable items;
- M.1.c Variable printing - Printing of multiple outputs requiring printing of variable information;
- M.1.d Mailing preparation with sortation and handling in accordance with Canada Post requirements for incentive lettermail presort, matching and insertion of variable print items, selective insertion of multiple additional inserts and delivery to Canada Post;

M.1.e At least one (1) of the two (2) contracts must have included a requirement for the Contractor to receive supplied components for printing electronically to the Contractor's secure FTP site as well as uploading final PDFs to said FTP for the Client to retrieve material i.e. PDFs).

Reponses format

The Bidder must provide the following detailed information for each contract as it relates to M.1.a, M.1.b, M.1.c, M.1.d, and M.1.e to demonstrate that the Bidder meets M.1

- As applicable to the contract, a description of the required services (M.1.a, M.1.b, M.1.c, M.1.d, and M.1.e) provided to the client(s) as specified to meet M.1;
- Description of the number of records required to print per print run;
- Description of the delivery requirements per Contract;
- The start date and/or the completion date of the Contract as required to demonstrate that the contract was started or completed after April 01, 2012. (example: contract end date July 2016 or start date April 10, 2013 or July 2010 to present);
- The Bidder must **identify any activities undertaken by sub-contractors and/or joint venture partners.**
- The client information for the Contract.

PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE CONSIDERED NON RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

4.1.2 Financial Evaluation

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

To determine the total evaluated price, the prices submitted in the Annex B: Basis of Payment of this bid solicitation for the initial contract period and the option periods will be calculated as specified in the Annex B Basis of Payment.

4.2. Basis of Selection

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 will be recommended for award of 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 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.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 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 (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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.

5.2. Additional Certifications Precedent to Contract Award

5.2.1 Canadian Content Certification

5.2.1.1 SACC Manual clause A3050T (2014-11-27), Canadian Content Definition.

This procurement is limited to Canadian services.

The Bidder certifies that: () the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

PART 6 - SECURITY

6.1 Security Requirements

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (d) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

Before contract award the following conditions must be met;

- (e) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - 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

[2030](#) (2016-04-04), General Conditions - Higher Complexity - Goods, 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 ISP*) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid **Designated Organization Screening** (DOS) with approved **Document Safeguarding and Production Capabilities** at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor 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 must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide, attached at Annex C;
 - (b) *Industrial Security Manual* (Latest Edition)

7.3.1.2 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

7.3.1.3 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) 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 date of award to _____ inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 PWGSC Contracting Authority

The Contracting Authority for the Contract is:

Janet Werk
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
12th Floor, 360 Albert Street
Ottawa, ON K1A 0S5

Telephone: 613-998-3968 Facsimile: 613-991-5870 E-mail address: janet.werk@tpsgc-pwgsc.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 is a representative from the client department whose name will be specified in the Work Request.

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 CIC Procurement Authority

The CIC Procurement Authority is a representative from the client department whose name will be specified in the Work Request.

The CIC Procurement Authority is responsible for processing all requests for changes to the contract before sending requests for amendments to the Contracting Authority. Any request for changes to the Contract must be sent by the Project Authority to the CIC Procurement Authority who will process requests for amendments to the Contracting Authority (PWGSC). 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.

7.5.4 Contractor's Representative

Project Manager

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

Replacement for Project Manager

Name: _____

Telephone: _____ - _____ - _____

Fax: _____ - _____ - _____

E-mail _____

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: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment

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

7.7.2 Limitation Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____. Customs duties are included and Applicable Taxes are extra.

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

7.7.3 Payment

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

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

7.7.4 Electronic Payment of Invoices

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.8 Invoicing Instructions

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

7.8.2 Invoicing will be by electronic means (email). **Invoices must be distributed as follows:**

- a. **The original copy must be forwarded / emailed to the CIC Project Authority** identified under the section entitled "Authorities" of the Contract for certification and payment.
- b. **One (1) copy must be emailed to the Contracting Authority** identified under the section entitled "Authorities" of the Contract. (janet.werk@pwgsc-tpsgc.gc.ca).

7.9 Certifications and additional information

7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification.

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.

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 2030 (2016-04-04), Higher Complexity - Goods;
- (c) Annex A, Statement of Work;

- (d) Annex B, Basis of Payment;
- (e) Annex C, SRCL and IT guide
- (f) the Contractor's bid dated _____, (*date of bid*).

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 Handling of Personal Information

The Contractor acknowledges that Canada is bound by the [Privacy Act](#), R.S., 1985, c. P-21, with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

7.15 SACC Manual Clauses

SACC Reference	Section	Date
P1005C	Packaging and Packing of Printed Products	2010-01-11
P1009C	Author's Alterations	2007-11-30
P1010C	Quality Levels for Printing	2010-01-11
P1011C	Quality Levels for Colour Reproduction	2010-01-11

ANNEX "A" STATEMENT OF WORK

Production and Mailing of Canada Revenue Agency (CRA) form T5007 Statement of Benefits.

A.1. BACKGROUND

Citizenship and Immigration Canada (CIC) has a Resettlement Assistance Program which helps refugees once they arrive in Canada. Refugees receive a cheque once a month to help pay for food, incidentals, shelter and other miscellaneous expenses. These costs are taxable therefore; CIC has a requirement to print out and mail a T5007, Statement of Benefits to each refugee that received monthly income support during the calendar year.

CIC is required to consolidate annually, all data records for each client recipient according to internal standards. Each T5007 must be printed and mailed to recipients no later than the 3rd week of February.

In previous years, CIC has generated, printed and mailed out an average volume of 5,500 T5007 per year to recipients. With the Syrian refugee initiative, we anticipate 18,500 T5007 for tax year 2016. The amount for the option years may decrease.

A.2. OBJECTIVE

CIC has a requirement for the production, printing and mailing of T5007 documents to individuals for tax purposes. It is a legal requirement to produce and issue such statements.

The Contractor must, through their secure system, import data from a file sent from CIC via a secure File Transfer Protocol (FTP) containing recipients' personal information (Protected B information) for each different T5007.

A.3. SCOPE OF WORK

The Contractor must be able to read T5007 tax slip variable data from a file in "XML" format, and have the "up to date" CRA "form layouts" and "schemas". The Contractor must be able to program the variable data from the XML file to print the variable data in the correct fields of the CRA T5007 form. The Contractor must print hard copies of the T5007 form, fold them, insert them into the provided window envelope, and mail them. The Contractor must also create PDF files and upload the created PDFs of all printed forms back to the secure FTP site for the CIC Project Authority to have access to them.

The Contractor must then print the T5007 tax slips and mail them no later than the 3rd week of February.

A.4. WORK PHASES

The work is divided into three phases:

Phase 1: Validate file and CRA layout

Phase 2: Testing of T5007

Phase 3: Production & distribution (printing and mailing)

A.4.1 Phase 1 – Validate file layout

The Contractor must make the necessary changes in support of CIC specifications.

A.4.1.1 CIC Specification

a) T5007 Production

- CIC will provide data (XML file) to the Contractor via a secure file transfer. The Contractor must generate the T5007 tax slips in both PDF and hard copy format (approximately 18,500).
- The Contractor must be able to read T5007 tax slips from a file in "XML" format, and have the up to date CRA "form layouts" and "schemas" to convert the file into hard copies. (Link to CRA form: <http://www.cra-arc.gc.ca/E/pbg/tf/t5007/README.html>).
- Contractor must verify for mismatch/missing province/postal code.
- Where SIN equals 000000000, Contractor must print 000000000.
- There must be no space in sin numbers.
- Elements in lower case must be converted to upper case.

Printing specifications

- Each T5007 must be printed as follows:
 - Paper: 8 1/2 x 14, regular bond paper, white.
 - One (1) sheet per address 2/2 printed front and back
 - Variable information printed on the front page only.
- Each statement must be folded and inserted into a single window envelope.

b) Envelopes

- Single window envelopes supplied by CIC at the beginning of February

c) Distribution

- Postage must be pre-paid by the Contractor.
- There may be some non-Canadian addresses.

A.4.2 Phase 2 – Testing of T5007

CIC will provide a test file to the Contractor in January. The Contractor must generate 30 samples each in both pdf format and print format (hard copy). Samples must be sent to the Project Authority for approval no later than the end of January.

Testing must be completed by the first week of February.

The Project Authority to approve the samples within 5 business days of receiving them.

Based on review of the hardcopy samples, should alteration be necessary, CIC must receive new hardcopy proofs for review and approval within 2 business days. Revision and the subsequent hardcopy samples may be requested as many times as necessary prior to final approval.

All revisions and approvals for each form must be finalized one day prior to the Production start date.

A.4.3 Phase 3 - Production & Distribution

One week after the testing phase is completed, CIC will provide a production file to the Contractor. The envelopes will be delivered to the Contractor at the beginning of February. All T5007 tax slips must be mailed by the third week of February. The Contractor must save a copy of all T5007 tax slips and send via secure file transfer to the Project Authority after all the slips have been mailed out.

A.5. DELIVERABLES AND SCHEDULE

A.5.1 Meeting and Project Planning: The Contractor must coordinate a meeting via telephone with CIC Project Authority at the beginning of January to discuss the project work plan and timeline to meet requirements.

A.5.2 Phase 1 – Validate file layout: CIC will provide the data file by mid-January; the Contractor must complete the validation of the file layout by the end of January.

A.5.3 Phase 2 – Testing of T5007: The Contractor must complete this phase the first week of February.

A.5.4 Phase 3 – Production & Shipping: The Contractor must issue and ensure the statements of accounts are mailed to recipients no later than the 3rd week of February.

A.6. ARTWORK

The Contractor, by following CIC specifications, must issue T5007 slips in both official languages following the most recent CRA layout. See the CRA web site for the static form <http://www.cra-arc.gc.ca/E/pbg/tf/t5007/README.html>

A.7. LOCATION OF WORK AND TRAVEL

All work must take place on the Contractor's site and place of business for the generating, printing and transmitting of T5007 slips.

No travel is required.

A.8 LIMITATIONS AND CONSTRAINTS

- i. The file transfer (data) transferred to the Contractor must never cross Canadian borders. The Contractor database (servers) must be in Canada and the entire infrastructure related to backups must also be in Canada.
- ii. The Contractor certifies that he/she; its employees will be available to commence performance of the work from the Contract award and will remain available to perform the work in relation to the fulfillment.

A.9 SECURE HANDLING OF DATA

The secure handling of data is essential. CIC will upload the data on to the Contractor's secure FTP site where it will be available for retrieval by the Contractor. Data held on the Contractor's own system must be disposed of one (1) week following the mailing. The Contractor must adhere to the Contract's IT Technical Document (see Annex C).

A.10 DISTRIBUTION

A.10.1 Address Accuracy Count / Statement of Accuracy

The Contractor must conduct address accuracy (as per Canada Post guidelines) and produce a Statement of Accuracy so that CIC can benefit from a preferential mailing rate. The Contractor must maintain address accuracy of the supplied files and to meet all other Canada Post requirements for Incentive Lettermail Presort postage rates. The Contractor must provide all final address accuracy to CIC at the completion of the project.

A.10.2 Insertion

T5007 forms are to be inserted into the provided Government of Canada envelopes with the recipient address visible in the front window.

A.10.3 Pre-sort, handling

Each mailing piece to include: envelope and T5007 printed form.

A.10.4 Mailing and Distribution

- Contractor must handle Incentive Lettermail according to Canada Post guidelines and pieces must be mailed across Canada and around the world based on addresses supplied by CIC.
- Contractor to request a staggered mail induction (as required).
- Contractor must provide CIC with a Statement of Mailing from Canada Post, once a mailing has occurred.

A.10.4.1 Mailings must be sent on time and without error. The Contractor must provide a mail project report to the CIC Project Authority after the mailing.

A.11 FILE DESCRIPTION – VARIABLE DATA REQUIREMENT

A.11.1 Data Manipulation

The manipulation of data is required. CIC will upload the data on to the Contractor's secure FTP site where it will be available for retrieval by the Contractor. The Contractor must upload the created PDFs of all printed forms back to the secure FTP site for the CIC Project Authority to have access to them.

The Contractor must use the T5007 data requirement fields as identified in the CRA website below. The contractor must ensure the latest version is used (see Appendix A).

<http://www.cra-arc.gc.ca/esrvc-srvce/rf/cryr/t5007-eng.html>

Appendix "A": T5007 Statement of Benefits data requirement fields

Below is what is on the CRA site as of June 15, 2016:

T5007 Statement of Benefits

2016V1 - updated 2015-10-10

<Return>

<T5007>

<T5007Slip>

<RCPNT_NM>

<snm></snm>

Recipient surname

- **Required** 20 alphanumeric
- First 20 letters of the recipient's surname, as it appears on the information return slip
- Omit titles such as Mr., Mrs., etc.
- Do not include first name or initials

<gvn_nm></gvn_nm>

Recipient first name

- 12 alphanumeric
- First 12 letters of the recipient's first given name, as it appears on the information return slip

Note: If only initials are available, provide the recipient's first initial.

<init></init>

Recipient initial

- 1 alphanumeric
- Initial of the recipient's second given name, as it appears on the information return slip

</RCPNT_NM>

<RCPNT_ADDR>

<addr_l1_txt></addr_l1_txt>

Recipient address - line 1

- 30 alphanumeric
- First line of the recipient's address, as it appears on the information return slip

<addr_l2_txt></addr_l2_txt>

Recipient address - line 2

- 30 alphanumeric
- Second line of the recipient's address, as it appears on the information return slip

<cty_nm></cty_nm>

Recipient city

- 28 alphanumeric
- City in which the recipient is located, as it appears on the information return slip

<prov_cd></prov_cd>

Recipient province code

- 2 alpha
- Canadian province, in which the recipient is located as it appears on the information return slip or the state in the USA where the recipient is located, as it appears on the information return slip
- Use the abbreviations listed in the pdf document entitled "T619 - Electronic media transmittal" under

section: Transmitter province or territory code.

- When the recipient's country code is neither CAN nor USA, enter **ZZ** in this field.

<cntry_cd></cntry_cd>

Recipient country code

-3 alpha

- Country in which the recipient is located

- Use the alphabetic country codes as outlined in the *International Standard (ISO) 3166 - Codes for the Representation of Names of Countries*.

- Always **CAN** for Canada, and **USA** for the United States of America

<pstl_cd></pstl_cd>

Recipient postal code

- 10 alphanumeric

- The recipient's Canadian postal code, as it appears on the information return slip, format: alpha, numeric, alpha, numeric, alpha, numeric, example: A9A9A9

- or the recipient's USA zip code, as it appears on the information return slip

- or when the recipient's country code is neither CAN nor USA, enter the foreign postal code.

</RCPNT_ADDR>

<sin></sin>

Recipient social insurance number (SIN)

- **Required** 9 numeric

- The recipient's social insurance number, as it appears on the information return slip

- When the recipient has failed to provide a SIN, enter zeroes in the entire field.

<bn></bn>

Account Number

For Original returns:

- **Required**, 15 alphanumeric, 9 digits RZ 4 digits, example 000000000RZ0000

- must correspond to the Account number on the related T5007 Summary record.

- If you have not been notified of your number, or you are unsure of your number, contact our Business Enquiries line at 1-800-959-5525.

For Amended returns:

- **Required**, enter the same Account number used in the original filed return.

- For 2008 and prior tax year amendments, enter the filer identification number, example HA0000000.

- For 2009 and subsequent tax year amendments, enter the BN RZ, example 000000000RZ0000.

Note: In order to process a return, the complete Account number is required.

<rpt_tcd></rpt_tcd>

Report Type Code

- **Required** 1alpha

- Originals = O

- Amendments = A (2008 tax year and subsequent)

- Cancel = C (2008 tax year and subsequent)

Note: An amended return cannot contain an original slip.

<mb_scl_ast_pct></mb_scl_ast_pct>

T5007 Manitoba social assistance fraction

- 3 numeric, example: 50%=050; 100%=100

- T5007 slip, box 14 (Manitoba)

<T5007_AMT>

<wrkr_cmpn_ben_amt></wrkr_cmpn_ben_amt>

T5007 workers' compensation benefits

- 9 numeric, enter dollars and cents.
- T5007 slip, box 10

<scl_ast_amt></scl_ast_amt>

T5007 social assistance payments or provincial supplement

- 9 numeric, enter dollars and cents.
- T5007 slip, box 11

</T5007_AMT>

</T5007Slip>

<T5007Summary>

<bn></bn>

Account Number

For Original returns:

- **Required**, 15 alphanumeric, 9 digits RZ 4 digits, example 000000000RZ0000
- Use the Account number assigned to file the T5007 information return with CRA.
- If you have not been notified of your number, or you are unsure of your number, contact our Business Enquiries line at 1-800-959-5525.

For Amended returns:

- **Required**, enter the same Account number used in the original filed return.
- For 2008 and prior tax year amendments, enter the filer identification number, example HA0000000.
- For 2009 and subsequent tax year amendments, enter the BN RZ, example 000000000RZ0000.

Note: In order to process a return, the complete Account number is required.

<PAYR_NM>

<l1_nm></l1_nm>

Payer name - line 1

- **Required** 30 alphanumeric
- First line of payer's name
- If "&" is used in the name area enter as "&";

<l2_nm></l2_nm>

Payer name - line 2

- 30 alphanumeric
- Second line of payer's name

<l3_nm></l3_nm>

Payer name - line 3

- 30 alphanumeric
- Use for "care of" or "attention"

</PAYR_NM>

<PAYR_ADDR>

<addr_l1_txt></addr_l1_txt>

Payer address - line 1

- 30 alphanumeric
- First line of the payer's address

<addr_l2_txt></addr_l2_txt>

Payer address - line 2

- 30 alphanumeric
- Second line of the payer's address

<cty_nm></cty_nm>

Payer city

- 28 alphanumeric
- City in which the payer is located

<prov_cd></prov_cd>

Payer province code

- 2 alpha
- Canadian province in which the payer is located or the USA state in which the payer is located
- Use the abbreviations listed in the pdf document entitled "T619 - Electronic media transmittal" under section: Transmitter province or territory code.
- When the payer's country code is neither CAN nor USA, enter **ZZ** in this field.

<cntry_cd></cntry_cd>

Payer country code

- 3 alpha
- The country in which the payer is located
- Use the alphabetic country codes as outlined in the *International Standard (ISO) 3166 - Codes for the Representation of Names of Countries*.
- Always **CAN** for Canada, and **USA** for the United States of America

<pstl_cd></pstl_cd>

Payer postal code

- **Required** 10 alphanumeric
- The payer's Canadian postal code, format: alpha, numeric, alpha, numeric, alpha, numeric, example: A9A9A9
- or the payer's USA zip code
- or when the payer's country code is neither CAN nor USA, enter the foreign postal code

</PAYR_ADDR>

<CNTC>

<cntc_nm></cntc_nm>

Contact name

- **Required** 22 alphanumeric
- Contact's first name followed by surname for this information return
- Omit titles such as Mr., Mrs., Miss

<cntc_area_cd></cntc_area_cd>

Contact area code

- **Required** 3 numeric
- Area code of telephone number

<cntc_phn_nbr></cntc_phn_nbr>

Contact telephone number

- **Required** 3 numeric with a (-), followed by 4 numeric.
- Telephone number of contact

<cntc_extn_nbr></cntc_extn_nbr>

Extension Number

- 5 numeric
- Extension of contact.

</CNTC>

<tx_yr></tx_yr>

Taxation year

- **Required** 4 numeric
- The taxation year (i.e., **2001**)

<slp_cnt></slp_cnt>

Total number of information return slip records

- **Required** 7 numeric
- Total number of information return slip records filed with this information return summary

<rpt_tcd></rpt_tcd>

Report Type Code

- **Required** 1alpha
- Originals = O
- Amendments = A (2008 tax year and subsequent)

Note: An amended return cannot contain an original slip.

<T5007_TAMT>

<tot_cmpn_ben_amt></tot_cmpn_ben_amt>

T5007 total workers' compensation benefits

- 13 numeric, enter dollars and cents.
- Accumulated total of workers' compensation benefits (box 10), as reported on the T5007 slips filed with this T5007 summary

<tot_scl_ast_amt></tot_scl_ast_amt>

T5007 total social assistance payments or provincial supplement

- 13 numeric, enter dollars and cents.
- Accumulated total of social assistance payments or provincial supplement (box 11), as reported on the T5007 slips filed with this T5007 summary

</T5007_TAMT>

</T5007Summary>

</T5007>

</Return>

ANNEX "B" BASIS OF PAYMENT

B.1 PRICING SCHEDULE

Bidders must provide all-inclusive pricing in the format specified, for each component identified in this ANNEX "B" Basis of Payment (see below).

The all-inclusive prices must include but are not limited to: all operations and materials for the completion of the final PDF and printed products and the services as specified in the Annex A Statement of Work, including but not limited to retrieval and data processing, creation and delivery of proofs/samples, equipment set ups, printing operations, folding, inserting, administration and project management, preparation for distribution and delivery to the closest Canada Post outlet for mailing as well as uploading PDF formats to the Contractor's secure FTP site.. **FOB Destination**, GST/HST/QST extra if applicable.

All shipping/postal costs reasonably and properly incurred in the delivery of items to destinations will be reimbursed at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. All payments are subject to government audit.

TRAVEL AND LIVING EXPENSES

The Crown will not accept any travel and living expenses incurred by any Contractor to satisfy the terms of any resulting contract.

Failure to price one of the components in the format specified will render the bid non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

The quantities for evaluation shown in the pricing grid of the Annex B - Basis of Payment pricing schedule B.2–B.5 are estimates for evaluation purposes only and are not a guarantee of the actual number of documents to be produced or the actual number of items to be shipped, nor are they intended to reflect any expectations on behalf of the Government of Canada.

B.1.A PAPER ADJUSTMENT CLAUSES (SOLICITATION AND CONTRACT)

Bidders must complete the B.1.A P2010 - T - Paper Adjustment Clause and include it with their Bid. If the Bidder does not complete and provide the B.1.A P2010 - T - Paper Adjustment Clause with the Bid, no Paper Adjustment Clause will be included in the Contract and no price escalation/adjustment will be granted based on increased paper costs during the period of the Contract.

Bidders are to add or delete lines, as required.

B.1.A.1 P2010 - T - Paper – Adjustment Bid

1. The resulting contract will contain a provision for price adjustment (increase or decrease) of the portion of the price directly related to the base transaction cost of paper. Price adjustment will apply only to increase or decrease of the base transaction cost of paper that may occur at any time during the resulting contract period but not before thirty (30) days after contract award.
2. Bidders must provide their base transaction cost(s) and the quantity of the paper on which the base transaction cost is established in their bid as follows:

-
- a. cover stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
 - b. text stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
3. Upon request from the Contracting Authority, bidders must provide supporting documentation to confirm the base transaction cost. Such documentation may consist of copy of quotation from the paper supplier(s).

B.1.A.2 P2010 - C - Paper – Adjustment Contract

1. The portion of the price directly related to the base transaction cost of paper is subject to price adjustment (increase or decrease) at any time during the contract period but not before _____
(insert the date corresponding to the end of the 30-day period after contract award) . The price will be adjusted using the percentage of the announced increase or decrease that came into effect by applying it to the applicable base transaction cost.
2. To request a price adjustment, the Contractor must provide the Contracting Authority with a notice indicating the increase or decrease in the base transaction cost of the paper necessary to complete the requirement of the Contract, if applicable. Such notice must contain the price as publicly announced by at least three (3) paper supplier who supply the grade specified in the Contract and the date the price came into effect.
3. The base transaction cost of paper subject to price adjustment is as follows:
 - a. cover stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
 - b. text stock (if applicable): _____ lb. at a base transaction cost per Cwt. of \$ _____ , and which represent _____ percent of the unit price(s).
Brand name and paper supplier: _____.
4. The Contractor must provide a copy of the quotation from the paper supplier(s) to support the above base transaction cost and a copy of the invoice(s) from the paper supplier(s) to support the adjusted base transaction cost.
5. Any price adjustment must be approved by the Contracting Authority and will be evidenced through a contract amendment.

Basis of Payment pricing schedule B.2 –B.5

		Price	unit	Quantity for evaluation purposes only	Total
B.2	Contract Period				
B.2.1	Basic price per each record for 18,500 records		/each	18500	
B.2.2	Additional each, same print run		/each	99	
B.3	First option year				
B.3.1	Price per each based on a Minimum quantity of 5,000 records		/each	10,000	
B.3.2	Additional each, same print run		/each	2,500	
B.4	Second option year				
B.4.1	Price per each based on a Minimum quantity of 5,000 records		/each	5,000	
B.4.2	Additional each, same print run		/each	880	
B.5	Third option year				
B.5.1	Price per each based on a Minimum quantity of 5,000 records		/each	5,000	
B.5.2	Additional each, same print run		/each	600	

Evaluated Price (EP) total

Solicitation No. - N° de l'invitation
B8142-170070/A
Client Ref. No. - N° de réf. du client
B8142-170070

Amd. No. - N° de la modif.
File No. - N° du dossier
CW020. B8142-170070

Buyer ID - Id de l'acheteur
CW020
CCC No./N° CCC - FMS No./N° VME

ANNEX "C" SECURITY REQUIREMENTS CHECKLIST AND IT GUIDE

JUN 17 2016



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

B8142-170070

Security Classification / Classification de sécurité
Unclassified

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

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail			
Printing and mailing of T6007 documents to suppliers and individuals for tax purposes			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

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

☒ No
Non ☐ Yes
Oui

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

☒ RELIABILITY STATUS
COTE DE FIABILITE

☐ CONFIDENTIAL
CONFIDENTIEL

☐ SECRET
SECRET

☐ TOP SECRET
TRÈS SECRET

☐ TOP SECRET - SIGHT
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL
NATO CONFIDENTIEL

☐ NATO SECRET
NATO SECRET

☐ COSMIC TOP SECRET
COSMIC TRÈS SECRET

☐ 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 - Résumé de PART B - (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 CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL				A	B			
Information / Assets Renseignements / Biens (Production)		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique																

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

☒ No
Non

☐ Yes
Oui

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

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

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

IT GUIDE

1. Introduction

This document outlines the IT Security requirements that the Contractor must meet prior to processing of sensitive data up to and including the level of *Protected B*. In absence of a formal Threat-Risk Assessment (TRA) and due to the IT portion of the Security clearance being contract specific, the intent of this document is to state the minimum safeguards required by the Contractor in order that the processing of sensitive information be approved by the Public Works and Government Services Canada's Canadian Industrial Security Directorate (CISD).

Security is based upon layers of protection; that is, in order for the requirements of the IT Security (ITS) to effectively safeguard the information, they must be preceded and supported by other aspects of security and the associated policies. The physical, personnel and information security safeguards in accordance with the Policy on Government Security and ITS related Standards must exist *prior* to the implementation of ITS safeguards.

2. Mandatory Prerequisites

2.1. PWGSC Validation for Physical Security

The application of the security safeguards listed in this document are based on the *mandatory requirement* that the physical premises have been inspected to process and store sensitive information by the CISD, PWGSC.

2.2. Personnel Security

All personnel who have access to the material being processed must hold valid Government of Canada security clearance at the appropriate level (dictated by the sensitivity of the material) and have the "*need to know*".

All Contractor personnel handling Government of Canada sensitive information must be provided training/briefing session coordinated and delivered by the CSO/ACSO. This training must make reference to the Industrial Security Manual (ISM).

Note: Unless prior approved is granted by the client department and the CISD International section all sensitive government data will only be stored/copied/viewed/processed/or backup within Canada.

No foreign national shall have the capability to affect the Confidentiality, Integrity and Availability of the data without the proper security clearance and prior approval from the CISD International section and the client department.

2.3. Information Security

All hard copy documents and other media formats must be handled and transported in accordance with the ISM. All hard copy documents and other media will be marked with the appropriate security classification as provided by Treasury Board Secretariat. Any covering letter, transmittal form or circulation slip will be marked to indicate the highest level of classification of the attachments.

Transportation of information associated with this Contract into or out of the physical premises must adhere to RCMP G1-009 "*Transport and Transmittal of Protected and Classified Information*".

2.4. Security Policy Compliance Monitoring

On a frequency to be determined by the client department, it retains the right to conduct inspections of the Contractor's facility to ensure compliance with Government of Canada standards and policies with respect to the handling, storage and processing of sensitive information.

3. Minimum IT Security Requirements

3.1. IT Security Policy Compliance and Monitoring

On a frequency to be determined by client department it retains the right to conduct inspections of the Contractor's facility to ensure compliance with Government of Canada standards and policies with respect to prevention, detection, response and recovery requirements in the *Operational Security Standard: Management of Information Technology Security (MITS)*.

3.2. Adherence to Government of Canada Policies

All information technology related operations must adhere to the overall requirements outlined in the *Operational Security Standard: Management of Information Technology Security*.

3.2.1. Prevention

Prevention safeguards protect the confidentiality, integrity, and availability of information and IT assets.

3.2.2. Physical Security within the IT Security Environment

Contractor shall upon require provide the client department with the list of physical safeguards which are implemented in the facility which is used to process and store sensitive information. All equipment processing sensitive information is to reside in the CISD approved Operations Zone.

The use of wireless technology for the processing of sensitive information may be permitted if the wireless is configured in accords with ITSPSR-2A.

3.2.3. Cryptography, Network Security and Perimeter Defence

The electronic storage of Protected A and/or Protected "B" information associated with this Contract must be within a CISD approved IT environment.

Electronic transmission of Protected A information should be encrypted when supported by a Threat and Risk Assessment. However, Protected B information must be encrypted.

For Protected B information, the Contractor must segregate its networks into IT security zones and implement perimeter defence and network security safeguards. As well, the Contractor must apply strict control of all access to the Operations Zone where the information associated with this Contract resides. Network perimeter defence safeguards (e.g. firewalls, routers) must be used to mediate all traffic and to protect servers that are accessible from the internet.

The Contractor must use CSEC approved encryption technology to ensure confidentiality, integrity, authentication and non-repudiation.

The Need-to-Know principle must always be applied for Protected A and Protected B information, and transmission must be restricted only to CISD approved recipients.

3.2.4. Storage, Disposal and Destruction of IT Media

All material such as CD/DVDs, flash/thumb drives, workstation hard disks, server hard disks, backup tapes and any other devices used to process or store sensitive information must be identified and itemized by model and serial number for hard disks, and labelled with the level of processing. These devices or material must be retained and properly stored, or properly disposed of in the event of failure and replacement of the equipment or termination of the final Contract.

In the event that equipment requires maintenance, support or replacement, no hardware associated with the processing or storage of sensitive information may be given to an outside vendor.

All media, when not in use, must be stored in a storage container which is RCMP-approved for the storage of sensitive information to the level of Protected B (G1-001 "*Security Equipment Guide*"). The storage container must be verified by CISC.

3.2.5. Authorization and Access Control

The Contractor upon request must provide the client department with a list of all individuals who have access to the sensitive information being processed for the Department, along with Contractor current policies and procedures for adding individuals to the environment and the process followed when an individual is removed from the environment.

In following the 'principle of least-privilege', Contractor must provide only the minimum access required for individuals to perform their duties.

3.2.6. Mobile Computing

It is important to state that the processing of sensitive information associated the Contract and/or subcontracts *may only* be performed in the facility which has been validated by CISC.

Mobile computing must be approved for use beforehand, and if allowed, must provide appropriate levels of protection and security for Protected B information.

3.2.7. Emanations Security

Not applicable for information at the PROTECTED level.

3.2.8. Telecommunications Cabling

In the event a Local Area Network or the Corporate network is used (rather than standalone equipment), the Contractor must control and monitor access to telecommunications wiring, spaces and pathways to avoid inadvertent or deliberate connection to any other network.

3.2.9. Software Integrity and Security Configuration

The Contractor should configure the security in their operating systems and application software being used to process sensitive information in accordance with security best practices documentation (such as the Microsoft Security Compliance Toolkits for servers and clients). Contractor must implement safeguards to "harden" servers and workstations processing sensitive information.

3.2.10. Malicious Code

Contractor must install, use and regularly update antivirus software and conduct scans on all electronic files from external systems.

3.2.11. Detection

The Contractor must detect security related issues within the operating environment which processes sensitive information. Security logs associated with virus protection software, event viewer and other system tools what monitor systems are to be reviewed regularly.

In order to adequately protect information the Contractor must detect activity such as unauthorized access, unplanned disruption of systems or services or unauthorized changes to system hardware, firmware, or software. Detection mechanisms which are used by the Contractor must be documented.

3.2.12. Response and Recovery

3.2.12.1 Incident Response

The Policy on Government Security requires departments to 'establish mechanisms to respond effectively to IT incidents and exchange incident-related information with designated lead departments in a timely fashion'. Similarly, the client department requires the Contractor to have a documented incident response process.

3.2.12.2 Incident Reporting

It is paramount that the client department, the Canadian Industrial Security Directorate, and the Contracting Authority are made aware of any security-related incidents with respect to the facilities and equipment used to process and store sensitive information associated with the Contract and/or subcontracts if applicable.

The Contractor must report any security-related incidents to the representatives identified above as soon as possible of an incident being detected or reported.

3.2.12.3 Recovery

The ability to recover systems and information is extremely important in any IT environment. The Contractor must demonstrate the ability to address systems recovery by providing documentation relating to systems and server backup policies (e.g. processes used, test restores, retention periods and storage of backup media).

4. Summary

1. The Supplier is required it ensure that the Information System (IS) utilized to process up to PROTECTED "B" data meets the following requirements;
 - a. An IT Threat and Risk Assessment (TRA) using the Harmonized TRA Methodology to identify the safeguards needed on the IS used to process, produce and store sensitive government data;
 - b. All hardware devices must be identified (e.g. PCs, printers, removable storage media and backup tapes) will be labelled appropriately. (Security Markings);

-
- c. When using remote access on the Information System (IS) the company shall utilize a VPN solution that 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;
 - d. Every individual granted access to the IS must utilize a unique user name and password which shall not be shared;
 - e. All sensitive government data will only be stored/copied/viewed/processed/or backup within Canada;
 - f. Printing of PROTECTED documents is authorized, however physical control of the document must be maintained at all times.
 - g. All hard drives and store media will need to 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;
 - h. All equipment will be located "as a minimum" in an Operational Zone to ensure the safe processing of PROTECTED data;
 - i. All personnel with user access rights to the IS are to be security cleared to the highest level of processing authorized. In addition personnel with privileged access must comply with requires stated in MITS 16.3;
 - j. Protected "B" data will not be transmitted via the Internet unless it's encrypted;
 - k. When using wireless, it is to conform to the configuration guidelines in ITSPSR-21A;
 - l. 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;
 - m. Personnel with unescorted access to the processing area (Operations Zone) must hold a valid government security clearance to at least the same level of the highest data authorized for processing;
 - n. The Operating System (OS) must be a supported product and security patches must be updated on a regular basis;
 - o. The IS must have a supported anti-virus product with up-to-date definition files; and
 - p. The IS shall have an EAL 4 rated Firewall solution on all external access points.
2. No sensitive IT processing will be conducted until these requirements are verified by an IT Sec inspection conducted by PWGSC/CISD.

Solicitation No. - N° de l'invitation
B8142-170070/A
Client Ref. No. - N° de réf. du client
B8142-170070

Amd. No. - N° de la modif.
File No. - N° du dossier
CW020. B8142-170070

Buyer ID - Id de l'acheteur
CW020
CCC No./N° CCC - FMS No./N° VME

ANNEX D to ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)