



RETURN BIDS TO:

IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca

Attn: Manon Delorme

FOR ELECTRONIC BIDS:

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

IMPORTANT NOTICE TO SUPPLIERS

The Government Electronic Tendering Service on buyandsell.gc.ca/tenders will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

REQUEST FOR PROPOSAL

Proposal To: Citizenship and Immigration Canada

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

Instructions : See Herein

Instructions: Voir aux présentes

**Issuing Office – Bureau de distribution
Citizenship and Immigration Canada
Procurement and Contracting Services
70 Crémazie
Gatineau, Québec K1A 1L1**

Title – Sujet	
Printing of braille or large print (18 points) on an “as and when required” basis.	
Solicitation No. – N° de l’invitation	Date
CIC-155624	April 13 th , 2023
Solicitation Closes – L’invitation prend fin at – à	Time Zone Fuseau horaire
3:00 PM on – May 7 th , 2023	Eastern Daylight Time (EDT)
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to: - Adresser toutes questions à :	
IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca	
Telephone No. – N° de téléphone :	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
See Herein	
Delivery required - Livraison exigée	
See Herein	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l’entrepreneur	
Facsimile No. – N° de télécopieur	
Telephone No. – N° de téléphone	
Name and title of person authorized to sign on behalf of Vendor/firm	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur	
(type or print)/ (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 parts plus attachments 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.

1.2 Summary

1.2.1 The client experience branch has a requirement to aims to respond to the specific needs of the Immigration, Refugees, and Citizenship Canada (IRCC) clients. Normally, the application kits are made up of instruction guide, several application forms and associated document checklist. However, IRCC receives requests from the public for braille and large print format either in English or French.

1.2.2 Single Task Authorization-Based Contract

Canada is seeking to establish a contract for printing of braille or large print (18 points) paper format and/or electronic versions on an “as and when requested” basis, as defined in Appendix "D", Statement of Work, for three (3) years including all options.

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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

If you have any concerns relating to the procurement process, please refer to the [Bid Challenge and Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are



strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the Office of the Procurement Ombudsman (OPO).

1.4 Mandatory Requirements

Where the words “must”, “shall” or “will” appear in this RFP, the clause is to be considered as a mandatory requirement.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out on the [CIC Website](#).

All SACC manual clauses for specific instructions not covered by the standard instructions identified in the bid solicitation by number, date and title are set out in the [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 [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 2 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 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.

2.5 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.



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 (one soft copy) by email

Section II: Financial Bid (one soft copy) by email

Section III: Certifications (one soft copy) by email

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.

Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.

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 a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must:

- (i) demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement



contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Appendix “E”, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix “G”, Vendor Information and Authorization and include it with their bid:

1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's per diem rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix “E”, Basis of Payment.

3.2 SACC Manual Clauses

C3011T (2010-01-11) - Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

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



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.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Item	Mandatory Criteria	Required Supporting Information at bid closing	MET / NOT MET	Cross Reference to Proposal (Page #)
M1	The Bidder must demonstrate a minimum of two (2) years experience within the last 10 years in the provision of braille printing format services in English and French as per Appendix D – Statement of work.	Bidder must provide references as proof of experience. (name of company or organization, government telephone number and/or email address)		



		Citizenship and Immigration Canada may contact the references to confirm the experience.		
M2	The Bidder must demonstrate a minimum of two (2) years experience within the last 10 years in the provision of large (18 points) print format services in English and french as per Appendix D – Statement of work.	<p>Bidder must provide references as proof of experience. (name of company or organization, government telephone number and/or email address)</p> <p>Citizenship and Immigration Canada may contact the references to confirm the experience.</p>		

4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.

The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive Unit prices for the products required as part of the contract for the initial contract period and option periods.

The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The “TOTAL EVALUATED PRICE” in Appendix “E”, Basis of Payment, excluding taxes, will be used to determine the financial evaluation score.

4.1.3 Formulas in Pricing Schedule

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

4.1.4 Substantiation of Professional Services Rates

In Canada’s experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bids, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:



- a) documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer's name and personal information on the invoice submitted to Canada);
- b) a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- c) a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- d) details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant, if the rate is at least **20%** of or lower than the median price bid by compliant bidders for the first year of the resulting contract for the relevant resource(s). Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Evaluated Price

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price found in Appendix "E", Basis of Payment table under "**TOTAL EVALUATED PRICE**" will be recommended for award of contract.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](#), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Integrity Provisions – List of Names

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the [Integrity Regime website](#), to be given further consideration in the procurement process.

5.2.3 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 webpage.

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.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

There is no security associated to this requirement and the Contract does not include any requirement for an "IT" link between the IRCC and the Contractor.



PART 7 - RESULTING CONTRACT CLAUSES

APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the [SACC Manual](#) is available on the Buy and Sell Website.

A1.2 An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the [CIC Website](#).

A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

A3. General Conditions

A3.1 General Conditions [CIC-GC-002 \(2020-12-02\)](#), Low Complexity Goods and Services Contract shall apply to and form part of this Contract.



APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “A” – General Terms and Conditions;
- c) Appendix “C” – Terms of Payment – Task Authorization (TA);
- d) Appendix “D” – Statement of Work (SOW);
- e) Appendix “E” – Basis of Payment
- f) Appendix “F” – Vendor Information and Authorization Form;
- g) Appendix “G” – Attachment 1 to the SOW – TA Procedure;
- h) Appendix “H” – Attachment 2 to the SOW – Specifications;
- i) Appendix “I” – Attachment 3 to the SOW – TA Template
- j) the Contractor's proposal dated _____(TBD)

B2. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
<i>C0705C</i>	<i>2010-01-11</i>	<i>Discretionary Audit</i>

B3. Security Requirement

There is no security requirement associated with the requirement.

B4. Period of Contract

The period of the Contract is from date of contract award to April 30th, 2024.

B4.1 Option to Extend the Contract

The Contractor grants Canada, the irrevocable right to extend the term of the Contract by up to Two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Appendix “E”, Basis of Payment.

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

B5. Termination on Thirty (30) Days Notice

- 1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.



2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

B6. Certifications / Compliance and Additional Information

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.

B6.1 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

B7. Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

B8. Closure of Government Offices

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

B9. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Appendix "D".

B10. Authorities

B10.1 Contracting Authority

The Contracting Authority for the Contract is:



<The Contracting Authority for the Contract is to be identified at Contract award>

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.

B10.2 Project Authority

The Project Authority for the Contract is:

<The Project Authority for the Contract is to be identified at Contract award>

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.

B10.3 Technical Authority

<The Technical Authority for the Contract is to be identified at Contract award>

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.

B10.4 Contractor's Representative

<The Contractor's Representative for the Contract is to be identified at Contract award>



APPENDIX “C”, TERMS OF PAYMENT TASK AUTHORIZATIONS

C1. Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

C1.1 Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Appendix “J”.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within ___ calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

C1.2 Minimum Work Guarantee – All the Work – Task Authorizations:

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means 5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

C2. Basis of Payment

For professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor the firm price set out in the Task Authorization (based on the firm, all-inclusive per diem rates set out in Append “E”, Basis of Payment, applicable taxes extra. Cost: \$_____ (to be determined at contract award)



C3. Limitation of Expenditure – Cumulative of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ 300,000.00. Customs duties are included and applicable taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

C4. Method of Payment

Canada will pay the Contractor upon completion and delivery of all the Work associated with the Task Authorization in accordance with the payment provisions of the Contract if:

- a) An accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) All such documents have been verified by Canada; and
- c) The Work delivered has been accepted by Canada.

C5. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$_____ (to be determined at contract award), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

C6. 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.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment.

_____ *(Insert the name of the organization)*
 _____ *(Insert the address of the organization)*

One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



APPENDIX “D”, STATEMENT OF WORK

D1. TITLE

Printing of braille or large print (18 points) paper format, electronic format or PDF when requested

D2. OBJECTIVE

This requirement aims to respond to the specific needs of the Immigration, Refugees, and Citizenship Canada (IRCC) clients. Normally, the application kits are made up of instruction guide, several application forms and associated document checklist. IRCC receives requests from the public for braille and large print format either in English or French as clients are not always able to use the online versions.

D3. BACKGROUND

The purview of the work requirement is to engage the services of a vendor to supply the required services on an "on demand" basis. Based on the orders received by the IRCC clients, IRCC requires on-demand services for the printing of paper versions of the application kits in braille or large print (18 points) format

Generally, the online availability of documents allows clients to print the materials themselves. IRCC continues to offer printing and distributions of paper and/or electronic versions of instruction guides, application forms and checklists to the following groups of clients:

- 1) Clients requesting braille or large print (18 points) paper format;
- 2) Clients who self-identify as all of the following:
 - do not have access to the internet or who do not have a printer;
 - do not have family members or friends who can assist them; and
 - unable to access instruction guides and forms via an organization or business due to a mobility disability
- 3) Clients who reside in remote areas where internet access is unavailable

For scenarios (2), and (3) IRCC will process these client requests via the IRCC call centre agents who will relay the information to National Headquarters. Therefore, when a client contacts the IRCC call centre and the call falls into one of the above categories, the client request/order is entered into an electronic system called the Kit Management System (KMS) and the request for paper version will be printed and mailed to the client by IRCC.

However, IRCC does not have the technology to process requests for braille or large print (18 points) paper kits. IRCC is therefore looking to retain the services of a contractor to produce these prints.

D4. TASKS

D4.1. PRODUCTION



For each Task Authorization (TA), the Contractor is required to produce and supply paper versions and /or electronic versions of the PDF files provided by IRCC in braille or large print (18 points) format either in English or French when requested by IRCC and in accordance to the required specifications.

Here are the types of requests:

- Instruction guides
- Application forms/kit
- Associated checklist
- Publication/form
- Other text document

D4.2. PRODUCTION WITH IMAGES

The product including the illustrated images and photo specifications in the application kits **must** be rendered by the Contractor into braille and/or large print (18 points) format in English or French. The vendor must ensure that the images on the instruction guides, applications forms, document checklist are exactly the same as in the electronic material provided by IRCC.

D4.3. PRODUCTION WITH SYMBOLS

The Contractor must ensure that the texts describing the Federal Identity Program (FIP) symbols (such as the Government of Canada signature and the "Canada" wordmark) including the IRCC Program signature are rendered in English and French.

D4.4. QUANTITIES AND FREQUENCY

IRCC cannot control the quantities of the required items ordered and the ordering frequency of any of the various items required, because it is subject to the demand from the clients and therefore cannot be definitely stated at this time.

D5. DELIVERABLES

The program officer of the Kits and forms unit within IRCC Client Experience Branch in Client Support Guidance and Solutions (CSGC) accepts all deliverables for the braille or large print (18 points) application kits. The program officer will maintain a tracking and monitoring record system in order to ensure the completeness of all the requested work. The deliverables will be outlined in each individual TA.

The deliverables can be in braille or large print (18 points) format either in English or French and include:

- Application kit
- publication/form
- other text document



D6. FAULTY MATERIAL

Faulty material refers to any material delivered by the Contractor not meeting the specifications and/or the quality level required as per the Statement of Requirement.

In this case,

- All faulty material will be returned to the Contractor within ten (10) business days for disposal and must be replaced at no additional charge to Client Experience Branch within IRCC.
- Replacement orders must be treated as urgent and delivered to the destination address within two (2) business days of notification in writing by the IRCC Project Authority or his back-up.

D7. DELIVERY

For each TA, the Contractor must print and deliver paper copies and/or electronic copies when requested to IRCC the requested application kits and forms in braille and/or large print (18 points) format with proper label on each products in: English braille and/or French braille.

Within 30 business days, each work request must be delivered by post to IRCC at the following address

Immigration, Refugees and Citizenship Canada
Client Experience Branch (Kits & Forms)
Attn: Brian Bender – Assistant Director
360 Laurier Avenue, West
Ottawa, Ontario
K1A 1L1

IRCC will advise the Contractor and the Contracting Authority in the event of a change of address.

D7.1. MAILING RATES

IRCC will pay the Canada Post costs billed under the Contractor's Canada Post account, at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation.

D8. REPORTING

D8.1. MONTHLY IRCC REPORTS

As outlined below, the Contractor must provide the IRCC Project Authority and their back-up with monthly activity reports.

Reports will at a minimum require the following tombstone information

- Reporting period
- Spent to date



- Quantity of TAs
- Quantity of documents

D8.2. CONTRACT KICK OFF MEETING

Upon contract award, the Contractor (including the assigned Project Manager and other Key Resources) will be required to participate in an initial kick off meeting with the Project Authority to review and discuss about the requirements of any printing project TA. The initial Contract Kick off Meeting will take place within the first two (2) weeks after contract award and will be by teleconference.

The purpose of the meeting will be to establish:

- the Contractor's information (fax, telephone, and e-mail information),
- to finalize reporting formats,
- and to obtain relevant e-mail and contact information for the IRCC Project Authority.

D8.3.TA KICK OFF MEETING

For each subsequent TA, the Contractor (including the assigned Project Manager and other Key Resources) will be required to attend a kick off meeting with the PA, which must be held prior to the start of work against the specific TA. The meeting will further address:

- a) Scope, specific requirements beyond the printing requirements listed below
- b) Pre-production samples by Contractor and accepted by IRCC before full production commences
- c) Retrieval capability during printing
- d) Characteristics of the printing (e.g., paper sizes, text orientation/format, pages per document/folder/box, chronology, quality and size of shipment, maximum file size requirements, etc.)
- e) Establish a "cure" period, measured in business days and required to resolve issues and stop work orders

Confirmation of agreed timeline that must be respected by IRCC and the Contractor

D8.4. UNSCHEDULED MEETINGS

IRCC will arrange formal briefings with the Contractor's identified Project Manager by teleconference on an as required basis to discuss the day-to-day operations (as required).

D.8.5 PRIMARY POINT OF CONTACT

The primary point of contact for the purposes of reporting and obtaining approvals is the **Project Authority** identified in the contract.

The Contractor must have a dedicated Project Manager, and a backup. This allows the IRCC Project Authority to get immediate information regarding the status of all aspects of the Contract by telephone, by e-mail or by fax.



D9. PERIOD OF CONTRACT

The initial contract is for the period from contract award until April 30, 2024. There will be two (2) options to extend the contract period. The first one is from May 1st, 2024 to April 30, 2025 and the second one is from May 1st, 2025 to April 30, 2026.

D10. LIMITATIONS AND CONSTRAINTS

IRCC's kits are subject to amendments and updates. IRCC will always provide the vendor with the most up-to-date PDF versions in order to obtain an accurate quote and to deliver the most accurate version to its clients. Should an application kit be modified after a request has been submitted to the vendor, IRCC will inform and will provide instructions to the vendor via email for any changes concerning its kits.

D10.1. PRODUCTS REDISIGN

A redesign of the text included on any individual or multiple products may occur during the period of the Contract.

If changes are required for any products, the Contractor will be provided with the new artwork electronically. The Contractor must produce, print and send soft copy by email to IRCC of the specified products to final format as per the revised specifications.

D10.2. COMPONENTS

- I. All components required for the Contract, whether produced or purchased by the Contractor or provided to the Contractor (including but not limited to all electronic versions of braille and large print (18 points) format of instruction guides, application forms, FIP symbols, the "Canada" wordmark, texts and images, and document checklists) are the property of the Government of Canada.
- II. The Contractor must return all components to the IRCC Technical Authority within five (5) working days of receiving the request to do so, and at no additional cost to Canada. All components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

D11. OFFICIAL LANGUAGES

IRCC requires the Contractor to provide on-demand production and supply of paper versions and/or electronic versions of instruction guides, application forms and associated checklists in braille or large print (18 points) format either in English or French as specified for individual requests.

The Contractor must ensure that the texts describing the Federal Identity Program (FIP) symbols (such as the Government of Canada signature and the "Canada" wordmark) including the IRCC Program signature are rendered in English and French.

The product including the illustrated images and photo specifications in the applications kits must be rendered by the Contractor into braille and/or large print (18 points) format in English or French as specified in the work request.



The texts describing the Federal Identity Program (FIP) symbols, i.e. the Government of Canada signature and the "Canada" wordmark in braille and/or large print (18 points) format are rendered in English or French as specified in the work request.

The texts describing the IRCC Program signatures with English first or with French first, and the "Canada" wordmark must be rendered accordingly.

English Braille (In Canada):

- Unified English Braille (UEB), 1996

French Braille (In Canada):

- Code pour la transcription en braille de l'imprimé (Code de base), 1996
- Code braille français uniformise pour la transcription des textes imprimés (CBFU), 2008

D12. TRAVEL

The estimated amount will be specified if travel is required. Note that the current TBS Travel Directive will apply.

The Crown will not accept any travel and living expenses incurred by any Bidder to satisfy the terms of any resulting order under the Contract.

D13. AVAILABILITY OF PERSONNEL

The Contractor must have a dedicated Project Manager, a backup and adequate personnel to fulfil the work requirements at all times.

I certify thatits employees and subcontractors will be available to commence performance of the work from the Contract award date and will remain available to perform the work in relation to the fulfillment of this requirement.



APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed \$339,000.00 including all options, travel expenses and all applicable taxes.

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all-inclusive per diem rate (in Cdn \$) for each of the Consultant Categories identified.
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the [Justice Website](#);
 - b) any travel expenses for travel between the Contractor’s place of business and the NCR; and
 - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
3. The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.



Note: Text in **RED** denotes instructions to bidders and sections for completion. The bidders must submit their all-inclusive rate (including shipping cost) for each items identified.

Table 1.1: Period of contract (from contract award date to April 30th, 2024)

Description	Quantity range (#pages)	Unit price or Cost per page (A)	Quantity for evaluation purposes only (B)	Total (AxB = C)
As-and-when requested - Braille printing services.				
Braille printing services (Appendix "I" Specifications)	<i>Less than one page = or < 100 words</i>	<<to be completed by bidder>>	100	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>Between 1 to 4 pages > 100 words to = or < 500 words</i>	<<to be completed by bidder>>	500	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>Between 5 and 10 pages > 500 words to =or <1000 words</i>	<<to be completed by bidder>>	1000	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>Between 10 to 25 pages > 1000 words to = or < 2500 words</i>	<<to be completed by bidder>>	2500	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>Between 25 or more pages > 2500 words</i>	<<to be completed by bidder>>	4000	<<to be completed by bidder>>
Total Evaluated Price for evaluation purposes only (applicable taxes excluded)				<<to be completed by bidder>>

Table 1.2: Period of contract (from contract award date to April 30th, 2024)

Description	Quantity range (#pages)	Unit price or Cost per page (A)	Quantity for evaluation purposes only (B)	Total (AxB = C)
As-and-when requested - Large Print Printing services				
Large print (18 points) services (Appendix "I" Specifications)	<i>Less than one page = or < 100 words</i>	<<to be completed by bidder>>	100	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 1 to 4 pages > 100 words to = or < 500 words</i>	<<to be completed by bidder>>	500	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 5 and 10 pages > 500 words to =or <1000 words</i>	<<to be completed by bidder>>	1000	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 10 to 25 pages > 1000 words to = or < 2500 words</i>	<<to be completed by bidder>>	2500	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 26 or more pages > 2500 words</i>	<<to be completed by bidder>>	4000	<<to be completed by bidder>>
Total Evaluated Price for evaluation purposes only (applicable taxes excluded)				<<to be completed by bidder>>



Table 1.3: Period of initial contract (from contract award date to April 30th, 2024)

Description	Quantity range (#pages)	Unit price or Cost per page (A)	Quantity for evaluation purposes only (B)	Total (Ax B = C)
As-and-when requested – Large Print Printing Services / Soft Copy / Fillable PDF				
Large print (18 points) services (Appendix "I" Specifications)	<i>Less than one page = or < 100 words</i>	<<to be completed by bidder>>	100	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 1 to 4 pages > 100 words to = or < 500 words</i>	<<to be completed by bidder>>	500	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 5 and 10 pages > 500 words to = or < 1000 words</i>	<<to be completed by bidder>>	1000	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 10 to 25 pages > 1000 words to = or < 2500 words</i>	<<to be completed by bidder>>	2500	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 26 or more pages > 2500 words</i>	<<to be completed by bidder>>	4000	<<to be completed by bidder>>

Table 2.1: Period of Option 1 (from May 1st, 2024 to April 30th, 2025)

Description	Quantity range (#pages)	Unit price or Cost per page (A)	Quantity for evaluation purposes only (B)	Total (Ax B = C)
As-and-when requested - Braille printing services.				
Braille printing services (Appendix "I" Specifications)	<i>Less than one page = or < 100 words</i>	<<to be completed by bidder>>	100	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>For orders between 1 to 4 pages > 100 words to = or < 500 words</i>	<<to be completed by bidder>>	500	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>For orders between 5 and 10 pages > 500 words to = or < 1000 words</i>	<<to be completed by bidder>>	1000	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>For orders between 10 to 25 pages > 1000 words to = or < 2500 words</i>	<<to be completed by bidder>>	2500	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>For orders between 25 or more pages > 2500 words</i>	<<to be completed by bidder>>	4000	<<to be completed by bidder>>
	Total Evaluated Price for evaluation purposes only (applicable taxes excluded)			<<to be completed by bidder>>



Table 2.2: Period of Option 1 (from May 1st, 2024 to April 30th, 2025)

Description	Quantity range (#pages)	Unit price or Cost per page (A)	Quantity for evaluation purposes only (B)	Total (Ax B = C)
As-and-when requested - Large Print Printing services / Paper Format				
Large print (18 points) services (Appendix "I" Specifications)	<i>Less than one page = or < 100 words</i>	<<to be completed by bidder>>	100	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 1 to 4 pages > 100 words to = or < 500 words</i>	<<to be completed by bidder>>	500	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 5 and 10 pages > 500 words to =or <1000 words</i>	<<to be completed by bidder>>	1000	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 10 to 25 pages > 1000 words to = or < 2500 words</i>	<<to be completed by bidder>>	2500	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 26 or more pages > 2500 words</i>	<<to be completed by bidder>>	4000	<<to be completed by bidder>>
Total Evaluated Price for evaluation purposes only (applicable taxes excluded)				<<to be completed by bidder>>

Table 2.3: Period of Option 1 (from May 1st, 2024 to April 30th, 2025)

Description	Quantity range (#pages)	Unit price or Cost per page (A)	Quantity for evaluation purposes only (B)	Total (Ax B = C)
As-and-when requested – Large Print Printing Services / Soft Copy / Fillable PDF				
Large print (18 points) services (Appendix "I" Specifications)	<i>Less than one page = or < 100 words</i>	<<to be completed by bidder>>	100	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 1 to 4 pages > 100 words to = or < 500 words</i>	<<to be completed by bidder>>	500	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 5 and 10 pages > 500 words to =or <1000 words</i>	<<to be completed by bidder>>	1000	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 10 to 25 pages > 1000 words to = or < 2500 words</i>	<<to be completed by bidder>>	2500	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 26 or more pages > 2500 words</i>	<<to be completed by bidder>>	4000	<<to be completed by bidder>>



Table 3.1: Period of Option 2 (from May 1st, 2025 to April 30th, 2026)

Description	Quantity range (#pages)	Unit price or Cost per page (A)	Quantity for evaluation purposes only (B)	Total (Ax B = C)
As-and-when requested - Braille printing services.				
Braille printing services (Appendix "I" Specifications)	<i>Less than one page = or < 100 words</i>	<<to be completed by bidder>>	100	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>For orders between 1 to 4 pages > 100 words to = or < 500 words</i>	<<to be completed by bidder>>	500	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>For orders between 5 and 10 pages > 500 words to =or <1000 words</i>	<<to be completed by bidder>>	1000	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>For orders between 10 to 25 pages > 1000 words to = or < 2500 words</i>	<<to be completed by bidder>>	2500	<<to be completed by bidder>>
Braille printing services (Appendix "I" Specifications)	<i>For orders between 25 or more pages > 2500 words</i>	<<to be completed by bidder>>	4000	<<to be completed by bidder>>
Total Evaluated Price for evaluation purposes only (applicable taxes excluded)				<<to be completed by bidder>>

Table 3.2: Period of Option 2 (from May 1st, 2025 to April 30th, 2026)

Description	Quantity range (#pages)	Unit price or Cost per page (A)	Quantity for evaluation purposes only (B)	Total (Ax B = C)
As-and-when requested - Large Print Printing services / Paper Format				
Large print (18 points) services (Appendix "I" Specifications)	<i>Less than one page = or < 100 words</i>	<<to be completed by bidder>>	100	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 1 to 4 pages > 100 words to = or < 500 words</i>	<<to be completed by bidder>>	500	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 5 and 10 pages > 500 words to =or <1000 words</i>	<<to be completed by bidder>>	1000	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 10 to 25 pages > 1000 words to = or < 2500 words</i>	<<to be completed by bidder>>	2500	<<to be completed by bidder>>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 26 or more pages > 2500 words</i>	<<to be completed by bidder>>	4000	<<to be completed by bidder>>
Total Evaluated Price for evaluation purposes only (applicable taxes excluded)				<<to be completed by bidder>>



Table 3.3: Period of Option 2 (from May 1st, 2025 to April 30th, 2026)

Description	Quantity range (#pages)	Unit price or Cost per page (A)	Quantity for evaluation purposes only (B)	Total (Ax B = C)
As-and-when requested – Large Print Printing Services / Soft Copy / Fillable PDF				
Large print (18 points) services (Appendix "I" Specifications)	<i>Less than one page = or < 100 words</i>	<i><<to be completed by bidder>></i>	100	<i><<to be completed by bidder>></i>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 1 to 4 pages > 100 words to = or < 500 words</i>	<i><<to be completed by bidder>></i>	500	<i><<to be completed by bidder>></i>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 5 and 10 pages > 500 words to = or < 1000 words</i>	<i><<to be completed by bidder>></i>	1000	<i><<to be completed by bidder>></i>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 10 to 25 pages > 1000 words to = or < 2500 words</i>	<i><<to be completed by bidder>></i>	2500	<i><<to be completed by bidder>></i>
Large print (18 points) services (Appendix "I" Specifications)	<i>For orders between 26 or more pages > 2500 words</i>	<i><<to be completed by bidder>></i>	4000	<i><<to be completed by bidder>></i>

Table Summary

PERIOD OF INITIAL CONTRACT	INITIAL CONTRACT COSTS
Contract Award to April 30 th , 2024	\$100,000.00
Applicable taxes (HST 13%)	\$13,000.00
TOTAL CONTRACT AMOUNT	\$113,000.00

PERIOD OF OPTION 1	OPTION 1 COSTS
May 1 st , 2024 to April 30 th , 2025	\$100,000.00
Applicable taxes (HST 13%)	\$13,000.00
TOTAL OPTION 1 AMOUNT	\$113,000.00

PERIOD OF OPTION 2	OPTION 2 COSTS
May 1 st , 2025 to April 30 th , 2026	\$100,000.00
Applicable taxes (HST 13%)	\$13,000.00
TOTAL OPTION 2 AMOUNT	\$113,000.00



PERIOD OF CONTRACT	TOTAL CONTRACT COSTS
Contract Award to April 30 th , 2024	\$100,000.00
Option 1 : May 1 st , 2024 to April 30 th , 2025	\$100,000.00
Option 2 : May 1 st , 2025 to April 30 th , 2026	\$100,000.00
Taxes (HST 13%)	\$39,000.00
TOTAL CONTRACT AMOUNT (Applicable taxes included)	\$339,000.00



APPENDIX “F”, VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)
 Privately owned corporation
 Joint Venture or Corporate entity
 Other (specify):
-

GST or HST Registration Number and Business Number (Revenue Canada)\

Name and Title of Person authorized to sign on behalf of Vendor

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title _____

Telephone _____ Fax _____

Email _____

Each proposal must include a copy of this page properly completed and signed.



APPENDIX “G”, ATTACHMENT 1 TO APPENDIX D – STATEMENT OF WORK – TASK AUTHORIZATION PROCEDURE

1. Requirement

Where a requirement for a specific task is identified, a draft Task Authorization Form (TA Form) as attached at Attachment 2 to Appendix D will be provided by email to the Contractor [in accordance with the allocation methodology stated in the Contract Article titled "Allocation of Task Authorizations".]

IRCC will provide the Contractor with the electronic version in PDF of the requested kit. The IRCC Project Authority will include the required quantity of applications kits and/or documents to be produced for each work request submitted to the Contractor.

2. Quotation

Once a draft TA Form is received, the Contractor must submit to the Project Authority a quotation of rates to supply the requested work based on the information identified in the TA Form. The quotation must be signed and submitted to the IRCC Project Authority by email within the time for response identified in the TA Form. The Contractor will be given a maximum of 3 working days turnaround time to submit a quotation. TA pricing must be in accordance with the “Basis of Payment” established in Appendix “E”.

2.1 Mandatory inclusions in each quotation:

- individual unit price for each publication or other document ordered,
- total price of the application kit(s),
- confirmed date for delivery,
- total cost of shipment(s) including shipping and taxes.

3. Approval

Once the quotation is received from the Contractor, IRCC Project Authority will provide approval (in writing by e-mail) to proceed with work request. The TA Form will be signed by the project authority and provided to the Contractor for signature. The TA Form must be appropriately signed by the project authority prior to commencement of any work. The Contractor must not commence work until a validly issued TA Form (the Task Authorization) has been received, and any work performed in its absence is done at the Contractor's own risk.

4. Proofs

The Contractor must provide proofs as final PDF files, ready for printing. The proofs must represent the final size, pagination, colour, and all aspects of the production. Proofs must be provided to the IRCC Project Authority in the National Capital Region.

Project Authority:



- Name: Brian Bender
- Telephone: 613-295-0269
- Email: brian.bender@cic.gc.ca
- Address: 300 Slater Street, 13th floor, Ottawa, ON, K1A 1L1

Back – up for the Project Authority

- Name: Morsal Yousufzai
- Telephone: 343-553-7490
- Email: morsal.yousufzai@cic.gc.ca
- Address: 300 Slater Street, 13th floor, Ottawa, ON, K1A 1L1

5. Service Standards

The contractor must advise IRCC via email in the shortest possible delay if there is an interruption in service or problem that arises that may affects the production.

The contractor must complete and deliver the final printed product in braille format or large print (18 points) format to IRCC within thirty (30) business days of processing the work request.

The contractor must provide proofs within thirty business (30) days when requested by IRCC.

After vendor provides IRCC with the paper versions and /or electronic versions of the application kits in braille or large print (18 points) format, IRCC will own the produced materials.



APPENDIX “H”, ATTACHMENT 2 TO APPENDIX D STATEMENT OF WORK – SPECIFICATIONS

1. INSTRUCTIONS

IRCC will always provide the vendor with the electronic version in PDF of the requested kit via email. After vendor provides IRCC with the paper versions of the application kits in braille or large print (18 points) format, IRCC will own the produced materials.

The application kits are usually sent to clients together as a package. However, sometimes clients may order forms without an instruction guide.

The texts describing the IRCC Program signatures with English first or with French first, and the "Canada" wordmark must be rendered accordingly.

2. ESTIMATION OF QUANTITY

Approximately one (1) instruction guide (approx. 100 pages) a month is requested to be converted to Braille format and/or large print format (18 points); and, approximately two (2) to five (5) application forms (approx. 63 pages/form) to be printed in Braille and/or large print (18 points). This data is only for estimate purposes and do not represent a commitment from IRCC.

3. PRINT REQUIREMENTS

While each item has unique print specifications, the basic requirements that are general to most products are as follows:

BRAILLE TRANSCRIPTION:

Single-Sided printing:

- Maximum: 90 pages (90 sheets)
- Minimum: 15 braille pages (15 sheets)
- Logical volume breaks take precedence over accurate maximum size.
- Two volumes of approximately 45 pages is preferred over one volume of 90 pages
-

Manuals, letters, forms:

- Page Size: 8.5" x 11" - 1001b (200M)
- Cells per Line: 30
- Lines per Page: 25
- Line Spacing: Single-spaced

When page numbering exceeds 18 pages, cerlox binding is used

- Clear plastic cover page applied to all documents with binding to help protect the braille embossing, back cover also necessary STP 15114.
- Cover page to include transcriber name, location, number of braille pages

Single- or Double-Sided (Interpoint): project specific

- Page numbers should appear on all (even and odd) pages.
- All preliminary (t and p) pages are to be included except for letters
- Transcriber is to provide transcriber's notes based on decision or omission.



English Braille (In Canada):

- Unified English Braille (UEB), 1996

French Braille (In Canada):

- Code pour la transcription en braille de l'imprime (Code de base), 1996
- Code braille français uniformisé pour la transcription des textes imprimés (CBFU), 2008

LARGE PRINT MATERIAL:

- Double sided printing.
- Professional graphic designers create layouts and typography, which provide optimum legibility, readability and the conveyance of absolute understanding (per the original).
- The paper qualities such as colour, texture, weight and finish support the maximum amount of contrast to enable ease of use by people who are partially sighted.
- Spiral binding is preferred as it allows pages to lie flat when opened and folded back for use with assistive reading devices.
- The formatting should conform to professional graphic design and typesetting standards.
- Sans serif fonts (such as Verdana, Arial) should be used.
- 18 points font for body text, 30% leading is the standard default unless otherwise specified.
- The headings and subheadings are proportionally larger and bold, headings and titles are inverse font.
- Upper and lower case will be used for all text, including headings and body text (single column only), headings and subhead type set flush left, ragged right (left justified).
- No italics, underlining is used to represent italics.
- The use of page margins and black print on 8.5" x 11" - 70 lb. (140M) - white smooth opaque paper; no screens/watermarks.
- A transparent plastic cover page and a cover page for the back will be used for the final product.

4. PRINTING AND PRODUCTION TO FINAL FORMAT — BRAILLE AND LARGE-PRINT (18 POINTS) FORMAT DOCUMENTS

The print quality level will be informational as identified on the detailed specifications for each item in accordance with the Public Works and Government Services Canada publication entitled, "Quality Levels for Printing P1010C", "Quality Levels for Color Reproduction P1011C", "Quality Levels for Forms P1013C", and Quality Levels for Binding P1016 C" latest issues. Printing work will consist of taking the final approved physical layout of artwork of the requested product/and or application kit and processing it.

After vendor provides IRCC with the paper versions of the application kits in braille or large print (18 points) format, IRCC will own the produced materials.

5. PACKAGING AND LABELLING

The products produced are packaged by the Contractor. This includes but is not limited to all labelling, gathering, and packing to prepare the products for mailing to the destination address in an undamaged state. The contractor is also responsible for providing all shipping materials such as padded envelopes, boxes/cartons or any other materials required for packaging/delivery.



Packaging may range up to cartons of 35 lb. in weight and must be appropriate for the size of the work request.

All items being delivered must be addressed by the Contractor. This includes output and application of any required labels. All shipping materials such as boxes, cartons or envelopes must include a **bilingual packing** slip that shows the document:

- names;
- the language, French or English;
- numbers;
- document titles, and
- quantity of each per package.

All shipping material must have return address as well as the destination address must be included in all shipping material. The return address must be that of the Contractor. The Contractor must ensure that the layout for the labels conforms to Canada Post regulations.

6. LIST OF APPLICATION FORMS, CHECKLISTS AND INSTRUCTION GUIDE

“For estimation purposes” the table below shows the current list of forms and document checklists that make up the Kits. IRCC reserves the right to modify this list during the course of the contract. The format for each form will be “Braille and/or Large print (18pts)”.

List of Application Forms, Checklists and Instruction Guide.		
1	CIT 0001	Application for a Citizenship Certificate
2	CIT 0002	Application for Canadian Citizenship Adults
3	CIT 0003	Application for Canadian Citizenship Minors
4	CIT 0007	Document checklist, Application for Canadian citizenship under subsection 5(1) - Adults (18 years of age and older)
5	CIT 0008	Document checklist, Application for Canadian citizenship under paragraph 5(2) - Minors (under 18 years of age)
6	CIT 0010	Confirmation of Canadian Citizenship of the Adoptive Parent(s)
7	CIT 0012	Adoptees Application
8	CIT 0014	Document checklist, Application for a citizenship certificate (proof of citizenship)
9	CIT 0027	Withdrawal of Citizenship Application
10	CIT 0058	Application for a Search of Citizenship Records
11	CIT 0172	Document checklist, Application for Canadian citizenship - Adults - Canada armed forces under subsection 5(1.2) or 5(1.3)
12	CIT 0177	Residence Outside Canada
13	CIT 0301	Application to Resume Canadian Citizenship
14	CIT 0302	Application to Renounce Canadian Citizenship
15	CIT 0402	Document checklist, Application to renounce Canadian citizenship under subsection 9(1)
16	CIT 0403	Application for Canadian citizenship – Minors (under 18 years of age) applying under subsection 5(1)
17	CIT 0404	Statutory Declaration – Request for a Change of Sex Designation
18	CIT 0407	How to Calculate Physical Presence



19	CIT 0457	Solemn Declaration Concerning a Citizenship Certificate That Was Lost, Stolen, Destroyed or Never Received
20	CIT 0458	Statutory declaration of common-law union
21	CIT 0464	Request to Correct a Date of Birth for Citizenship
22	CIT 0480	Canadian Citizenship Certificate Preparation Form
23	CIT 0484	Document Checklist, Part 1 Confirmation of Canadian Citizenship of the Adoptive Parent(s)
24	CIT 0485	Document Checklist, Part 2 Adoptees Application
25	CIT 0496	Application to Renounce Canadian Citizenship (R7.1)
26	CIT 0497	Application for Grant of Citizenship for Stateless Persons Born to a Canadian Parent (Subsection 5(5))
27	CIT 0499	Document Checklist, Application for Grant of Citizenship for Stateless Persons Born to a Canadian Parent (Subsection 5(5))
28	CIT 0501	Document Checklist, Application to Renounce Canadian Citizenship (For certain persons who acquired citizenship under amendments to the Citizenship Act in 2009 or 2015)
29	CIT 0532	Application for Canadian citizenship Adults Canadian Armed Forces Under Subsection 5(1.2) or 5(1.3)
30	CIT 0534	Application to Resume Canadian Citizenship Canadian Armed Forces
31	CIT 0550	Educational enrolment confirmation letter for Citizenship
32	CIT 0560	Document checklist, Application for Canadian citizenship under subsection 5(1) - Minors (under 18 years of age)
33	IMM 0002	Document Checklist - Sponsorship Agreement Holders (SAH) *new*
34	IMM 003	National Joint Checklist: Triage & Review of Refugee Claim "new"
35	IMM 0005	Form to End Default Status *new*
36	IMM 0006	Statutory Declaration (Application for Authorization and Statutory Declaration for the purposes of entry into Canada for extended family members) *new*
37	IMM 0008 - SCH2	Schedule 2: Refugees Outside Canada
38	IMM 0008 - SCH3	Schedule 3: Economic Classes
39	IMM 0008 - SCH4	Schedule 4: Economic Classes: Provincial Nominees
40	IMM 0008 - SCH4A	Schedule 4A: Economic Classes: Provincial Nominees Business Nominees
41	IMM 0008 - SCH5	Schedule 5: Economic Classes Declaration of Intent to Reside in Quebec
42	IMM 0008 - SCH6	Schedule 6: Business Immigrants Investors and Entrepreneurs
43	IMM 0008 - SCH6A	Schedule 6A: Business Immigrants Self-Employed Persons
44	IMM 0008 - SCH9	Schedule 9: Economic Classes Declaration of Intent to Reside in Quebec
45	IMM 0008 - SCH12	Schedule 12: Additional Information Refugee Claimants inside Canada



46	IMM 0008 - SCH 13	Schedule 13: Business Immigration Programs Start Up Business Class
47	IMM 0008 - SCH14	Schedule 14: Protected Persons and Convention Refugees
48	IMM 0008 - SCH15	Schedule 15: Caring for children class
49	IMM 0008 - SCH16	Schedule 16: High Medical Needs Caregiver Class
50	IMM 0008 - SCH17	Schedule 17: Immigrant Investor Venture Capital Class
51	IMM 0008 - DEP	Additional Dependants/Declaration
52	IMM 0101	Start Up - Business Class Recommendation for Designation - New
53	IMM 0102	Start Up - Business Class Recommendation for De-Designation - New
54	IMM 0109	Application to become a Sponsorship Agreement Holder *new*
55	IMM 0114	Agri-Food Pilot - Schedule 1 - New
56	IMM 0115	Offer of Employment to a Foreign National - Agri-Food Pilot - New
57	IMM 1283	Financial Evaluation
58	IMM 1444	Application for Criminal Rehabilitation
59	IMM 5009	Verification of Status or Replacement of an Immigration Document
60	IMM 5280	Document Checklist, Humanitarian Compassionate Considerations
61	IMM 5282	Document Checklist, Live-in Caregiver
62	IMM 5283	Supplementary Information
63	IMM 5286	Document Checklist, Protected Person Permanent Residence
64	IMM 5287	Document Checklist, Sponsor
65	IMM 5349	Right of Permanent Residence Fee Loan Application
66	IMM 5373	Undertaking/Application to Sponsor
67	IMM 5373A	Settlement Plan and Financial Assessment
68	IMM 5373B	Financial Profile Group of Five
69	IMM 5406	Additional Family Information
70	IMM 5409	Statutory Declaration of Common-Law Union
71	IMM 5438	Request for a Refugee Profile
72	IMM 5440	Settlement Plan Sponsorship Agreement Holder or Constituent Group
73	IMM 5444	Application for a Permanent Resident Card (including the Document Checklist)
74	IMM 5451	Solemn Declaration Concerning a Permanent Resident Card That Was Lost, Stolen, Destroyed or Never Received
75	IMM 5467	Document Checklist, Atlantic intermediate-skilled program



76	IMM 5475	Authority to Release Personal Information to a Designated Individual
77	IMM 5476	Use of a Representative
78	IMM 5481	Sponsorship Evaluation
79	IMM 5483	Document Checklist, For a Study Permit
80	IMM 5488	Document Checklist, For a Work Permit
81	IMM 5484	Document Checklist, For a Temporary Resident Visa
82	IMM 5492	Sponsor Assessment
83	IMM 5494	Settlement Plan Joint Assistance Sponsorship
84	IMM 5495	Document Checklist, Joint Assistance Sponsorship
85	IMM 5498	Document Checklist, Atlantic international graduate program
86	IMM 5501	Economic Classes - Atlantic Immigration Pilot Programs
87	IMM 5504	Request for a Joint Assistance Sponsorship Refugee Profile
88	IMM 5507	Document Checklist, Rehabilitation
89	IMM 5515	Settlement Plan and Financial Assessment Community Sponsors
90	IMM 5519	Statutory Declaration of Severance of Common-Law Union
91	IMM 5524	Application for a Travel Document
92	IMM 5526	Supplementary Relationship Questionnaire
93	IMM 5528	Document Checklist, Permit Holders Class
94	IMM 5531	Request to Reissue a Permanent Resident Card
95	IMM 5532	Sponsorship Evaluation and Relationship Questionnaire
96	IMM 5533	Document Checklist, Spouse (including dependent children)
97	IMM 5534	Document Checklist, Dependent child
98	IMM 5536	Authorization to Disclose Information
99	IMM 5531B	Request to Reissue a Permanent Resident Card
100	IMM 5543	Request for Permanent Resident Card Indicating Sex Designation Other Than Sex Shown on Foreign Travel Document
101	IMM 5546	Details of Military Service
102	IMM 5555	Document Checklist, Student
103	IMM 5556	Document Checklist, Worker
104	IMM 5557	Document Checklist, Temporary Resident Permit
105	IMM 5558	Document Checklist, Visitor
106	IMM 5562	Supplementary Information Your Travels
107	IMM 5563	Access to Information and Personal Information Request
108	IMM 5564	Application for the Interim Federal Health Program (IFHP) Coverage
109	IMM 5571	Request for Processing Family Members under the One-Year Window of Opportunity Provisions
110	IMM 5575	Document Checklist, Humanitarian and compassionate considerations under the February 4, 2016 - temporary public policy for nationals of Haiti and Zimbabwe
111	IMM 5583	Document Checklist, Students Applying for a Work Permit



112	IMM 5589	Document Checklist, Common-law partner (including dependent children)
113	IMM 5604	Declaration from Non-accompanying Parent/Guardian for Minors Immigrating to Canada
114	IMM 5618	Request to add a Family member to a Privately sponsored refugee application - New
115	IMM 5627	Document Checklist, Applying for a travel document Permanent Resident Abroad
116	IMM 5629	Document Checklist, Conjugal partner (including dependent children)
117	IMM 5634	Live-in Caregiver Employer Declaration of Hours Worked
118	IMM 5645	Family Information
119	IMM 5646	Custodian Declaration
120	IMM 5650	Offer of Employment to a Foreign National - Atlantic Immigration Pilot
121	IMM 5652	Document checklist for candidates under the Atlantic immigration pilot program worker (in Canada applicant)
122	IMM 5653	Document checklist for candidates under the Atlantic immigration pilot program for a work permit (applied outside Canada)
123	IMM 5654	Undertaking for an Application for a Work Permit exempted from a labour market impact assessment (LMIA) as part of the Atlantic Immigration Pilot
124	IMM 5657	Request for a citizenship or immigration document with an unspecified destination X
125	IMM 5663	Sponsorship Undertaking and Settlement Plan - Community Sponsor (CS) - New
126	IMM 5670	Sponsorship Undertaking and Settlements Plan - Groups of Five - New
127	IMM 5690	Document Checklist, Provincial Nominee Program and Quebec Skilled Workers
128	IMM 5707	Family Information form
129	IMM 5721	Document Checklist, Applicants in Canada
130	IMM 5722	Document checklist, Permanent residence Federal and Quebec selected business class applicants
131	IMM 5741	Return of Processing Fee, Right of Permanent Residence Fee or Right of Landing Fee
132	IMM 5744	Consent for an Access to Information and Personal Information Request
133	IMM 5745	Document checklist, Applying for Refugee Protection within Canada
134	IMM 5760	Document Checklist, Permanent Residence Start up Business Class
135	IMM 5766	Start Up Business Class Commitment Certificate-Letter of Support



136	IMM5766 EGG	Start-Up Business Class Commitment Certificate for Designated Entities
137	IMM 5768	Evaluation for Parents and Grandparents Sponsorship
138	IMM 5771	Document Checklist, Sponsor for parents and grandparents
139	IMM 5778	Return of application fees for the federal immigrant investor program (IIP) and Entrepreneur program
140	IMM 5782	Application to Voluntarily Renounce Permanent Resident Status
141	IMM 5783	Document Checklist, Voluntary renunciation of permanent resident status
142	IMM 5784	Document Checklist, Permanent Residence Quebec selected self-employed and federal self-employed persons
143	IMM 5799	Document Checklist, Permanent residence - caring for children class
144	IMM 5800	Document Checklist, Permanent residence - caring for people with high medical needs class
145	IMM 5910	Schedule 19 B - Home Child Care Provider and Home Support Worker - New
146	IMM 5955	Medical Condition Questionnaire
147	IMM 5956	Appointment of Representative(s) in Expected Community of Settlement - New
148	IMM 5965	Important Medical Information - Syphilis Treatment Form
149	IMM 5964	International mobility program
150	IMM 5981	Document Checklist Permanent Residence - Home Child Care Provider or Home Support Worker - New
151	IMM 5982	Schedule 19 A - Home Child Care Provider and Home Support Worker - New
152	IMM 5983	Offer of Employment - Home Child Care Provider and Home Support Worker Pilots - New
153	IMM 0104	Details of Education/Employment/Travel form
154	IMM 0113	Schedule 1-Out of Status Workers in the Construction Industry in the Greater Toronto Area (GTA)-New
155	IMM0123	Checklist-Out of Status Workers in the Construction Industry in the Greater Toronto Area (GTA)-New
156	IMM 0008	Generic Application Form for Canada - GCMS
157	IMM 1294	Application for a Study Permit Made Outside of Canada - GCMS
158	IMM 1295	Application for Work Permit Made Outside Canada - GCMS
159	IMM 1344	Application to Sponsor, Sponsorship Agreement and Undertaking - GCMS
160	IMM 5257	Application for Temporary Resident Visa - GCMS
161	IMM 5257 - SCH1	Schedule 1: Application for a Temporary Resident Visa - GCMS
162	IMM 5669	Schedule A: Background / Declaration - GCMS
163	IMM 5708	Application to change conditions, extend my stay or remain in Canada as a visitor or temporary resident permit holder - GCMS
164	IMM 5709	Application to change conditions, extend my stay or remain in Canada as a student - GCMS



165	IMM 5710	Application to change conditions, extend my stay or remain in Canada as a worker - GCMS
166	Instruction Guide for each Kit	

To access **List of Application Forms, Checklists and Instruction Guide** click on **link below and select “A form or a checklist”**:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/application-forms-guides.html>



APPENDIX “I”, ATTACHMENT 3 TO APPENDIX D STATEMENT OF WORK – TASK AUTHORIZATION TEMPLATE

TASK AUTHORIZATION REQUEST	
1.0 Administrative Information:	
Contractor :	
Contract Number:	Task Authorization No.
PO Number:	Date:
2.0 Description of Work to be performed:	
<p>General Purpose and Scope:</p> <p>Tasks and Responsibilities: The Contractor must provide proofs as final PDF files, ready for printing. The proofs must represent the final size, pagination, colour, and all aspects of the production. Proofs must be provided to the IRCC Project Authority in the National Capital Region.</p> <p>Project Authority:</p> <ul style="list-style-type: none"> • Name: Brian Bender • Telephone: 613-295-0269 • Email: brian.bender@cic.gc.ca • Address: 300 Slater Street, 13th floor, Ottawa, ON, K1A 1L1 <p>Back – up for the Project Authority</p> <ul style="list-style-type: none"> • Name: Morsal Yousufzai • Telephone: 343-553-7490 • Email: morsal.yousufzai@cic.gc.ca • Address: 300 Slater Street, 13th floor, Ottawa, ON, K1A 1L1 <p>The contractor must advise IRCC via email in the shortest possible delay if there is an interruption in service or problem that arises that may affects the production.</p> <p>Deliverables:</p>	
3.0 Date required	
4.0 Delivery Address	Attn: Immigration, Refugees and Citizenship Canada CEB – KITS and Forms 365 Laurier West Ottawa, Ontario K1A 1L1
5.0 Travel requirements	N/A
6.0 Required Security Clearance	<input type="checkbox"/> Reliability <input type="checkbox"/> Confidential <input type="checkbox"/> Secret <input checked="" type="checkbox"/> Not Applicable



7.0 Gov't furnished equipment/material		N/A	
8.0 Authorities			
CIC Project Authority Brian Bender		CIC Contracting Authority Manon Delorme	
9.0 Task Authorization Basis of Payment			
Type of printing	Fixed Rate	Quantity	Total Price (\$)
Subtotal - Labour			
Applicable Taxes			
TOTAL			
Check applicable of basis of payment (select one basis only)			
Limitation of Expenditure			
Check applicable of method of payment (select one basis only)			
Upon completion and delivery of all the work associated with the TA			
TASK AUTHORIZATION APPROVALS			
10.0 CIC Contracting Authority - Concurrence to Proceed with TA:			
Signature:		Date:	
11.0 CIC Project Authority - Contractor's TA Proposal is Accepted:			
Signature:		Date:	
12.0 Contractor - Concurrence with Expenditure:			
Signature :		Date:	
You are requested to sell to Canada, in accordance with the terms and conditions included in the CIC Contract no.XXXX and the terms and conditions set out herein, referred to herein or attached hereto, the services listed herein for this Task Authorization at the price set out thereof.			



DELIVERABLE ACCEPTANCE	
Department Name:	_____
Task Authorization Number:	_____
Contract Authority:	_____
Date Submitted:	[YYYY-MM-DD]
DESCRIPTION OF DELIVERABLE(S)	
[Describe the deliverables accepted]	
Name of the individual who accepted the deliverable:	_____
Title of the individual who accepted the deliverable:	_____
Date accepted:	[YYYY-MM-DD]
Signature of the individual who accepted the deliverable:	_____
Comments:	