



**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

Title - Sujet 2017 Finance Project	
Solicitation No. - N° de l'invitation 60074-161674/A	Date 2017-01-24
Client Reference No. - N° de référence du client 60074-16-1674	
GETS Reference No. - N° de référence de SEAG PW-\$\$CW-035-72281	
File No. - N° de dossier cw035.60074-161674	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-02-02	Time Zone Fuseau horaire Eastern Standard Time 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: Buck(CW Div.), Daniel	Buyer Id - Id de l'acheteur cw035
Telephone No. - N° de téléphone (613) 998-8582 ()	FAX No. - N° de FAX (613) 991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FINANCE LESPLANADE LAURIER W.TWER P-101B 300 LAURIER AVE W. OTTAWA Ontario K1A0G5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven (7) 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 and Print Plant Security Checklist, the Plant Capacity Checklist, the Electronic Payment Instruments and the Evaluation Grid.

1.2 Summary

The Department of Finance (FIN) requires printing services for the Finance Project and associated documents in both English and French. The Period of the Contract will be from date of award to March 31, 2017.

Complete production to final format and delivery of completed quantities to the final destination(s) in Ottawa must be completed within 31 hours.

Estimated quantities and technical specifications, including logistic requirements, are provided in the Annex "A" Statement of Work and the Annex "B" Basis of Payment. Note that the Finance Project and associated documents will be printed in either black **OR** colour, which will be determined prior to the print run.

The actual number of documents is not finalized at this time and may vary. The actual number of pages and quantities are not finalized at this time and may increase or decrease depending on final page counts and run lengths. It is anticipated that there will be some variation (+ or – 15%) in the number of pages or print run.

In order to provide the necessary access to the Bidder's facilities for last-minute changes, to maintain security surveillance and to ensure timely delivery of documents, it is essential that the Bidder's production facilities be within a 100 kilometre radius of downtown Ottawa.

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

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information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

The requirement is limited to Canadian goods and/or 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>) 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.

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

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 no later than three (3) 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 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.

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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 separately bound sections as follows:

Section I: Technical Bid (1 hard copy and 1 soft copy on USB key)

Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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

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 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 “E” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “E” 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.

3.1.3 SACC Manual Clauses

Section III: Certifications

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

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

4.1.1.1. Mandatory Technical Criteria

The following definitions apply for the purposes of the Mandatory Criterion M.1

"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.

"Printed communication publications]" means printed books produced as saddlewire bound, perfect bound, spiral, wire "O", or cerlox binding) for the purposes of communicating an idea or programme to the public or to selected groups of individuals or professionals.

M.1 Corporate Experience – Perfect Binding

M.1.1. The Bidder must demonstrate that it has been contractually bound to an external client (outside of the Bidder's own company) for a contract to provide the printing and finishing of a minimum of 6,000 perfect bound publications constructed with a minimum of 500 text pages (250 sheets).

M.1.1.a The Bidder must provide the following information for the Contract:

- i. The Client information;
- ii. A description of each of the perfect bound publications produced under the Contract.
- iii. The number of pages
- iv. The total quantity produced

M.1.2 This contract must have been started or completed on or after February 1, 2011.

M.1.2.a The Bidder must provide the following information for the Contract:

- i. The Contract start date or end date;
- ii. A copy of the invoice(s) presented to the Client for the requirement.

M.1.3 This contract must include all of the following services:

- i. Printing and finishing (*i.e. collating, binding, trimming, etc.*) of perfect bound publications to final format;
- ii. Preparation for distribution/delivery;
- iii. Delivery to destination(s).

M.1.3.a The Bidder must provide a description of the services provided for the contract.

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

M.2 Capability of the Bidder and the Back-up Facility to Produce the Finance Project Documents as specified in the Annex "A" Statement of Work

M.2.1 The Bidder must confirm in writing that it has the capability to produce all of the Finance Project documents and the optional the Finance Project documents to final format for delivery in the timelines specified in the Annex "A" Statement of Work.

M.2.1.a To demonstrate that the Bidder has the required equipment and production capacity to produce the Finance Project documents, the Bidder must complete all of the production information as specified in the Annex "D" Plant Capacity grid of this solicitation. The Bidder must attach the completed Annex "D" Plant Capacity grid with its proposal.

M.2.2 The Bidder must confirm in writing that the proposed back-up facility has the capability to produce all of the Finance Project documents and the optional Finance Project documents to final format for delivery in the timelines specified in the Annex "A" Statement of Work if required.

M.2.2.a. To demonstrate that the proposed back-up facility has the required equipment and production capacity to produce the Finance Project documents, the Bidder must complete all of the production information as specified in the Annex "D" Plant Capacity grid of this solicitation. The Bidder must attach the completed Annex "D" Plant Capacity grid with its proposal.

M.2.3 The completed Annex "D" Plant Capacity grid must demonstrate that the Bidder's equipment and the Back-up facility's equipment can meet the following technical requirements:

- i. Printing of a minimum of 300,000 impressions in black within 10 hours.
- ii. Printing of a minimum of 300,000 impressions in colour within 10 hours.
- iii. Folding of a minimum of 50,000 signatures (8 – 32 pages per signature to meet the Finance project document requirements) within 10 hours
- iv. Folding of a minimum of 60,000 panel fold brochures (3 – 5 panels to meet the Finance project document requirements) within 10 hours
- v. Spiral Binding of 100 booklets per hour
- vi. Perfect binding of 3,500 booklets per hour
- vii. Saddle-stitch of a minimum 10,000 per hour

Proposals that do not demonstrate that the Bidder's equipment can meet the technical requirements specified in M.2.3 (i – vii) will be considered non-responsive and will be given no further consideration.

M.3 "Lock-Down" security requirements and the "IT and Communications" security requirements as specified in Annex "C"

M.3.1 The Bidder must confirm in writing that it will meet the "Lock-Down" security requirements and the "IT and Communications" security requirements as specified in Annex "C" of this solicitation.

M.3.1.a The Bidder must provide all of the required information and documentation as specified in the *M.3.1.a Print Plant Pre-Contract Security Checklist - EVALUATION GRID BIDDER'S FACILITY* included in Annex "F" of this solicitation.

M.3.1.b The information and documentation provided will be verified during an on-site visit by the Finance Canada at the Bidder's facility as a part of the evaluation process and before contract award. The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder's facility for evaluation purposes.

M.3.2 The Bidder must confirm in writing that the proposed back-up facility will meet the "Lock-Down" security requirements and the "IT and Communications" security requirements as specified in Annex "C" of this solicitation.

M.3.2.a The Bidder must provide all of the required information and documentation as specified in the *M.3.2.a Print Plant Pre-Contract Security Checklist - EVALUATION GRID BACK-UP FACILITY* included in Annex "F" of this solicitation.

M.3.2.b The information and documentation provided will be verified during an on-site visit by the Finance Canada at the Bidder's identified Back-up facility as a part of the evaluation process and before contract award. The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder's identified Back-up facility for evaluation purposes.

M.4 Business Continuity Plan

M.4.1 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.

M.4.1.a The BCP must provide details to demonstrate how the Bidder will maintain each of the following activities (i - iv) 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:

- i. Pre-press and Proofing;
- ii. Printing operations;
- iii. Finishing (collating, binding, and trimming)
- iv. Shipping activities and delivery to destination.

M.4.2 The Bidder must provide 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 - iv) to meet the security requirements as specified in Part 7 and in Annex "C".

M.4.2.a For each of the activities listed in M.4.1.a (i - iv): the Bidder must identify all of the Bidder's facility where work will be carried out and the security level granted of each facility.

M.4.2.b For each of the activities listed in M.4.1.a (i - iv): the Bidder must identify all back-up facility where work will be carried out in the event that the Bidder's normal operations are impacted.

M.4.2.c For each of the activities listed in M.4.1.a (i - iv): the Bidder must provide the full addresses of the proposed back-up facility (sites or premises) where work will be carried out in the event that the Bidder's normal operations are impacted.

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

M.4.2.d The Bidder provide the name of all individuals who will require access to classified or protected information, assets and sensitive work sites at all back-up facility where work will be carried out in the event that the Bidder's normal operations are impacted.

M.4.3 The Bidder must provide confirmation in writing from the proposed back-up facility(ies), indicating that the identified Back-up facility is available and will meet the requirements of the Finance Project if required due to an interruption in the Bidder's normal operations.

M.5 Environmental Considerations

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).

M.5.2 The Bidder must provide the following information for the proposed paper stock:

- a. The Recycled content of the paper;
- b. The third party certification (FSC, SGI, etc...)
- c. The Brand name of the paper

Bidders MUST meet all the mandatory requirements of the RFP. Bids not meeting all the mandatory requirements will be 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.

The Financial Evaluation will be based on the total evaluated price of the financial proposal using the Excel spreadsheet.

To determine the total evaluated price, the all-inclusive prices and rates submitted in the Annex "B": Basis of Payment will be multiplied and when specified divided by the corresponding quantities for evaluation, and then added together to obtain the total evaluated price as specified in the Annex "B": Basis of Payment Excel spreadsheet being distributed through Government Electronic Tendering Service (BuyandSell.gc.ca).

4.1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price

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 will be recommended for award of a contract.

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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.

5.2.1 Integrity Provisions – Required Documentation

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

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

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

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

5.2.3.1.1 *SACC Manual* clause A3050T (2014-11-27) 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:

- (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 must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) 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.

2. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) 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>) 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 Facility Security Clearance at the level of **SECRET**, with approved Document safeguarding at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. Processing of **CLASSIFIED** information electronically at the Contractor's site is **NOT** permitted under this Contract.
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 (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

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7.3.2.2 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 March 31, 2017 inclusive.

7.4.2 Delivery Date

All the deliverables must be received on or before February 28, 2017.

7.4.3 Delivery Points

Delivery of the requirement will 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:

Daniel Buck
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
360 Albert Street
Ottawa, Ontario K1R 7X7

Telephone: 613-998-8582
Facsimile: 613-991-5870
E-mail address: daniel.buck@pwgsc-tpsgc.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

(To be completed at time of contract award)

The Project Authority for the Contract is:

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

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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 completed at time of contract award)

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 – Limitation of 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 \$ _____ (insert the amount at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7.7.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

7.7.3 SACC Manual Clauses

SACC Manual clause H1000C (2008-05-12) Single Payment
SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department

7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of 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)

7.7.5 Discretionary Audit

SACC Manual clause C0100C (2008-05-12) Discretionary Audit – Commercial Goods and/or Services

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, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

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

7.9.2 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 (2014-09-25) General Conditions – High Complexity - Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____.

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7.12 Insurance

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

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

SAAC Manual clause P1005C (2010-01-11) Packaging and Packing of Printed Products
SAAC Manual clause P1009C (2007-11-30) Author's Alterations
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

ANNEX "A"

STATEMENT OF WORK

FINANCE PROJECT

1. DESCRIPTION:

Printing services for the 2017 Finance Project and associated documents. The actual number of documents and quantities is not finalized at this time and may vary. The actual number of pages is not finalized at this time and may increase or decrease depending on final page counts and run lengths. It is anticipated that there will be some variation (+ or – 15%) in the number of pages or print run.

2. SECURITY:

All documents associated with this requirement are classified **Secret**.

Documents **must** be produced in a 27 to 31 hour lock-down.

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

The "lock-down" will be conducted in stages, starting with the pre-press area and moving forward to include the press, bindery, distribution/shipping, and loading dock areas as production progresses. Each area will be added to the total "lock-down" area and released only upon completion of the final delivery.

As specified in Annex "C", the Contractor must allocate space for food preparation and storage, rest area, washroom facilities within the "secure zone" until the lock-down is released.

The first four (4) hours is to enable the supplier to perform all necessary activities to produce laser proofs for approval by Department of Finance officials on-site.

The lock-down will be under the control of the Department of Finance security officers.

The Finance Canada Project Authority will be on-site for the complete production and distribution of the Finance Project documents.

Supplier **must** certify that all security requirements detailed in Annex "C" will be met and followed, and also agree to allow the Department to place departmental security officials on their premises throughout the entire project.

In the event of an interruption in the Bidder's operations due to technical or other disaster, the Contractor's resources identified for the complete production process (pre-press – final distribution) must be transported to the back-up facility to complete the production and distribution requirements of the Finance Project as specified in this Annex "A" Statement of Work. The required resources must be transported in a single vehicle large enough to accommodate all the Contractor's identified resources and the Finance Canada Security representative.

3. DOCUMENT SPECIFICATIONS

In the event of an increase or a decrease to the number of copies or the number of pages, the prices will be calculated on a prorata basis in accordance with the additional copies pricing in the Annex "B" Basis of Payment.

3.1: ENGLISH PLAN

The Finance Canada Project Authority will confirm to the Contractor in writing, on the date of production, which Scenario (scenario 1 or scenario 2) will be required. Only one scenario will be produced, however the Contractor must meet the required timelines regardless of the scenario selected for production.

3.1.A ENGLISH PLAN – Book 1 - (scenario 1)

Format:	Unilingual
Trim size:	6.5" x 9.75"
No. of pages:	270 pages + cover.
Stock:	Text – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents). Cover – Kallima or equivalent, 10pt, C1S.
Ink:	Text – 1/1 Black only (different screen values in charts, etc). No bleeds. Cover – 4 colour process (100% coverage) Satin varnish. Prints one side only. Bleeds 4 sides.
Binding:	Perfect bound.
Material supplied:	PDF files.
Proofs:	Cover – Colour proofs (to be approved <u>on site</u> by client before lock-down starts) Text – Laser proofs (to be approved <u>on site</u> by client).
No. of copies:	3,500 copies plus a price per hundreds and thousands.
Overruns:	2% overruns accepted
Notes:	Covers – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers). Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals English
4:00 a.m. (Release Date)	2,000
6:00 a.m.	3,300
8:00 a.m.	3,500

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3.1.B ENGLISH PLAN – Book 2 - (scenario 1)

Format: Unilingual
Trim size: 6.5" x 9.75"
No. of pages: 160 pages + cover.
Stock: **Text** – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents).
Cover – Kallima or equivalent, 10pt, C1S.
Ink: **Text** – 1/1 Black only (different screen values in charts, etc). No bleeds.
Cover – 1/0 (Bk), No bleeds, Satin varnish
Binding: Perfect bound.
Material supplied: PDF files.
Proofs: **Cover** – Colour proofs (to be approved on site by client before lock-down starts)
Text – Laser proofs (to be approved on site by client).
No. of copies: 3, 500 copies plus a price per hundreds and thousands.
Overruns: 2% overruns accepted
Notes: **Covers** – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers).
Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals English
4:00 a.m. (Release Date)	2,000 sets
6:00 a.m.	3,300 sets
8:00 a.m.	3,500 sets

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3.1.C ENGLISH PLAN – (scenario 2)

Format: Unilingual
Trim size: 6.5" x 9.75"
No. of pages: 430 pages + cover.
Stock: **Text** – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents).
Cover – Kallima or equivalent, 10pt, C1S.
Ink: **Text** – 1/1 Black only (different screen values in charts, etc.). No bleeds.
Cover – 4 colour process (100% coverage) Satin varnish. Prints one side only. Bleeds 4 sides.
Binding: Perfect bound.
Material supplied: PDF files.
Proofs: **Cover** – Colour proofs (to be approved on site by client before lock-down starts)
Text – Laser proofs (to be approved on site by client).
No. of copies: 3, 500 copies plus a price per hundreds and thousands.
Overruns: 2% overruns accepted
Notes: **Covers** – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers).
Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals English
4:00 a.m. (Release Date)	2,000
6:00 a.m.	3,300
8:00 a.m.	3,500

3.2. FRENCH PLAN

The Finance Canada Project Authority will confirm to the Contractor in writing, on the date of production, which Scenario (scenario 1 or scenario 2) will be required. Only one scenario will be produced, however the Contractor must meet the required timelines regardless of the scenario selected for production.

3.2.A FRENCH PLAN – Book 1 - (scenario 1)

Format: Unilingual
Trim size: 6 1/2" x 9.75"
No. of pages: 310 pages in French + cover.
Stock: **Text** – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents).
Cover – Kallima or equivalent, 10pt, C1S.
Ink: **Text** – 1/1 Black only (different screen values in charts, etc). No bleeds.
Cover – 4 colour process (100% coverage) Satin varnish. Prints one side only. Bleeds 4 sides.
Binding: Perfect bound.
Material supplied: PDF files.
Proofs: **Cover** – Colour proofs (to be approved on site by client before lock-down starts)
Text – Laser proofs (to be approved on site by client).
No. of copies: 1,900 copies plus a price per hundreds and thousands.
Overruns: 2% overruns accepted
Notes: **Covers** – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers).
Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals French
4:00 a.m. (Release Date)	1,000 sets
6:00 a.m.	1,500 sets
8:00 a.m.	1,900 sets

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3.2.B FRENCH PLAN – Book 2 (scenario 1)

Format: Unilingual
Trim size: 8 1/2" x 11"
No. of pages: 180 pages + cover.
Stock: **Text** – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents).
Cover – Kallima or equivalent, 10pt, C1S.
Ink: **Text** – 1/1 Black only (different screen values in charts, etc.). No bleeds.
Cover – 1/0 (Bk), No bleeds, Satin varnish.
Binding: Perfect bound
Material supplied: PDF files.
Proofs: **Cover** – Colour proofs (to be approved on site by client before lock-down starts)
Text – Laser proofs (to be approved on site by client).
No. of copies: 1,900 copies plus a price for additional hundreds and thousands.
Overruns: 2% overruns accepted
Notes: **Covers** – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers).
Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals French
4:00 a.m. (Release Date)	1,000 sets
6:00 a.m.	1,500 sets
8:00 a.m.	1,900 sets

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3.2.C FRENCH PLAN – (scenario 2)

Format: Unilingual
Trim size: 6 1/2" x 9.75"
No. of pages: 490 pages in French + cover.
Stock: **Text** – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents).
Cover – Kallima or equivalent, 10pt, C1S.
Ink: **Text** – 1/1 Black only (different screen values in charts, etc.). No bleeds.
Cover – 4 colour process (100% coverage) Satin varnish. Prints one side only. Bleeds 4 sides.
Binding: Perfect bound.
Material supplied: PDF files.
Proofs: **Cover** – Colour proofs (to be approved on site by client before lock-down starts)
Text – Laser proofs (to be approved on site by client).
No. of copies: 1,900 copies plus a price per hundreds and thousands.
Overruns: 2% overruns accepted
Notes: **Covers** – Files will be supplied up-to 24 hours prior to the lock-down (no lock-down for printing the covers).
Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals French
4:00 a.m. (Release Date)	1,000 sets
6:00 a.m.	1,500 sets
8:00 a.m.	1,900 sets

3.3 OPTIONAL DOCUMENTS

The Finance Canada Project Authority will confirm to the Contractor in writing, on the date of production, which optional documents will be required. Any optional document may be required to be produced. The Contractor must meet the required timelines regardless of how many of the optional documents selected for production.

3A (fanfold) Separate English and French – *(Optional)

Format:	Unilingual—Separate English and French documents.
Trim size:	14 1/4 " x 9" (flat) folded to 4 3/4" x 9"(accordion fold)
No. of panels:	Possibility of 3, 4, 5, 6 or 7 panels each language.
Stock:	Opus Dull 160m basis or equivalent (recycled).
Ink:	4 colour process + overall Satin varnish. Bleeds
Binding:	None— barrel fold
Material supplied:	PDF files.
Proofs:	One set of colour proofs (to be approved <u>on site</u> by client).
No. of copies:	3,500 English and 2,000 French copies, plus a price for additional thousands same run.

Completed copies must be at final destination at the times indicated below.

Delivery of final documents must be made as follows:

Time required	Cumulative totals	
	English	French
4:00 a.m. (day of release)	2,000	1,000
6:00 a.m.	3,500	1,900

*Must indicate price for 3, 4, 5, 6 and 7 panel fanfold

3.B Speech - *(Optional)

Format:	Unilingual—Separate English and French documents.
Trim size:	8.5" x 11"
No. of pages:	8 pages each language, self-cover.
Stock:	40M white recycled bond (minimum of 30% post-consumer waste contents).
Ink:	1/1 (Bk). No bleeds.
Binding:	1 stitch upper left hand corner.
Material supplied:	PDF files. Originals to be handed-off 24 hrs before 4 a.m. delivery as per schedule.
Proofs:	Bindery proofs for each language to be approved <u>on site</u> by client.
No. of copies:	1,500 English and 800 French copies plus a price for additional hundreds.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals	
	English	French
4:00 a.m. (Release Date)	1,500	800

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3.C News Release - *(Optional)

Format: Unilingual—Separate English and French documents.
Size: 8 1/2" x 11"
No. of pages: 2 pages English, 2 pages French.
Stock: 40M white recycled bond (minimum of 30% post-consumer waste contents).
Ink: 1/1 (Bk). No bleeds.
Binding: N/A. If additional 2 pages, 1 stitch upper left hand corner.
Material supplied: PDF files. **Originals to be handed-off 24 hrs. before 4 a.m. delivery as per schedule.**
Proofs: Bindery proofs for each language to be approved on site by client.
No. of copies: 1,500 English and 800 French copies plus a price for additional hundreds.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals	
	English	French
4:00 a.m. (Release Date)	1,500	800

3.D Briefing Book

Format: Unilingual—Separate English and French documents.
Size: 8 1/2" x 11"
No. of pages: 150 pages English, 170 pages French + cover.
Also provide a price for additional 2 pages and additional colour blank insert.
Stock: **Text** –40M White recycled bond (minimum of 30% post-consumer waste contents).
Cover – Domtar Colours (colour to be determined)
Ink: **Text** – 1/1 (Bk), (different screen values in charts, etc.). No bleeds.
Cover – Black only
Binding: Spiral
Material supplied: PDF files. **Originals to be handed-off 24 hrs. before 4 a.m. delivery as per schedule.**
Proofs: Bindery proofs for each language to be approved on site by client.
No. of copies: 225 English and 200 French copies plus a price for additional hundreds.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals	
	English	French
4:00 a.m. (Release Date)	225	200

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3.E Pocket Cards – *(Optional)

Format: Unilingual—Separate English and French documents.
Size: 4.75" x 8"
No. of pages: 10 originals English, 10 originals French.
Also provide a price for additional 2 pages.
Stock: **POLY** – 11M White

Ink: 1/1 (Bk) (different screen values in charts, etc.). No bleeds.

Binding: Cut to size
Material supplied: PDF files. **Originals to be handed-off 24 hrs before 4 a.m. delivery as per schedule.**
Proofs: Bindery proofs for each language to be approved on site by client.
No. of copies: 500 English and 150 French copies plus a price for additional hundreds.

Delivery of lock-down documents is to be as follows:

Time required	Cumulative totals	
	English	French
4:00 a.m. (Release Date)	500	150

3.F Saddle stitch booklet – *(optional)

Format:	Unilingual
Trim size:	6.5" x 9.75"
No. of pages:	24 pages + cover. Also provide a price for additional 4 pages
Stock:	Text – Recycled Offset White 120m basis (with a minimum of 30% post-consumer waste contents). Cover – Kallima or equivalent, 10pt, C1S.
Ink:	Text – 1/1 Black only (different screen values in charts, etc). No bleeds. Cover – 4 colour process (100% coverage) Satin varnish. Prints one side only. Bleeds 4 sides.
Binding:	Perfect bound.
Material supplied:	PDF files.
Proofs:	Cover – Colour proofs (to be approved <u>on site</u> by client before lock-down starts) Text – Laser proofs (to be approved <u>on site</u> by client).
No. of copies:	3, 500 copies plus a price per hundreds and thousands.
Overruns:	2% overruns accepted
Notes:	Covers – Files will be supplied up-to 24 hours prior to the lock-up (no lock-up for printing the covers). Provide price for additional hundreds and thousands. Text – Files will be supplied 4 hours before printing starts.

Copies must be at this destination at the times indicated below.

Delivery of lock-down documents is to be as follows:

Time Required	(Release Date)	Cumulative totals English / French	
4:00 a.m.		2,000	1,000
6:00 a.m.		3,500	1,900

4. PLANT CAPACITY:

The Contractor must have the required printing and bindery capacity to meet the production and delivery requirements as specified in this Annex "A" Statement of Work.

5. DISTRIBUTION AND ACCOMMODATIONS

The Contractor must provide a minimum of 3,000 square feet at its production facility to accommodate Finance Canada distribution personnel and the Contractor's required resources to meet the required packaging and distribution operations, as well as provide access to its loading dock, for a maximum of a 24-hour period.

The Contractor must provide 16 resources to complete the distribution process (unpacking and packing) of the documents. This includes any of the Contractor's resources that have completed their work on the printing and binding requirements of the Finance Project documents. The Contractor must also provide all required resources to shrink wrap skids, as well as to load the trucks for the distribution of the completed items at the loading dock during the entire production schedule.

6. PACKAGING

The completed documents must be packaged in unmarked cardboard boxes and identified as English or French with special packing tape as specified in this Annex "A" Statement of Work.

The Contractor must provide all shipping materials including, but not limited to plastic straps, poly-wrap, boxes, cartons, and pallets.

The Contractor is responsible for addressing any items being distributed/shipped. This includes output and application of any required labels.

The label must be applied to the end of each and every box. Boxes must be labelled to identify the department (Department of Finance), the title of document and the quantity per box.

Mandatory box dimensions are as follows: 14" x 10" x 9.5".

7. DELIVERY

All copies must be available for distribution and must be delivered to the final destination address in Ottawa by the delivery times specified in the delivery schedules outlined in Section 3 of this Statement of Work entitled Document Specifications. DELIVERY TIMES ARE MANDATORY even if alternate production facility or contingency plans have to be used. The Contractor must provide all required resources and vehicles (dedicated to this project) to meet the stated delivery requirements.

Historically, to meet the project requirements and delivery deadlines, two (2) -5-tonne trucks have been dedicated to this project.

8. COMPONENTS

- a) All components required to complete the Contract, whether produced or purchased by the Contractor or provided to the Contractor, are the property of the Government of Canada.
- b) The Contractor must return all components to the Finance Canada Project Authority within five (5) working days of receiving the request to do so, and at no additional cost to Canada.
- c) Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

9. QUALITY ASSURANCE

The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex "A" Statement of Work.

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ANNEX "B"

BASIS OF PAYMENT

B.1 Financial proposal

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

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 proposal will be found non-compliant and no further evaluation will be done.

The Bidder is required to submit firm, all inclusive, rates and prices, including all services, operations and materials to produce, package and deliver the final products (including but not limited to the cost for all pre-press work on files provided by Department of Finance, the creation and delivery of proofs, production to final format, preparation for delivery, etc..) in the required quantities to the destination as specified in the Annex A Statement of Work, FOB destination, GST/HST extra if applicable, shipping / freight included to the final destination address in the National Capital Region.

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.

BIDDERS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/procurement-data/tenders>) AND RETURN IT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR BID.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada Gouvernement du Canada		Contract Number / Numéro du contrat 60074-16-1674
		Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Finance Canada	2. Branch or Directorate / Direction générale ou Direction CSB
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 Print project for Department of Finance		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Gouvernement du Canada

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ART A (continued) / PARTIE A (suite)

1. 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 Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

2. 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 Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

ART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

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

RELIABILITY STATUS

COTE DE FIABILITÉ

CONFIDENTIAL

CONFIDENTIEL

SECRET

SECRET

TOP SECRET

TRÈS SECRET

TOP SECRET - SIGINT

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.

0. 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 Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

ART 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 Yes
Non 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 Yes
Non Oui

PRODUCTION

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
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 Yes
Non 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 Yes
Non Oui

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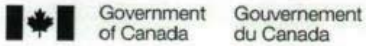
UNCLASSIFIED

Canada

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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			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production					✓											
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

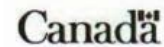
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

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Print Plant Security Checklist

Part I

Company Name
Company Address
Company URL

Part II— IT Security checklist

<p>1. The Contractor must confirm that the network connectivity to the pre-press and press areas can be disconnected from the rest of the printing plant during the lockdown period.</p> <p>The Contractor must also confirm that the remaining operational workstations cannot see outside of their own LAN (i.e. bridging).</p>
<p>2. The Contractor must provide a network diagram for the Contactor's facility, showing the list of remaining IP operational hosts (PCs, printers, faxes, etc.) and their IP addresses on the isolated network.</p> <p><i>This information will be required by the Department of Finance to perform the scan during the lockdown day to confirm the responding hosts.</i></p>
<p>3. The Contact must confirm that there will be no Internet connectivity in the pre-press, press, bindery and distribution areas during the lockdown period.</p>
<p>4. The Contractor must confirm the wireless can be turned off on all remaining operational workstations in the pre-press, press, bindery, and distribution areas during the lockdown period.</p>
<p>5. The Contractor must confirm that all phones will be removed from the pre-press, press, bindery and distribution areas during the lockdown period.</p>
<p>6. The Contractor must confirm that Print Plant employees entering the lockdown areas do not have cell phones, rocket sticks, USB drives, or any other portable storage devices in the lockdown areas.</p>

Part III - Physical Security checklist

The Contractor must provide all of the following information:

1. The Contractor must provide a floor plan of the lock down area in the Contractor's facility that the work will be conducted in a "security zone" designed so that access may be limited to authorized personnel only and to prevent the possibility of forced entry, observation or eavesdropping.
2. The Contractor must ensure that Emergency exits in the lockdown area will not allow uncontrolled access to the secure zone in which the project is being carried out.
3. The Contractor must identify on the floor plan where a secure location for the storage of sensitive waste from the print job will be located. <i>Note: sensitive waste will be retrieved by Finance personnel after completion of the print job and must remain properly secured until such time.</i>
4. The Contractor must demonstrate on the floor plan of the lock down area that it has allocated space for food preparation and storage, rest area, washroom facilities.

Part IV— Acknowledgement checklist

The Contractor must provide all of the following information:

1. The Contractor must identify the Contractor's proposed coordinator that will be responsible for the implementation of the security requirements of the Contract.
2. The Contractor must agree to immediately report all suspected or actual violations of security to the Finance Canada Coordinator, Security Services Division.
3. The Contractor must agree that the lock-down will be released only upon notification in writing from Finance Security Representative.
4. The Contractor must agree that should the lock-down period include a business day (Monday to Friday), the Contractor will conduct business without impacting on these security requirements.
5. The Contractor must agree to allow Finance Canada to place Finance Canada departmental security officials on their premises throughout the entire project.
6. The Contractor must agree to store project components, including electronic storage media, film and paper documents, in approved locked containers, or in a secure room designed to prevent unauthorized access and is in accordance with the security requirements as specified in Part 7 and Annex "C".
7. The Contractor must agree to keep a record of all documents received by, or removed from, the site by the Finance Canada.
8. The Contractor must agree to permit all shipments to and from the Contractor's site and relating to this project to be escorted by at least one (1) Finance Canada security escorts at the plant for this purpose.

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<p>9. The Contractor must agree to not make public, in any way, information related to the project, including the existence of the project itself, without the consent of Finance Canada.</p>
<p>10. The Contractor must agree that project components, including electronic storage media, film and paper documents, shall not be removed from the project site except by or with the consent of the Client.</p>
<p>11. The Contractor must agree that once employees have entered the secure zone they are not permitted to leave without written authorization by the Contractor's site authority.</p> <p>The Contractor must agree that If for any reason an individual needs to leave the lock-down, the situation is to be thoroughly reviewed by the Contractor's site authority and discussed with Finance Canada's Security Services Representative and the Finance Canada Coordinator, Security Services Division before providing such authorization.</p>
<p>12. The Contractor must agree that all information related to the Finance Canada Project and stored on removable electronic media used in the performance of this contract will be completely destroyed, before the device can be used for some other purpose.</p>

ANNEX D

PLANT CAPACITY

PRINTING

Pre-press: Image setter, imposition, laser proofs:

(Number of pages per hour) _____/hr

Press: **Web Press:** (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

Sheet Fed Press:

1 Colour (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

2 Colour (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

4 Colour (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

5 Colour (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

6 Colour (How many available?) _____

(number of impressions per hour) _____/hr

Maximum sheet size: _____

Maximum sheet size: _____

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BINDERY

Folding:

(number of folded signatures per hour?) _____/hr **32'**
(number of folded signatures per hour?) _____/hr **16's**
(number of folded signatures per hour?) _____/hr **8's**
(number of accordion folds per hour?) _____/hr **3 to 5**
(number of accordion folds per hour?) _____/hr **6 & 7**

Saddle stitch:

(number of finished books per hour?) _____/hr

Perfect binding:

(number of finished books per hour?) _____/hr

Collating:

(How many collated and secured sets per hour?)

Documents #1 to #2 (**scenario 1**): _____/sets per hr

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ANNEX "E" to PART 3 OF THE BID SOLICITATION

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)

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ANNEX "F"

EVALUATION GRID

EVALUATION SUMMARY		
MANDATORY REQUIREMENT:	<input type="checkbox"/> MET	<input type="checkbox"/> NOT MET
Mandatory Checked by:	Date:	
Overall Comments:		

1.1 TECHNICAL EVALUATION

1.1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Met	Not Met
M.1 Corporate Experience – Perfect Binding		
M.1.1. The Bidder must demonstrate that it has been contractually bound to an external client (outside of the Bidder's own company) for a contract to provide the printing and finishing of a minimum of 1,500 perfect bound publications constructed with a minimum of text 300 pages (150 sheets).		
M.1.1.a The Bidder must provide the following information for the Contract:	i.	
i. The Client information;	ii.	
ii. A description of each of the perfect bound publications produced under the Contract.	iii.	
iii. The number of pages	iv.	
iv. The total quantity produced		
M.1.2 This contract must have been started or completed on or after February 1, 2011.	i.	
M.1.2.a The Bidder must provide the following information for the Contract:		
i. The Contract start date or end date;	ii.	
ii. A copy of the invoice(s) presented to the Client for the requirement.		
M.1.3 This contract must include all of the following services:	i.	
i. Printing and finishing (<i>i.e. collating, binding, trimming, etc.</i>) of perfect bound publications to final format;	ii.	
ii. Preparation for distribution/delivery;	iii.	
iii. Delivery to destination(s).		
M.1.3.a The Bidder must provide a description of the services provided for the contract.		

Evaluation Criteria	Met	Not Met
M.2 Capability of the Bidder and the Back-up Facility to Produce the Finance Project Documents as specified in the Annex "A" Statement of Work		
M.2.1 The Bidder must confirm in writing that it has the capability to produce all of the Finance Project documents and the optional the Finance Project documents to final format for delivery in the timelines specified in the Annex "A" Statement of Work.		
M.2.1.a To demonstrate that the Bidder has the required equipment and production capacity to produce the Finance Project documents, the Bidder must complete all of the production information as specified in the Annex "D" Plant Capacity grid of this solicitation. The Bidder must attach the completed Annex "D" Plant Capacity grid with its proposal.		
M.2.2 The Bidder must confirm in writing that the proposed back-up facility has the capability to produce all of the Finance Project documents and the optional Finance Project documents to final format for delivery in the timelines specified in the Annex "A" Statement of Work if required.		
M.2.2.a. To demonstrate that the proposed back-up facility has the required equipment and production capacity to produce the Finance Project documents, the Bidder must complete all of the production information as specified in the Annex "D" Plant Capacity grid of this solicitation. The Bidder must attach the completed Annex "D" Plant Capacity grid with its proposal.		
<p>M.2.3 The completed Annex "D" Plant Capacity grid must demonstrate that the Bidder's equipment and the Back-up facility's equipment can meet the following technical requirements:</p> <ul style="list-style-type: none"> i. Printing of a minimum of 300,000 impressions in black within 10 hours. ii. Printing of a minimum of 300,000 impressions in colour within 10 hours. iii. Folding of a minimum of 50,000 signatures (8 – 32 pages per signature to meet the Finance project document requirements) within 10 hours iv. Folding of a minimum of 60,000 panel fold brochures (3 – 5 panels to meet the Finance project document requirements) within 10 hours v. Spiral Binding of 100 booklets per hour vi. Perfect binding of 3,500 booklets per hour vii. Saddle-stitch of a minimum 10,000 per hour <p>Proposals that do not demonstrate that the Bidder's equipment can meet the technical requirements specified in M.2.3 (i – vii) will be considered non-responsive and will be given no further consideration.</p>	i.	
	ii.	
	iii.	
	iv.	
	v.	
	vi.	
	vii.	

Evaluation Criteria	Met	Not Met
M.3 Lock-down” security requirements and the “IT and Communications” security requirements as specified in Annex “C”		
M.3.1 The Bidder must confirm in writing that it will meet the “Lock-Down” security requirements and the “IT and Communications” security requirements as specified in Annex “C” of this solicitation.		
M.3.1.a The Bidder must provide all of the required information and documentation as specified in the <i>M.3.1.a Print Plant Pre-Contract Security Checklist - EVALUATION GRID BIDDER’S FACILITY</i> included in Annex “F” of this solicitation.		
M.3.1.b The information and documentation provided will be verified during an on-site visit by the Finance Canada at the Bidder’s facility as a part of the evaluation process and before contract award. The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder’s facility for evaluation purposes.		

M.3.1.a Print Plant Pre-contract Security Checklist - EVALUATION GRID – BIDDER’S FACILITY M.3.1.a Part I—Bidder & Location

Company Name Company Address Company URL

The information provided must address clearly the points that are subject to the evaluation criteria against which the bid will be evaluated.

The information provided will be verified during an on-site visit by the Finance Canada at the Bidder’s facility as a part of the evaluation process and before contract award.

The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder’s facility for evaluation purposes.

M.3.1.a Part II— IT Security checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Evaluation of Bid	On-site verification
1. The Bidder must confirm in writing that the network connectivity to the pre-press and press areas can be disconnected from the rest of the printing plant during the lockdown period. The Bidder must provide a description of how it will meet this requirement. The Bidder must also confirm in writing that the remaining operational workstations cannot see outside of their own LAN (i.e. bridging).	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The Bidder must provide a network diagram for the Bidder’s facility, showing the list of remaining IP operational hosts (PCs, printers, faxes, etc.) and their IP addresses on the isolated network. <i>This information will be required by the Department of Finance to perform the scan during the lockdown day to confirm the responding hosts.</i>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. The Bidder confirm in writing that there will be no Internet connectivity in the pre-press, press, bindery and distribution areas during the lockdown period.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The Bidder must describe how the wireless can be turned off on all remaining operational workstations in the pre-press, press, bindery, and distribution areas during the lockdown period.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The Bidder must provide a description of how it will ensure that all phones will be removed from the pre-press, press, bindery and distribution areas during the lockdown period.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The Bidder must provide a description of how it will ensure that Print Plant employees entering the lockdown areas do not have cell phones, rocket sticks, USB drives, or any other portable storage devices in the lockdown areas.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

M.3.1.a Part III - Physical Security checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Evaluation of Bid	On-site verification
1. The Bidder must demonstrate through submission of a floor plan of the lock-down area in the Bidder's facility that the work will be conducted in a "security zone" designed so that access may be limited to authorized personnel only and to prevent the possibility of forced entry, observation or eavesdropping.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The Bidder must describe how any Emergency exits in the lockdown area will not allow uncontrolled access to the secure zone in which the project is being carried out. The Bidder must describe the measures that it will implement to ensure that such exits are adequately protected.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The Bidder must identify on the floor plan where a secure location for the storage of sensitive waste from the print job will be located. <i>Note: sensitive waste will be retrieved by Finance personnel after completion of the print job and must remain properly secured until such time.</i>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The Bidder must demonstrate on the floor plan of the lock-down area that it has allocated space for food preparation and storage, rest area, washroom facilities.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

M.3.1.a Part IV— Acknowledgement checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Evaluation of Bid
1. The Bidder must identify the Bidder's proposed coordinator that will be responsible for the implementation of the security requirements of the Contract.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
2. The Bidder must provide its agreement in writing to immediately report all suspected or actual violations of security to the Finance Canada Coordinator, Security Services Division.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

3. The Bidder must provide confirmation in writing that the lock-down will be released only upon notification in writing from Finance Security Representative.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
4. The Bidder must provide confirmation in writing that should the lock-down period include a business day (Monday to Friday), the Bidder agrees to conduct business without impacting on these security requirements.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
5. The Bidder must provide its agreement in writing to allow Finance Canada to place Finance Canada departmental security officials on their premises throughout the entire project.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
6. The Bidder must provide its agreement in writing to store project components, including electronic storage media, film and paper documents, in approved locked containers, or in a secure room designed to prevent unauthorized access and is in accordance with the security requirements as specified in Part 7 and Annex "C".	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
7. The Bidder must provide its agreement in writing to keep a record of all documents received by, or removed from, the site by the Finance Canada.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
8. The Bidder must provide its agreement in writing to permit all shipments to and from the Bidder's site and relating to this project to be escorted by at least two (2) Finance Canada security escorts at the plant for this purpose.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
9. The Bidder must provide its agreement in writing to not make public, in any way, information related to the project, including the existence of the project itself, without the consent of Finance Canada.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
10. The Bidder must provide confirmation writing that project components, including electronic storage media, film and paper documents, shall not be removed from the project site except by or with the consent of the Client.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
11. The Bidder must provide its agreement in writing that once employees have entered the secure zone they are not permitted to leave without written authorization by the Contractor's site authority. The Bidder must provide its agreement in writing that If for any reason an individual needs to leave the lock-down, the situation is to be thoroughly reviewed by the Contractor's site authority and discussed with Finance Canada's Security Services Representative and the Finance Canada Coordinator, Security Services Division before providing such authorization.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
12. The Bidder must confirm in writing that all information related to the Finance Canada Project and stored on removable electronic media used in the performance of this contract will be completely destroyed, before the device can be used for some other purpose.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

Evaluation Criteria	Met	Not Met
M.3.2 The Bidder must confirm in writing that the proposed back-up facility will meet the "Lock-Down" security requirements and the "IT and Communications" security requirements as specified in Annex "C" of this solicitation.		
M.3.2.a The Bidder must provide all of the required information and documentation as specified in the <i>M.3.2.a Print Plant Pre-Contract Security Checklist - EVALUATION GRID BACK-UP FACILITY</i> included in Annex "F" of this solicitation.		
M.3.2.b The information and documentation provided will be verified during an on-site visit by the Finance Canada at the Bidder's identified Back-up facility as a part of the evaluation process and before contract award. The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder's identified Back-up facility for evaluation purposes.		

M.3.2.a Print Plant Pre-contract Security Checklist - EVALUATION GRID – BACK-UP FACILITY

M.3.2.a Part I—Bidder & Location

Company Name

Company Address

Company URL

The information provided must address clearly the points that are subject to the evaluation criteria against which the bid will be evaluated.

The information provided will be verified during an on-site visit by the Finance Canada at the Bidder's identified Back-up facility as a part of the evaluation process and before contract award.

The PWGSC Contracting Authority will provide the Bidder written notification 24 hours before the required visit to the Bidder's identified Back-up facility for evaluation purposes.

M.3.2.a Part II— IT Security checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Evaluation of Bid	On-site verification
<p>1. The Bidder must confirm in writing that the Back-up facility's network connectivity to the pre-press and press areas can be disconnected from the rest of the printing plant during the lockdown period.</p> <p>The Bidder must provide a description of how the Back-up facility will meet this requirement.</p> <p>The Bidder must also confirm in writing that the remaining operational workstations at the Back-up facility cannot see outside of their own LAN (i.e. bridging).</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. The Bidder must provide a network diagram for the Back-up facility, showing the list of remaining IP operational hosts (PCs, printers, faxes, etc.) and their IP addresses on the isolated network.</p> <p><i>This information will be required by the Department of Finance to perform the scan during the lockdown day to confirm the responding hosts.</i></p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. The Bidder must confirm in writing that there will be no Internet connectivity in the Back-up facility's pre-press, press, bindery and distribution areas during the lockdown period.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. The Bidder must describe how the wireless can be turned off on all remaining operational workstations in the pre-press, press, bindery and distribution areas of the Back-up facility during the lockdown period.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. The Bidder must provide a description of how it will ensure that all phones will be removed from the pre-press, press, bindery and distribution areas of the Back-up facility the during the lockdown period.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The Bidder must provide a description of how it will ensure that Print Plant employees entering the lockdown areas of the Back-up facility do not have cell phones, rocket sticks, USB drives, or any other portable storage devices in the lockdown areas.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

M.3.2.a Part III - Physical Security checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Evaluation of Bid	On-site verification
1. The Bidder must demonstrate through submission of a floor plan of the lock-down area in the Back-up facility, that the work will be conducted in a "security zone" designed so that access may be limited to authorized personnel only and to prevent the possibility of forced entry, observation or eavesdropping.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The Bidder must describe how any Emergency exits in the lockdown area of the Back-up facility will not allow uncontrolled access to the secure zone in which the project is being carried out. The Bidder must describe the measures that the Back-up facility will implement to ensure that such exits are adequately protected.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The Bidder must identify on the floor plan where a secure location for the storage of sensitive waste from the print job will be located at the Back-up facility. <i>Note: sensitive waste will be retrieved by Finance personnel after completion of the print job and must remain properly secured until such time.</i>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The Bidder must demonstrate on the floor plan of the lock-down area of the Back-up facility that space for food preparation and storage, rest area, and washroom facilities has been allocated.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	<input type="checkbox"/> Yes <input type="checkbox"/> No

M.3.2.a Part IV— Acknowledgement checklist

In its bid, the Bidder must provide all of the following information:

Evaluation Elements	Evaluation of Bid
1. The Bidder must identify the Back-up facility's proposed coordinator that will be responsible for the implementation of the security requirements of the Contract.	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

<p>2. The Bidder must provide agreement in writing from the Back-up facility to immediately report all suspected or actual violations of security to the Finance Canada Coordinator, Security Services Division.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<p>3. The Bidder must provide confirmation in writing from the Back-up facility that the lock-down will be released only upon notification in writing from Finance Security Representative.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<p>4. The Bidder must provide confirmation in writing from the Back-up facility that should the lock-down period include a business day (Monday to Friday), the Back-up facility agrees to conduct business without impacting on these security requirements.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<p>5. The Bidder must provide its agreement in writing to allow Finance Canada to place Finance Canada departmental security officials on their premises throughout the entire project.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<p>6. The Bidder must provide agreement in writing from the Back-up facility to store project components, including electronic storage media, film and paper documents, in approved locked containers, or in a secure room designed to prevent unauthorized access and is in accordance with the security requirements as specified in Part 7 and Annex "C".</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<p>7. The Bidder must provide agreement in writing from the Back-up to keep a record of all documents received by, or removed from, the site by the Finance Canada.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<p>8. The Bidder must provide agreement in writing from the Back-up facility to permit all shipments to and from the Back-up facility's site and relating to this project to be escorted by at least two (2) Finance Canada security escorts at the plant for this purpose.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<p>9. The Bidder must provide agreement in writing from the Back-up facility to not make public, in any way, information related to the project, including the existence of the project itself, without the consent of Finance Canada.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<p>10. The Bidder must provide confirmation in writing from the Back-up facility that project components, including electronic storage media, film and paper documents, shall not be removed from the project site except by or with the consent of the Client.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<p>11. The Bidder must provide agreement in writing from the Back-up facility that once employees have entered the secure zone they are not permitted to leave without written authorization by the Contractor's site authority.</p> <p>The Bidder must provide agreement in writing from the Back-up facility that If for any reason an individual needs to leave the lock-down, the situation is to be thoroughly reviewed by the Contractor's site authority and discussed with Finance Canada's Security Services Representative and the Finance Canada Coordinator, Security Services Division before providing such authorization</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met
<p>12. The Bidder must provide confirmation in writing from the Back-up facility that all information related to the Finance Canada Project and stored on removable electronic media used in the performance of this contract will be completely destroyed, before the device can be used for some other purpose.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Not Met

Evaluation Criteria	Met	Not Met
M.4 Business Continuity Plan		
M.4.1 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.		
M.4.1.a The BCP must provide details to demonstrate how the Bidder will maintain each of the following activities (i - iv) 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: i. Pre-press and Proofing; ii. Printing operations; iii. Finishing (collating, binding, and trimming) iv. Shipping activities and delivery to destination.	i.	
	ii.	
	iii.	
	iv.	
M.4.2 The Bidder must provide 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 - iv) to meet the security requirements as specified in Part 7 and in Annex "C".		
M.4.2.a For each of the activities listed in M.4.1.a (i - iv): the Bidder must identify all of the <u>Bidder's</u> facility where work will be carried out and the security level granted of each facility.		
M.4.2.b For each of the activities listed in M.4.1.a (i - iv): the Bidder must identify all <u>back-up</u> facility where work will be carried out in the event that the Bidder's normal operations are impacted.		
M.4.2.c For each of the activities listed in M.4.1.a (i - iv): the Bidder must provide the full addresses of the proposed back-up facility (sites or premises) where work will be carried out in the event that the Bidder's normal operations are impacted. Street Number / Street Name, Unit / Suite / Apartment Number City, Province, Territory / State Postal Code / Zip Code Country		
M.4.2.d The Bidder provide the name of all individuals who will require access to classified or protected information, assets and sensitive work sites at all <u>back-up facility</u> where work will be carried out in the event that the Bidder's normal operations are impacted.		
M.4.3 The Bidder must provide confirmation in writing from the proposed back-up facility(ies), indicating that the identified Back-up facility is available and will meet the requirements of the Finance Project if required due to an interruption in the Bidder's normal operations.		

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Evaluation Criteria	Met	Not Met
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).		
M.5.2 The Bidder must provide the following information for the proposed paper stock: a. The Recycled content of the paper; b. The third party certification (FSC, SGI, etc...) c. The Brand name of the paper	a. b. c.	

Bidders MUST meet all the mandatory requirements of the RFP. Bids not meeting all the mandatory requirements will be given no further consideration.