



REQUEST FOR PROPOSAL

FOR

Economic Scenario Generator

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Canada



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1 SECTION 1 GENERAL INFORMATION

1.1 Overview of Section I

The purpose of this section is to provide general information about CMHC and this Request for Proposal.

1.2 Introduction and Scope

The Canada Mortgage and Housing Corporation (CMHC) wishes to enter into an Agreement with a vendor (hereafter referred to as the “Proponent”) for the purpose of acquiring an Economic Scenario Generator (ESG) software to provide a full range of long term possible scenarios for multiple asset classes and economic variables to perform stress testing, determine economic capital and develop strategies to manage capital for its Mortgage Insurance and Securitization business activities.

The value of this product and service is expected to range from \$500,000 to \$735,000 CDN, including all applicable taxes.

Canada Mortgage and Housing Corporation shall not be obligated in any manner to any Proponent whatsoever until a written Agreement has been duly executed relating to a qualified, approved proposal.

More detailed specifications can be found in Section 3, “Statement of Requirements”.

1.3 CMHC Background

CMHC is the Government of Canada’s National Housing Agency, with a mandate to help Canadians gain access to a wide choice of quality, affordable homes. It is a Crown corporation, with a Board of Directors, reporting to Parliament through the Minister of Employment and Social Development, and Minister responsible for Canada Mortgage and Housing Corporation, the Honourable Jason Kenney.

CMHC has more than 2,000 people located at its National Office in Ottawa, and at various Business Centres throughout Canada. The Business Centre areas are divided into five regions: Atlantic; Quebec; Ontario; British Columbia; and Prairies & Territories.

1.4 Purpose of Request for Proposal

CMHC uses a Request for Proposal (RFP) to describe its requirements, ask suppliers for their proposed solutions, describe the criteria which will be used in evaluating proposals and selecting a lead Proponent, and outline the terms and conditions under which the successful Proponent will operate or supply goods and/or services. In an RFP process, proposals and Proponents are evaluated in terms of ability to satisfy the stated requirements, while providing “Best Value” to CMHC in terms of price.

CMHC's contracting and procurement activities are decentralized among CMHC's National Office in Ottawa and various Business Centres throughout Canada.

The policy pertaining to the selection of suppliers is based on the principle that all suppliers must be treated fairly and equally. Suppliers are defined as an individual or firm that could provide, or has provided, goods or services or construction under contract.

CMHC utilizes the Supplier Information (SI) database, maintained by **Business Access Canada** as the Official CMHC source list. All Proponents **must** be registered with **Business Access Canada** prior to submitting a proposal. The Procurement Business Number (PBN) provided by **Business Access Canada** must be included with your proposal. If you are not registered, and you wish to do so, you may access **Business Access Canada** (<https://buyandsell.gc.ca/>) or you may call their Information Line at: 1-800-811-1148. Present Suppliers not registered with Business Access Canada are required to self-register on the SI via the Business Access Canada Web site.

1.5 Schedule of Events

The following schedule summarizes significant target events for the RFP process. The dates may be changed by CMHC at its sole discretion and shall not become conditions of any ensuing Agreement which may be entered into by CMHC and the selected Proponent.

Date	Activities
February 4, 2014	Request for Proposal issued
February 17, 2014	RFP Inquiry Period Closes
February 26, 2014	Submission Deadline
February 25 to March 19, 2014	Evaluation and Selection short listed Proponents
March 24 to March 28, 2014	Presentations (If required)
April, 2014	Selection of lead Proponent
April, 2014	Finalize Agreement with lead Proponent
May, 2014	Agreement award and Announcement
May, 2014	Debriefing to unsuccessful Proponents as requested

1.6 Mandatory Requirements

Throughout this RFP, certain requirements are identified as mandatory. A mandatory requirement is a minimum standard that a proposal must meet in order to be considered for further evaluation. Mandatory is defined as having substantial compliance as assessed by CMHC in its sole and absolute discretion.

Mandatory requirements are identified in:

- Section 2 Submission Instructions
- Section 3 Statement of Requirements
- Section 4 Proposal Requirements
- Section 6 Proposed Agreement, and
- Appendix A, the Certificate of Submission.

Caution: Proposals which fail, in the sole discretion of CMHC, to meet any mandatory requirement will be eliminated from further consideration in the evaluation process. However, CMHC reserves the right to waive any mandatory requirements if it deems fit and appropriate to meet the interests of and provide best value to CMHC. This clause should be interpreted solely for the benefit of CMHC and not for the benefit of the Proponents.

1.7 Procurement Policy Re: The Environment

CMHC fully supports the principle of sustainable development. Economic development and the preservation of the environment are given equal consideration to ensure that the actions of one generation do not compromise the ability of future generations to have an equal quality of life.

To this end, CMHC is dedicated to integrating sound environmental practices into its procurement practices.

The Contracting Authority may authorize preferential pricing of up to ten percent for the purchase of more environmentally sound commodities.

The evaluation methodology in section 5 fully describes any environmental preferences associated with this procurement.

1.8 Proponent Feedback

CMHC aims to continuously improve its bid documents and procedures. CMHC welcomes input regarding Proponent experience in responding to its RFPs, whether as a compliment or suggestion for future RFPs.

Proponents may submit comments labelled as *Proponent Feedback RFP # 201305434* to the name and address provided in Section 2.4.

As CMHC does not wish to be perceived as influenced by such feedback in the award decision, Proponents are requested to submit their feedback after an Agreement award has been announced.

Any Proponent who notes a material flaw in the RFP that could affect the outcome should report it as specified in Section 2.4

1.9 Income Tax Reporting Requirement

As a federal Crown Corporation, CMHC is obliged under the Income Tax Act and Regulations to report payments made by the Corporation to suppliers of goods and/or services by using a T1204 supplementary slip. CMHC must therefore obtain the necessary information from suppliers (including the Contractor's social insurance number and/or corporate identification number) in order to allow it to complete the T1204 supplementary slip. The Lead Proponent(s) will be required to complete and sign a Supplier - Direct Deposit and Tax Information Form (CMHC/SCHL 3085) prior to execution of any ensuing Agreement.

2 SECTION 2 SUBMISSION INSTRUCTIONS

2.1 Overview of Section 2

The purpose of Section 2 is to inform the Proponents about CMHC's procedures and rules pertaining to this RFP process.

Proponents are advised that CMHC has provided, as Appendix C, a Mandatory Compliance Checklist for your benefit to complete prior to submission. This is to assist you in ensuring that you comply with all Mandatory criteria as non-compliance will result in disqualification.

2.2 Certificate of Submission

Mandatory

The Certificate of Submission, Appendix A, summarizes some of the mandatory requirements set out in the RFP. It is a mandatory requirement that a proposal include a Certificate of Submission (or an accurate reproduction) signed by the Proponent. Refer to Section 1.6 Mandatory Requirements.

Proponents must submit a signed Certificate of Submission as part of their proposal. Should a Proponent not include the signed Certificate of Submission the Proponent will be notified by CMHC and given 48 hours in which to meet this requirement.

2.3 Delivery Instructions and Deadline

Timely and correct delivery of proposals to the exact specified proposal delivery address is the sole responsibility of the Proponent. All risks and consequences of incorrect delivery of proposals are the responsibility of the Proponent. CMHC will not assume or have transferred to it those responsibilities. Proposals may be submitted in English or in French.

Delivery:

Number of copies

One (1) signed original and four (4) copies of the complete proposal are to be submitted plus one complete version on Compact Disk, DVD or one flash drive.

Submission Format:

Proposals should be submitted in MS Word and Excel with copies in Adobe Acrobat PDF in English or in French.

Method of Sending

Proposals sent by facsimile machine or e-mail will not be accepted.

Packaging and Address

Proposals, including all supporting documentation, are to be sealed. The outermost packaging of the proposal, including any courier or delivery packaging, must indicate all of the following information and be addressed exactly as listed on the next page:

C1 Guard Station
Canada Mortgage and Housing Corporation
1st Floor, "C" Building
700 Montreal Road
Ottawa, Ontario K1A 0P7
PROPOSAL CALL: Economic Scenario Generator – 201305434

Proposals arriving late will be automatically rejected and returned, unopened, to the Proponent.

Submission Deadline

Mandatory

Your proposal must be **received** at the exact location as specified above on or before the submission deadline set as:

2:00 p.m. local Ottawa time, on February 26, 2014

Proposals arriving late will be automatically rejected, and the sender will be so notified by e-mail.

2.4 Inquiries

All questions regarding this RFP must be sent by e-mail or facsimile to the following:

Heather Forsyth
Tel: (613) 740-5466
Fax: (613) 748-2998
Email: hforsyth@cmhc-schl.gc.ca

Information given verbally by any person within CMHC shall not be binding upon CMHC. Proponents must have written confirmation from CMHC for any changes, alterations, etc., concerning this RFP. CMHC cannot guarantee a reply to inquiries received less than **seven (7) calendar days** prior to the closing date.

All written questions that are submitted, which in the opinion of CMHC affect all Proponents, will be answered by CMHC in writing and distributed to all Proponents by facsimile, e-mail or GETS. All identification related to the inquiry will be removed in the response. Any questions of a proprietary nature must be clearly marked. CMHC will determine, at its sole discretion, whether it will respond to the question.

In the event that it becomes necessary to revise any part of the RFP as a result of any inquiry or for any other reason, an addendum to this RFP will be provided to each Proponent to whom CMHC has issued this RFP by facsimile, e-mail or GETS.

2.5 Communication

During proposal evaluations, CMHC reserves the right to contact or meet with any individual Proponent in order to obtain clarification of its submission or to gain insight into the quality and scope of relevant services. A Proponent will not be allowed to add, change or delete any information during this process. CMHC is in no way obliged to meet with any or all Proponents for this purpose.

2.6 Proponent Contact

The Proponent shall name a person in their proposal to act as a primary contact for CMHC during the evaluation period. A secondary contact should also be provided for backup purposes.

2.7 Offering Period

Mandatory

All responses must provide that the terms of the response including the pricing proposal, shall remain valid and binding on the Proponent for a period of one hundred and twenty (120) days following the closing date.

2.8 Changes to Submission

Changes to the submitted proposal can be made, if required, provided they are received as an addendum to, or clarification of, previously submitted proposal, or as a complete new proposal to cancel and supersede the earlier proposal. The addendum, clarification, or new proposal must be submitted as per the delivery instructions outlined in Section 2.3, be clearly marked “REVISION”, and be received no later than the submission deadline. In addition, the revised bid must include a description of the degree to which the contents are in substitution for the earlier proposal.

2.9 Multiple Proposals

Vendors interested in submitting more than one proposal may do so, providing that each proposal stands alone and independently complies with the instructions, conditions and specifications of this Request for Proposal.

2.10 Acceptable Alternative

An alternative to any portion of a proposal may be submitted and must be in a separate addendum to the proposal.

An acceptable alternative is one which CMHC considers satisfactory in meeting a mandatory requirement. CMHC at its sole discretion will determine if a proposed alternative meets the intent of the original mandatory requirement.

2.11 Liability for Errors

While CMHC has made considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by CMHC, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions in respect of the matters addressed in this RFP.

2.12 Verification of Proponent's Response

The Proponent authorizes CMHC to conduct such investigation as it deems appropriate to verify the contents of the Proponent's response.

2.13 Ownership of Responses

All responses and related materials become the property of CMHC and will not be returned. CMHC will not reimburse the Proponent for any work related to, or materials supplied in the preparation of the RFP response.

All information regarding the terms and conditions, financial and/or technical aspects of the Proponent's proposal, which, in their opinion, are of a proprietary or confidential nature, must be clearly marked "**PROPRIETARY**" or "**CONFIDENTIAL**" at **each item** or at the **top of each page**. Proponents' documents and information so marked will be treated accordingly by CMHC. Notwithstanding the foregoing, Proponents are advised that as a Crown corporation, CMHC is subject to the federal legislation with respect to access to information and privacy. Information submitted by third parties will be protected or may be required to be disclosed in specific circumstances pursuant to the federal legislation.

2.14 Proprietary Information

Information contained in this RFP is to be considered "Proprietary Information" and the Proponent is not to disclose this information to any party other than the Proponent's employees or agents participating in the response to this RFP.

2.15 Corporation Identification

The Proponent agrees not to make any use whatsoever of CMHC's name, logo or initials, including public advertisement, without the express written consent of CMHC.

2.16 Declaration re: Gratuities

In submitting its proposal, the Proponent certifies that no representative for the Proponent has offered or given a gratuity (e.g. an entertainment or gift) to any CMHC employee, Board member or Governor-in-Council appointee; and intended, by the gratuity, to obtain an Agreement or favourable treatment under any Agreement.

2.17 Conflict of Interest

- (a) The Proponent and its principals, employees and agents shall avoid any conflict of interest during the term of any ensuing Agreement and shall immediately declare any existing, potential or apparent conflict and shall, upon direction of CMHC, take steps to eliminate any conflict or perception that a conflict of interest exists.
- (b) The Proponent must not provide any services to any third party in circumstances that might reasonably give rise to a conflict of interest, including a conflict between the Proponent's duties to that third party and the Proponent's duties to CMHC.
- (c) In the event that a conflict of interest, real or perceived, cannot be resolved to the satisfaction of CMHC, CMHC shall have the right to immediately terminate any ensuing Agreement. All portions of the services which have been completed at the date of termination shall be forwarded to CMHC and CMHC shall be liable for payment to the Proponent of an amount which, in the sole opinion of CMHC, constitutes reasonable payment for the partial performance of the Proponent's obligations under any ensuing Agreement. Upon such payment, CMHC shall have no further obligation of any nature or kind to the Proponent.
- (d) Any former public office holder must be in compliance with the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders (2006) in order to derive a direct benefit from any ensuing Agreement which may arise from this request for proposal.

2.18 Declaration re: Bid Rigging and Collusion

In submitting its proposal, the Proponent certifies that:

- (a) prices as submitted in its proposal have been arrived at independently from those of any other Proponent;
- (b) the prices as submitted have not been knowingly disclosed by the Proponent, and will not knowingly be disclosed by the Proponent prior to award, directly or indirectly, to any other Proponent or competitor; and
- (c) no attempt has been made, nor will be made, to induce any other person to submit, or not to submit, a proposal, for the purpose of restricting competition.

2.19 Security Clearance

CMHC requires employees of the selected Proponent to be security cleared in order to permit them access to CMHC premises or CMHC information when and if required. This process normally takes approximately 5 working days. If they are not security cleared, the Proponent or its employees will require an escort by a CMHC employee while in CMHC premises and will not be granted access to CMHC information and systems.

2.20 Shortlist

The evaluation procedure may include a shortlist based on the stated criteria. The shortlisted Proponents may be asked to prepare a presentation, supply demonstration equipment or provide additional information prior to the final selection. CMHC reserves the right to supply more information to those bidders who are shortlisted.

2.21 Joint Venture Responses

Joint venture proposals should adequately represent and communicate the proposed participation and responsibilities of each company in the joint venture, and must provide a description of the proposed joint venture business arrangement which would be entered into by all parties upon receipt of an ensuing Agreement. The description must list the companies involved, indicate how long the business arrangement has been in existence, indicate the service(s) each respective party would be providing and describe the proposed participation and responsibility of each party.

The Proponent shall designate one of the partners as the contact person through whom any communication between the Proponent and CMHC will be channelled during the RFP process.

Joint venture responses must be accompanied by a signed Certification of Submission from each participating company. Refer to Section 2.2.

2.22 Intellectual Property Rights

All material, reports and other work product produced under this (RFP and the resulting Agreement) will be the sole property of CMHC. The Proponent warrants that the Proponent/Contractor is the only person who has or will have moral rights in the material created by the Proponent/Contractor and supplied under this RFP and any ensuing Agreement and the Proponent/Contractor hereby waives in favour of CMHC all of the Proponent's/Contractor's moral rights in the material, as provided for in the law of copyright. Upon the material coming into existence, the Proponent/Contractor agrees to execute any document requested by CMHC acknowledging CMHC's ownership of the material and work product and the waiver of the Proponent's/Contractor's moral rights therein.

2.23 Non-Disclosure of CMHC Information

Under this section, "CMHC Information" refers to any and all information which is managed, accessed, collected, used, disclosed, retained, received, created or disposed of in order to fulfil the requirements of this RFP and any ensuing Agreement, however obtained. Without limiting the generality of the foregoing, CMHC Information includes data held in any type of electronic format and information provided directly, indirectly or through third parties to the Proponent, any subcontractor, reseller, agent or any other person engaged to perform the Work under this RFP and any ensuing Agreement.

The Proponent acknowledges and understands that all CMHC Information is subject to Canadian laws on privacy and access to information under which CMHC is bound and that CMHC considers CMHC information to be under its custody and control at all times.

The Proponent further understands and agrees to treat all CMHC Information as proprietary, confidential and sensitive unless otherwise specifically agreed to in writing by CMHC. The Proponent shall restrict access to CMHC Information to such of its responsible employees and agents (collectively the "Representatives") who strictly require such access in order to participate in this procurement process and any ensuing Agreement and the Proponent will impose upon all

such Representatives obligations of confidentiality equivalent to those contained in this RFP and any ensuing Agreement.

The Proponent shall ensure that CMHC Information shall remain in Canada and expressly agrees to segregate CMHC Information (whether in electronic format or in hard copy) from any other information in a database or repository physically independent from all other databases or repositories. Without limiting the generality of the foregoing, the Proponent shall not and shall ensure that any subcontractor, reseller, agent or any other person engaged to perform any part of the Services does not release, share or otherwise divulge CMHC Information to any other person including subsidiaries, branch offices, partners of the Proponent or subcontractors without the prior written consent of CMHC.

Where disclosure of CMHC Information is required pursuant to a lawful requirement or for the purposes of complying with a subpoena or warrant lawfully issued or lawfully made by a court, person or body, the Proponent shall notify CMHC promptly after discovering the potential of disclosure of CMHC Information so that CMHC has the opportunity to seek a protective order or other appropriate remedy.

The Proponent also agrees that in the event that disclosure of CMHC Information is required by a valid and applicable law, it shall, in co-operation with CMHC, do all things reasonably possible to prevent access to CMHC Information including but not limited to taking appropriate legal action against disclosure, providing information and other assistance in order for CMHC to take appropriate legal action against disclosure and ensuring that disclosure is strictly limited to the information lawfully requested.

3 SECTION 3 STATEMENT OF REQUIREMENTS

3.1 Overview of Section 3

This section of the RFP is intended to provide the prospective Proponent with the information necessary to develop a competitive proposal. The Statement of Requirements is a complete description of the tasks to be done, results to be achieved and the goods and services to be supplied.

Proponents should be made aware that CMHC has interacted with companies offering **Economic Scenario Generator (ESG)** software in order to assess the availability of the product on the market and general functionalities of the product. During those interactions, certain information about CMHC was provided to those companies. Similar information is being provided in this RFP in this Statement of Requirements Section.

3.2 Mandatory Requirements

A mandatory requirement is a minimum standard that a proposal must meet in order to be considered for further evaluation.

Any mandatory requirements associated with the Statement of Requirements are clearly identified in Section 4 - Proposal Requirement.

The Mandatory Compliance Checklist is located at Section 7.3 (APPENDIX C).

3.3 CMHC Financial Background Information

CMHC's mandate is carried out through four distinct business activities (segments). The first two segments are related to CMHC's commercial mandate and run as self-sustaining businesses while the latter two segments relate to CMHC's social housing mandate. The four business activities are:

Insurance – CMHC provides insurance against borrower default on residential mortgages. As at December 2012, insurance in-force totalled \$566 billion. CMHC offers a wide variety of mortgage insurance products to Canadians, including insurance for purchase or refinancing loans for homeowners, and insurance for loans for rental accommodation, nursing and retirement homes.

Securitization - CMHC guarantees the timely payment of principal and interest for investors in securities through the National Housing Act (NHA) Mortgage Backed Securities and Canada Mortgage Bonds programs. As at December 2012, guarantees-in-force totalled \$382 billion.

Housing Programs – CMHC receives Parliamentary appropriations to fund housing programs expenses and operating costs. As at December 2012, appropriations totalled \$2.2 billion.

Lending – CMHC makes loans and investments in housing programs which are funded by borrowings from the Government of Canada. A significant number of these loans and

investments are supported with housing program payments. As at December 2012, total assets for the lending segment totalled \$14.6 billion and borrowings were \$11.8 billion.

As at December 2012, CMHC’s total assets were at \$291.9 billion which included \$277.9 billion in investments, securities and derivatives and \$11.0 billion in loans. CMHC classifies its financial assets in the following categories: designated at fair market value, loans and receivables, held to maturity, held for trading and available for sale. At the same date, CMHC’s liabilities totalled \$278.2 billion comprised mainly of \$267.8 billion in borrowings and \$6.9 billion in unearned fees and premiums. Financial liabilities are classified as designated at fair value and other financial liabilities.

CMHC has an external Variable Interest Entity (VIE) called Canada Housing Trust (CHT). CHT’s financial statements are submitted to CMHC quarterly and at year end. These CHT financial statements are consolidated with CMHC’s to provide complete financial result.

3.4 Economic Scenario Generator

CMHC uses stochastic economic scenarios to perform stress testing of its Mortgage insurance activities, to validate and adjust CMHC’s risk appetite, to assess its capital management framework, as well as identify and assess other events or conditions that could impact CMHC’s capital levels through reverse stress tests.

Scenarios are evaluated over a 30 year outcome using sets of consistent projections of economic variables, including real Gross Domestic Product (GDP) growth, unemployment rates, interest rates and total returns for various investment asset classes including the breakdown of income return and price return.

3.5 Statement of Requirements

Proponents must respond to the following requirements based on the skills and experience of the individual(s) who will have primary responsibility for providing the Products and Services if their proposal is selected.

Item #	Requirement	R/M/I	Points Available	Weight / max points available
	3.5.1 Key Functional Requirements of the Software Solution Proposed			370
3.5.1.1	<p>Description</p> <p>CMHC has identified a requirement to purchase an ESG software able to generate comprehensive sets of financial and economic variables as well as their related time series over relevant projection periods, which are necessary inputs for stress testing, risk analysis, economic capital modeling, and strategic capital management for CMHC’s main business activities. The scenario generator will generate both real world and risk neutral consistent economic scenarios covering the full distribution of outcomes over up to 30 years and, be transparent (not a black-box).</p> <p>The proposed ESG software solution must be installed on a platform compatible with the CMHC’s Information Technology infrastructure environment and meet the requirements outlined below, both functional and technical. The table below provides the detailed requirements including mandatory and rated requirements.</p>	I		

Item #	Requirement	R/M/I	Points Available	Weight / max points available
3.5.1.2	The proposed solution must be a stand-alone application that has been generally available on the market for a minimum period of three years.	M	Pass / Fail	
3.5.1.3	The proposed solution's primary function must be to generate stochastic economic scenarios.	M	Pass / Fail	
3.5.1.4	Must be able to generate scenarios over flexible projection periods, i.e. 25, 30, 35 years, and with various intervals. (quarterly, etc)	M	Pass / Fail	
3.5.1.5	The proposed solution must contain the following Canadian economic variables: a. GDP, nominal and real and growth rate and GDP Deflator b. CPI, level and growth rate c. Unemployment rate d. Interest rates (short, mid and long term)	M	Pass / Fail	
3.5.1.6	The proposed solution must include the total return (including the breakdown of income return and price return) of following asset classes: a. Cash b. Canadian government bonds of various terms c. Canadian corporate bonds of various grades and terms d. Canadian provincial governments bonds of various terms e. Canadian equities f. Canadian commercial real estate g. US equities h. Call / put options i. Derivatives, including but not limited to interest swaps	M	Pass / Fail	
3.5.1.7	Proponents should describe the extent to which the primary function of the proposed application is to generate economic scenarios and list other functions available in the proposed software. Describe the theoretical foundation and relevant specifications of econometric modelling methodology used. Please provide validation evidence of models used and explain how models continue to be updated with reasonable validation documentation, warranting the applicability of various models and the credibility of the outputs generated by the models used.	R	0-10	10 / 100
3.5.1.8	Proponents should list and describe other economic series and asset classes modeled in the ESG.	R	0-10	1 / 10
3.5.1.9	Proponents should describe how the ESG models the term structure of interest rates. Include specifics of how GOC yield curve, Canada Mortgage Bond yield curve and Canadian swap curve are handled.	R	0-10	1 / 10
3.5.1.10	Proponents should describe how the ESG models credit risk exposure.	R	0-10	1 / 10
3.5.1.11	Proponents should describe how the ESG models credit default and rating migration risk. Include specifics on how the solution handles probabilities of default and rating migration risk for Canadian financial institutions. Describe how correlations between counterparties are considered.	R	0-10	1 / 10

Item #	Requirement	R/M/I	Points Available	Weight / max points available
3.5.1.12	Proponents should describe how the ESG models realized inflation.	R	0-10	1 /10
3.5.1.13	Proponents should describe how the ESG models equity returns, bond returns, real estate returns. Also Describe the development process.	R	0-10	1 /10
3.5.1.14	Proponents should describe how the ESG models currency risk.	R	0-10	1 /10
3.5.1.15	Proponents should list the currencies available in the ESG.	R	0-10	1 /10
3.5.1.16	Proponents should list interest curves available in the ESG.	R	0-10	1 /10
3.5.1.17	Proponents should describe how dependencies across variables within an economy and across economies are captured in the ESG.	R	0-10	1 /10
3.5.1.18	Proponents should describe how default calibration is conducted. Also: a. When is it updated (quarterly / monthly / adhoc)? b. What are the types of frameworks available: market-consistent, risk-neutral, real-world, etc? c. How are nested simulations handled, for example one-year time horizon for each year of a 5-year plan?	R	0-10	2 /20
3.5.1.19	Proponents should describe how in-house calibration can be conducted. Are tools provided to enable the user to easily modify the calibration of the ESG for performing sensitivity analysis?	R	0-10	2 /20
3.5.1.20	Proponents should identify the limit to the number of securities that can be modeled.	R	0-10	1 /10
3.5.1.21	Proponents should describe performance expectations, in terms of the number of simulations that could expect to be run in a certain timeframe (on a standard PC installation). For example, how many simulations could be completed in 30 minutes?	R	0-10	2 /20
3.5.1.22	Proponents should describe how different investment strategies can be modeled.	R	0-10	1 /10
3.5.1.23	Proponents should describe how the ESG can assist in optimizing portfolios or creating efficient frontiers.	R	0-10	1 /10
3.5.1.24	Proponents should describe the ability to link the ESG to financial risk modeling software.	R	0-10	2 /20
3.5.1.25	Proponents should describe the degree to which the ESG is transparent to the users, i.e., not a black-box. Proponents should describe how the fundamentals are documented. Proponents should note the documentation requirements of the Model Vetting group included in Appendix D . Please indicate your ability to meet these requirements.	R	0-10	2 /20
3.5.1.26	Proponents should describe the processes available to generate random numbers. Proponents should describe whether the seed can be controlled so results are reproducible.	R	0-10	2 /20
3.5.1.27	Proponents should describe any unique features of the application being proposed that are not described above.	R	0-10	2 /20
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Item #	Requirement	R/M/I	Points Available	Weight / max points available
	3.5.2 Administrative Requirements			70
3.5.2.1	The proposed solution must provide role based access control, and easily support various degrees of access based on a user's needs (e.g., access to the software solution and data for maintenance purposes vs. access by management to obtain a report).	M	Pass / Fail	
3.5.2.2	The proposed solution should maintain an audit trail of changes to the ESG.	R	0-10	1 /10
3.5.2.3	Proponents should provide a brief description of various levels of access control.	R	0-10	1 /10
3.5.2.4	Proponents should describe the on-line help facility.	R	0-10	1 /10
3.5.2.5	Proponents should provide a description of the functionality the software solution provides to facilitate and support peer or audit reviews.	R	0-10	1 /10
3.5.2.6	The proposed solution should allow field labels to be customized.	R	0-10	1 /10
3.5.2.7	Proponents should describe additional capabilities of the proposed solution.	R	0-10	2 /20
	3.5.3 Reporting Requirements			60
3.5.3.1	The proposed solution must provide a report facility built into the ESG.	M	Pass / Fail	
3.5.3.2	The proposed solution must provide an interface for defining queries.	M	Pass / Fail	
3.5.3.3	The proposed solution must be able to export report results in various output formats (eg. CSV, PDF, MS Excel, or MS Word format).	M	Pass / Fail	
3.5.3.4	The proposed solution must provide the ability to create, reuse, and share report templates.	M	Pass / Fail	
3.5.3.5	Proponents should briefly describe the reporting facility and how reporting can be developed and handled.	R	0-10	3 /30
3.5.3.6	Proponents should describe the query capability, how they can be developed, and managed.	R	0-10	1 /10
3.5.3.7	Proponents should provide a list of standard report templates that are delivered with the ESG, including a brief description of content.	R	0-10	1 /10
3.5.3.8	Proponents should describe any other capability of the reporting solution to help user's access the required information, and with administration and maintenance of the application, which is not addressed above.	R	0-10	1 /10
	3.5.4 Technical Requirements			110
3.5.4.1	The Proponent must provide a detailed description of all minimum network, hardware and other software requirements including meta data information and database schemas for the successful deployment of the ESG.	M	Pass / Fail	
3.5.4.2	The Proponent must provide all hardware and software requirements for the ESG to be compatible with the CMHC Technical Environment as identified in APPENDIX E , i.e. must not introduction new operating system, database platform, web browser, office suite, application server, or specialized hardware.	M	Pass / Fail	

Item #	Requirement	R/M/I	Points Available	Weight / max points available
3.5.4.3	The Proponent must Identify any additional hardware or software license purchases that may be required (i.e. servers, database licenses, reporting software licenses etc.) for the ESG to meet functional requirements as described within the response.	M	Pass / Fail	
3.5.4.4	The proposed solution must be able to provide all of its operating functionality without having to communicate with an external network (i.e. must not be a hosted solution).	M	Pass / Fail	
3.5.4.5	The proposed solution must provide support for single sign-on. Refer to APPENDIX E for the software used at CMHC.	M	Pass / Fail	
3.5.4.6	The proposed solution must use Active Directory for Authentication and account management.	M	Pass / Fail	
3.5.4.7	The proposed solution must allow for data import and export to and from the application.	M	Pass / Fail	
3.5.4.8	Proponents should provide a description of the recommended technical configuration suggested for the CMHC environment.	R	0-10	1 /10
3.5.4.9	Proponents should provide examples of performance at client sites in terms of # scenarios and # of assets returns generated and length of projection period.	R	0-10	1 /10
3.5.4.10	Proponents should describe the ESG's server(s) requirements' compatibility with CMHC's current standard for virtualization (refer to Appendix E)	R	0-10	1 /10
3.5.4.11	Proponents should describe the support for server, data, and application redundancy. Include what technologies (e.g. Microsoft Clustering) are supported, certified, and/or recommended.	R	0-10	1 /10
3.5.4.12	Proponents should describe the ESG's ability to integrate with Microsoft (MS) Office Automation products (MS Office 2007 or later).	R	0-10	1 /10
3.5.4.13	Proponents should provide a list of all supported data sources and file formats for both import to and export from the ESG.	R	0-10	1 /10
3.5.4.14	Proponents should describe the ability to assign individual user IDs appropriate access rights to the application, sub-functions, menus and data elements based upon the individual's assigned role (i.e. control access to data and functions based on system defined roles)	R	0-10	0.5 /5
3.5.4.15	Proponents should describe the functionality that would enable system administrators to grant and revoke system access to individual Active Directory Userids, and if available to use effective dating to identify dates when those Userids were enabled and disabled.	R	0-10	0.5 /5
3.5.4.16	Proponents should describe minimum configuration requirements for workstations, servers, and network.	R	0-10	1 /10
3.5.4.17	Proponents should describe the client interface of the ESG (i.e. browser based or desktop, including compatibility with Citrix Xenapp).	R	0-10	1 /10
3.5.4.18	Proponents should describe the technical architecture of the proposed solution.	R	0-10	1 /10
3.5.4.19	Proponents should describe the process to install and test the software in the CMHC Development environment. Include the details of the packaging (how) and level of effort to promote the solution from the Development environment to the other CMHC environments – System Test, External Integration Testing and Production.	R	0-10	0.5 /5
3.5.4.20	Proponents should provide a Testing Plan and flow chart, describing the steps required for production readiness, to test, make adjustments and finalize the ESG solution.	R	0-10	0.5 /5

Item #	Requirement	R/M/I	Points Available	Weight / max points available
	3.5.5 Methodology and Implementation Requirements			110
3.5.5.1	Outline assumptions: Proponent will have resource availability from CMHC for a successful implementation. Proponents are asked to indicate roles that are assumed CMHC will fulfill on the implementation team.	I		
3.5.5.2	The Proponent must be available to start the implementation of the proposed solution in April 2014 (that is, the commencement date). This commencement date can be moved out at the sole discretion of CMHC.	M	Pass / Fail	
3.5.5.3	Proponents are to include a typical high level Project Plan, approximately 3 pages in length that the Proponent would propose, if chosen as the service provider. This outline shall include a brief description and schedule of activities involved in the training, testing, implementation and rollout of the software proposed by the Proponent. A Proponent may also choose to include an example of a Project Management Plan they have written for a project of similar size and scope. The project plan should include (at a minimum): a. Analysis b. Infrastructure Setup c. Configuration d. Customization e. Testing f. Training g. Implementation Support h. Other (specify)	R	0-10	5 /50
3.5.5.4	Proponents are to outline the Proponent's resources to be dedicated to this project and how their experience can contribute to the successful implementation of the project at CMHC.	R	0-10	1 /10
3.5.5.5	Proposals should include an outline of an Acceptance Test Plan, which the Proponent proposes to write if selected as the Lead Proponent, including timelines and assumptions on resource availability from CMHC.	R	0-10	1 /10
3.5.5.6	CMHC will want to implement as quickly as possible, without jeopardizing success. Proponents should indicate anticipated shortest timeline for implementation that could be achieved and risks that should be considered if this approach is taken.	R	0-10	1 /10
3.5.5.7	If implementation is delayed, proponents should indicate their ability to provide a set of scenarios on an interim basis to meet CMHC's short term business requirements.	R	0-10	1/10
3.5.5.8	Proponents should provide a description of the consulting and professional services offered to support the implementation of the ESG. Please include how much in-person support you provide beyond that associated related to user-training.	R	0-10	2 /20
	3.5.6 Training Requirements			20
3.5.6.1	Proponents must provide a description of training materials (hardcopy or on-line).	M	Pass / Fail	
3.5.6.2	Proponents must provide, as part of the contract, all of the technical and operational documentation required to effectively manage and operate the system(s) in English.	M	Pass / Fail	
3.5.6.3	Proponents must provide a commitment to updating all online help and training documentation with delivery of new system releases.	M	Pass / Fail	
3.5.6.4	Proponents should provide a training strategy.	R	0-10	2 /20
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Item #	Requirement	R/M/I	Points Available	Weight / max points available
	3.5.7 Post Implementation and Support Requirements			50
3.5.7.1	Proponents must provide the Proponent's release strategy and relevant details for software upgrades, patches, fixes to security holes discovered after implementation, detailing whether they are performed on a scheduled or ad hoc basis and what is the average time between software releases. Further, specify notice timeframe provided to clients advising them of the software changes.	M	Pass / Fail	
3.5.7.2	Proponents must provide support for new versions of operating systems (servers and workstations) and database environment within two years of the new release being declared.	M	Pass / Fail	
3.5.7.3	Proponents should describe how the following services would be provided to CMHC internal teams such as Actuarial Group, Quantitative Analysis Group, Model Vetting, including: a. Access to on-line help b. To meet a maximum response time after reported problems of a severe nature rendering the ESG unavailable or non-functional c. Skill sets available which are relevant to the CMHC project d. Problem determination and resolution procedures e. Escalation procedures f. Formal Customer support management procedures including reporting procedures	R	0-10	3 /30
3.5.7.4	Proponents should identify lead times provided by Proponent advising the clients of prior versions of software, operating system(s) and/or database platforms becoming unsupported.	R	0-10	2 /20
	3.5.8 Licensing and Warranty Requirements			25
3.5.8.1	Proponents must warrant that all software delivered to and accepted by CMHC will be in good working order, and that the Proponent shall make any adjustment, repair or replacement to maintain the software during the life of the contract.	M	Pass / Fail	
3.5.8.2	Proponents must specify all warranties and/or guarantees provided and clearly indicate any limitations, exceptions or conditions that would void the warranty.	M	Pass / Fail	
3.5.8.3	Concurrent with the installation of its system, the Proponent should deliver a complete copy of the source code to a Canadian Escrow Agent for CMHC's benefit. The parties will provide the Escrow Agent with written instructions specifying the conditions under which CMHC shall be entitled to receive a complete copy of the source code. These conditions shall include, but not necessarily be limited to; termination of any ensuing Agreement by CMHC should the Proponent become subject to bankruptcy or insolvency proceedings. The Proponent agrees that the updated source code of future versions that are provided to CMHC under any ensuing Agreement shall be subject to the same escrow procedures.	R	0-10	0.5 /5
3.5.8.4	The Proponent's license agreement should include technical, installation and operation manuals for the software, as well as the right to install, deploy and make use of the software in CMHC's environment.	R	0-10	0.5 /5
3.5.8.5	The Proponent's license agreement should include the right to host the solution within all CMHC environments (Production, Development, Test, External Integration Testing (EIT), and Disaster Recovery (DR)) at no additional cost to CMHC.	R	0-10	0.5 /5
3.5.8.6	Proponent should indicate the warranty periods for all proposed solutions.	R	0-10	0.5 /5

Item #	Requirement	R/M/I	Points Available	Weight / max points available
3.5.8.7	The Proponent's license arrangement should be unrestricted by: <ul style="list-style-type: none"> a. Language of the client (English and French) b. Location(s) Number of clients, devices, clients c. Size and capacity of device(s), processor(s), and server(s) d. Media type e. Operating system f. Internet, Intranet, and Extranet g. Architectural changes 	R	0-10	0.5 /5
	3.5.9 General Requirements			25
3.5.9.1	Proponent should provide a toll free problem resolution number -5 days per week 10 hours a day (8am to 6pm est) - Please describe	R	0-10	0.5 /5
3.5.9.2	Proponent should provide a WEB portal to log, and check on problem resolution status - 7 days per week 24 hours a day including all statutory holidays - Please describe	R	0-10	1 /10
3.5.9.3	Proponent should describe on-going support beyond the initial implementation. Provide a list of support options, along with the description that can be offered such as, but not limited to; <ul style="list-style-type: none"> a. General Inquiry or Help Desk Telephone support b. On-site troubleshooting technical support c. Product configuration support d. E-mail Requests / Online support e. Hours of operation for support services f. Locations, time differences g. Remote support 	R	0-10	1 /10
	3.5.10 References			210
	CMHC may want to contact references regarding relevant experience and success that the Proponent had integrating and deploying the ESG solutions. The references may be contacted for their level of satisfaction with the integration services and for post-implementation support. Proponents may be shortlisted and interviews will be conducted.	I		
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Item #	Requirement	R/M/I	Points Available	Weight / max points available
3.5.10.1	<p>The Proponent are to provide three (3) client references only (worth 7 points each) for the ESG implementation within the last five (5) years:</p> <ul style="list-style-type: none"> • The Proponent should provide one (1) reference for each of the following categories: <ul style="list-style-type: none"> a. implementation within a Federal Government department, agency, crown corporation based on GOC project management Framework. b. implementation for a project of similar size, scope and complexity (Canadian Economic Factors – 30 year scenarios – Multiple Asset Classification) c. implementation for a multi-language site (preferably English and French) <p>For each reference, the following must be included as a minimum:</p> <ol style="list-style-type: none"> I. Name of client organization II. Name, title, telephone & fax number (including area codes), and email address (if available) of client contact III. Client objectives and expected measurable outcomes and performance indicators of the referenced project IV. Scope and complexity of the project <p>Describe the work done for each reference.</p>	R	0-10	21/210
	3.5.11 Proposal Pricing			350
3.5.11.1	<p>Each compliant proposal that meets the minimum upset scores in each category shall then be award pricing points relative to the ‘best cost’ submitted. Proponents will be awarded points as a percentage of the best cost submitted on a compliant proposal.</p> <p>This pricing point award further explained in Section 5.4 “Evaluation Methodology”</p>	R	Best Price	350

4 SECTION 4 PROPOSAL REQUIREMENTS

4.1 Overview of Section 4

Proposal responses are to be organized and submitted in accordance with the instructions listed below:

#	Item
4.3	Covering Letter
4.4	Table of Contents
4.5	Executive Summary
4.6	Proponent's Qualifications
4.7	Response to Statement of Work (following the numbering structure of section3)
4.8	Financial Information
4.9	Other Information
4.10	Pricing Proposal

Elaborate or unnecessarily voluminous proposals are not desired. Proponents are encouraged to take care in completely answering questions and proposal requirements and to avoid submitting extraneous materials that do not show how the Proponent intends to meet requirements.

Requirements for each Response Item are detailed below.

4.2 Mandatory Proposal Requirements

Certain requirements in section 4 are identified as mandatory. See Section 1.6 Mandatory Requirements.

4.3 Covering Letter

A covering letter on the Proponent's letterhead should be submitted and include the following:

- (a) A description of the company or joint venture/consortium.
- (b) The names of the principals.
- (c) The primary contact person with respect to this RFP: the individual's name, address, contact numbers by phone and fax, and contact e-mail address, if available.
- (d) The locations of primary office, and all other offices that would be servicing any ensuing Agreement.

4.4 Table of Contents

The Proponent should include a table of contents using the response item headings and numbering system identified in this section of the RFP. The response should be paginated for easy referencing by the evaluation committee.

4.5 Executive Summary

The Proponent's proposal should include an executive summary of the Proponent's proposal, including key features of the proposal, features that make the proposal superior, innovations or cost-saving opportunities.

4.6 Proponent's Qualifications

The Proponent's proposal should include information about the Proponent's qualifications as follows:

- (a) A description of the firm, its age, organization, number of full-time employees and service specialization.
- (b) Resumés for all project personnel, including subcontractors, if any.
- (c) References: A list of all contracts of a similar size and scope as described in Section 3.5.10.1 list the company name and address as well as a contact person name and phone number. CMHC may approach any such contact person for information relating to the quality of work provided by the Proponent.
- (d) Information about office location(s) answering these questions: If awarded an Agreement, which office would provide support services? How many personnel are located in this office and what is their specific experience with the proposed Solution?

4.7 Response to Statement of Requirements

Mandatory

In this section, the Proponent must provide detailed information relative to the specifications listed in Section 3, The Statement of Requirements.

Proponents must provide a detailed point by point response to each section of the Statement of Requirements. Responses must clearly indicate Compliance or Non-Compliance with each applicable section and provide a statement which justifies their compliance, and give a reference to attached supporting documentation. Response such as "Understood" or "Read and Understood" to Mandatory requirements are unacceptable and will be deemed to be a non-compliant response. A numbering scheme for responses must match the numbering scheme in the statement of work.

4.8 Financial Information

Mandatory

4.8.1 Credit Check

Sole proprietorships and partnerships must provide a statement contained within their proposal giving written permission for CMHC to perform a credit check as required.

4.8.2 Financial Capacity

CMHC reserves the right to conduct an assessment of the Lead Proponent(s) financial capacity. Should the Proponent be selected as the lead Proponent following the RFP evaluation process, CMHC will request the necessary financial statements to confirm the financial capacity of the

Proponent. At that time, the Lead Proponent(s) must provide to CMHC the following information, as appropriate upon 72 hours of CMHC's request:

Note: Failure to comply with the Financial Information submission requirements as indicated above and within this section, will result in disqualification of the Lead Proponent(s) at which time no further consideration will be provided to the respective submission(s).

Partnerships, Corporations, Joint Ventures and Consortiums:

CMHC requires the provision of the financial statements for the analysis of financial capacity. You must provide a complete set of signed, detailed, audited financial statements for each of the last three (3) years of your firm. You must agree to provide any other financial information that CMHC may subsequently request. The auditor's report must be signed by an appropriate officer of the audit firm. In the case that your financial statements are not audited, CMHC will only accept them if they are accompanied by a signed review engagement report for each year. A complete set of financial statements consists of all the following items:

1. Auditor's Report (or Review Engagement Report),
2. Balance Sheet,
3. Income Statement,
4. Cash Flow Statement,
5. The Notes to the Financial Statements, and

In the case of a joint venture or consortium, each and all members of the joint venture or consortium must provide the information required for their legal form as indicated above for partnerships or corporations. For partnerships of individuals (as opposed to partnerships of corporations), each individual must provide written permission for CMHC to perform a credit check on them as individuals.

4.9 Other

Proponent(s) may provide other relevant information here, but is not obligated to.

4.10 Pricing Proposal

Mandatory

The Proponent must provide the pricing of its proposed solution in Section 7.6
APPENDIX F – Financial Cost Sheet Table

All prices and amounts of money in the proposal are to be quoted in Canadian dollars and be exclusive of the Goods and Services Tax (GST), Harmonized Sales Tax (HST), and Provincial Sales Tax (PST), as applicable, unless otherwise indicated.

The GST, HST or PST, whichever is applicable, shall be extra to the price quoted by the Proponent and will be paid by CMHC.

The Proponent must submit a fixed (firm) price for the products, consulting, training, implementation, per diem rates, and maintenance for the term of any ensuing Agreement. In addition, the Proponent must submit pricing information that indicates how the fixed price was calculated.

Any variable costs must be specifically identified in the pricing proposal.

5 SECTION 5 EVALUATION AND SELECTION

5.1 Overview of Section 5

Section 5 describes the process CMHC will use to evaluate proposals, select a lead Proponent and finalize and sign an Agreement.

The lowest cost or any proposal will not necessarily be accepted and CMHC reserves the right to accept or reject any or all proposals in whole or in part.

CMHC reserves the right to alter the stated requirements as needs require and to accept an alternate proposal included in any Proponent's response.

CMHC shall conduct the RFP process in a visibly fair manner and will treat all Proponents equitably. To this end, it has established objective RFP standards and evaluation criteria which will be applied uniformly to all Proponents. Therefore, no Proponent shall have any cause of action against CMHC arising out of a failure to award an Agreement, the failure to evaluate any proposal, or the methods by which proposals are assessed.

5.2 Limitation of Damages

A Proponent, by submitting a proposal, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal for matters relating to the agreement or in respect of the competitive process, and a Proponent, by submitting a proposal, waives any claim for loss of profits if no Agreement is made with the Proponent.

5.3 Evaluation Table

The Evaluation Table as provided in Appendix B lists all the criteria upon which each proposal will be evaluated. The criteria are based on the requirements as provided in this RFP.

5.4 Evaluation Methodology

Each proposal will be examined to determine compliance with each mandatory requirement identified in this RFP. A proposal must comply with all of the mandatory requirements in order to proceed in the evaluation process. A proposal which is deemed by CMHC to be non-compliant in one or more mandatory requirements will be eliminated from further consideration. A proposal which meets all the mandatory requirements will be deemed compliant and will proceed in the evaluation process.

Each compliant proposal shall be individually evaluated by each member of the Evaluation Committee, made up of qualified personnel. Evaluators shall evaluate and numerically score each proposal in accordance with the evaluation criteria as shown in the table below to be entered in the Evaluation Table, Appendix B. Once individual evaluations are complete, the Evaluation Committee will discuss and agree upon a final score for each proposal.

Rating	Description	Points Available
Exceptional	Exceeds the requirements of the criteria in superlative and beneficial ways	10
Excellent	Exceeds the requirements of the criteria in ways which add additional value to CMHC's stated requirements	9
Very Good	Exceeds the requirements of the criteria in a manner which may not add additional value to the stated requirements	8
Fully Meets	Fully meets all requirements of the criteria	7
Average	Adequately meets most of the requirements of the criteria. May be lacking in some areas which are not critical	6
Average to Poor	Barely meets most of the requirements of the criteria to the minimum acceptable level and lacking in areas which are not critical	5
Poor	Addresses most, but not all of the requirements of the criteria to the minimum acceptable level	4
Poor to Very Poor	Barely addresses any of the requirements of the criteria and completely lacking in critical areas	3-1
Unsatisfactory		0

A proposal must meet the minimum upset score in each category (as shown on the Evaluation Table, Appendix B) to remain in the evaluation.

Each compliant proposal that meets all the mandatory criteria and achieves minimum scores of **504 out of 840** in the Technical section and **126 out of 210** in the Reference section will be considered for short listing. CMHC may, at its sole discretion, further shortlist the top two (2) proposals based on the top scores, call upon a Proponent to:

1. may be asked to prepare a presentation, provide a demonstration of the proposed software, or provide additional information prior to the final selection; or
2. may be asked to follow a Test Script during their solution demonstration.

NOTE: It shall be clearly understood that only the Lead / short listed Proponents may be asked to provide a software demonstration of their product(s).

NOTE: For the Lead Proponent / short listed, solution demonstration will be a rated item and scored separately from the scoring criteria indicated in this RFP.

Each compliant proposal that meets the minimum upset scores in each category shall then be award **pricing** points relative to the 'best price' submitted. Proponents will be awarded points as a percentage of the best cost submitted on a compliant proposal:

$$\text{Formula: } 1 - \frac{VP - BP}{VP - BP}$$

VP

Where: **VP is the Vendor Price**
BP is the Best Price

Example 1: Vendor Price: \$1,000.00
Best Price: \$1,000.00

Formula: $1 - \frac{(1,000 - 1000)}{1,000} = 1 - 0 = 1 = 100\%$ of allocated points

Example 2: Vendor Price: \$2,000.00
Best Price: \$1,000.00

Formula: $1 - \frac{(2,000 - 1000)}{2,000} = 1 - \frac{(1000)}{2,000} = 1 - .5 = 50\%$ of allocated points

5.5 Financial Evaluation

CMHC may carry out a credit check and/or a financial capacity on the lead Proponent before beginning contract discussions. This is a pass/fail test. Pass means that contract discussions begin. Fail means that the lead Proponent may not enter into contract discussions and is disqualified from further consideration. The financial evaluation will be based on the information supplied by the Proponent as per Section 4.8 of this RFP.

5.6 Proponent Selection

Acceptance of a proposal does not oblige CMHC to incorporate any or all of the accepted proposal into a contractual agreement, but rather demonstrates a willingness on the part of CMHC to enter into negotiations for the purpose of arriving at a satisfactory contractual arrangement with one or more parties.

Without changing the intent of this RFP or the lead Proponent's proposal, CMHC will enter into discussions with the lead Proponent for the purpose of finalizing an Agreement. If at any time CMHC decides that the lead Proponent cannot satisfy CMHC's requirements, CMHC may terminate negotiations. If at this time CMHC feels that the secondary Proponent may meet the requirements, CMHC will continue the process with the secondary Proponent and so on.

Announcement of the successful Proponent will be made to all Proponents following the signing of an Agreement.

6 SECTION 6 PROPOSED AGREEMENT

6.1 Overview of Section 6

Attached in Section 6.3 is a proposed Agreement. The terms and conditions in this draft Agreement may be incorporated into any ensuing Agreement resulting from this RFP. CMHC reserves the right to add terms and conditions during negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

The Proponent's proposal and all associated correspondence from the Proponent, where relevant, shall to the extent desired by CMHC form part of the final Agreement and the Proponent must accept that the final Agreement form will be in a format acceptable to CMHC.

SUBMISSION OF A PROPOSAL CONSTITUTES ACKNOWLEDGEMENT THAT THE PROPONENT HAS READ AND, UNLESS OTHERWISE STATED IN THE PROPONENT'S PROPOSAL (INCLUDING A DECLARATION IN THE ATTACHED DRAFT CONTRACT OF ANY POTENTIAL CONFLICTS OF INTEREST), AGREES TO BE BOUND BY THE TERMS AND CONDITIONS IN THE DRAFT AGREEMENT IN SECTION 6.3 IN THE EVENT THAT THE PROPONENT IS SELECTED BY CMHC TO ENTER INTO A CONTRACT AGREEMENT.

For the purposes of this section the term "Contractor" refers to the successful Proponent with whom CMHC enters into a contractual Agreement.

6.2 Mandatory Agreement Terms and Conditions

The terms, conditions or sections of the draft Agreement in Section 6.3 that is labelled mandatory must be accepted by the Proponent without alteration.

6.3 Proposed Agreement

The attached proposed Agreement forms Section 6.3 of this RFP.

PROPOSED AGREEMENT

CMHC FILE No. 201305434

THIS AGREEMENT made this 30th, day of April, 2014.

BETWEEN CANADA MORTGAGE AND HOUSING CORPORATION
National Office
700 Montreal Road
Ottawa, Ontario, Canada
K1A 0P7

(hereinafter referred to as "CMHC")

AND

(hereinafter referred to as "the Contractor")

WITNESSES THAT in consideration of the respective covenants and agreements hereinafter contained, CMHC and the Contractor mutually covenant and agree as follows:

Article 1.0 - The Work

1.1 The Contractor covenants and agrees to provide _____
work to CMHC (the "Work")

Article 2.0 - Term of the Agreement

2.1 This Agreement shall be for a period of ____ (months / years) commencing on _____ and ending on _____.

2.2 Notwithstanding article 2.1 above, CMHC shall conduct on an annual basis, an assessment of the Contractor's work performed for the past year and based on this assessment, at no less than sixty (60) days prior to each year's anniversary date of signing the Agreement, CMHC will advise the Contractor in writing of their decision to continue or terminate the Agreement.

Article 3.0 - Financial

3.1 *In consideration of the carrying out of the Work, as described in Article 1.0, CMHC agrees to pay the Contractor an amount based on the Contractor's rates attached as Schedule B. Notwithstanding this however, CMHC's total financial liability under the terms and conditions of the Agreement shall not exceed \$ _____ for the first Term of the contract. Contractor's pricing provided to CMHC in their RPF proposal submission, will form part of the Agreement and must be fixed for the first term of the Agreement award. Price increases may be negotiated for each successive renewal term.*

3.2 *The amount payable to the Contractor by CMHC pursuant to article 3.1 is exclusive of all taxes, assessments, duties or other levies that may be payable under this Agreement to the Contractor, including any goods and services tax/harmonized sales tax (GST/HST) or retail sales tax (RST). No taxes, assessments, duties or other levies shall be payable to the Contractor in addition to the amount payable pursuant to article 3.1 unless specifically agreed to between the Contractor and CMHC.*

3.3 *Notwithstanding article 3.2 above, GST/HST or RST, to the extent applicable and required to be collected by the Contractor, shall be collected by the Contractor on the consideration due and shown as a separate item on an invoice. Where the Contractor is required to collect the GST/HST, the invoice issued by the Contractor shall show the Contractor's GST/HST number. Where the Contractor is also required to collect the Quebec Sales Tax (QST), the invoice shall show the QST number. The Contractor shall duly remit to the Canada Revenue Agency any amounts of GST/HST collected on the consideration payable pursuant to this Agreement. The Contractor shall remit to the appropriate provincial taxing authorities any amounts of RST or QST collected by the Contractor from CMHC pursuant to this Agreement.*

Contracting party to choose version I or version II when contracting for services with a non-resident of Canada.

Version I

Any payments made to the Contractor by CMHC pursuant to article 3.1 in respect of services rendered in Canada will be subject to a 15% withholding tax as required pursuant to Regulation 105 of the Income Tax Act. If any such withholding taxes are required to be withheld from any amounts payable to the Contractor, CMHC shall make such withholdings and duly and promptly remit the amount withheld to the Canada Revenue Agency.

Version II

Notwithstanding article 3.2 above, any payments made to the Contractor by CMHC pursuant to article 3.1 in respect of services rendered in Canada will be subject to a 15% withholding tax as required pursuant to Regulation 105 of the Income Tax Act. If any such withholding taxes are required to be withheld from any amounts payable to the Contractor, CMHC shall
(i) make such withholdings and duly and promptly remit the amount withheld to the Canada Revenue Agency; and

(ii) record as a credit note the additional amounts to the Contractor so that the net amount received by the Contractor after such withholdings will not be less than the amount the Contractor would have received had such withholding taxes not been withheld.

3.4 Invoicing

The Contractor must allow thirty (30) business days from delivery of invoice for payment without interest charges. The Contractor cannot invoice prior to performance of the service or delivery of the goods.

All invoices, notices and requests for payment must make reference to this Agreement by quoting CMHC file number 201305434 and be forwarded to CMHC at the following address:

***Canada Mortgage and Housing Corporation
IT Order Desk
Building "C"
Floor "3"
700 Montreal Road
Ottawa, Ontario
K1A 0P7***

3.5 Audit

The Contractor shall maintain proper records and accounts during the term of the Agreement and for a period of three (3) years following the end of the term and any renewals thereof. The Contractor agrees to allow CMHC's internal and external auditors the right to examine, at any reasonable time, any and all records relating to the Work identified herein

The Contractor agrees to provide CMHC's internal or external auditors with sufficient original documents in order to conduct any audit procedures. Any audit may be conducted without prior notice; however CMHC agrees to cooperate with the Contractor in the course of conducting any audit in order to avoid disruption in day-to-day operations and not to break confidentiality.

Article 4.0 - General Terms and Conditions

4.1 Contract Termination

Notwithstanding articles 2.1 and 2.2 above, CMHC may terminate this Agreement for any reason with no penalty by giving thirty (30) days written notice, at any time during the Agreement period.

Upon termination of this Agreement or upon delivery of notice of intent to terminate this Agreement, the Contractor shall promptly review all Work in progress and, if this Agreement is terminated prior to the expiry of the term, the Contractor shall nevertheless complete or arrange for the completion of any and all Work in process at the time of termination.

4.2 Agreement Administrator

CMHC has assigned a contract administrator to oversee this Agreement (see article 5.0). The Contractor shall be expected to name a counterpart representative. The Contractor's representative will be responsible for providing scheduled status reports to the contract administrator or a designate.

4.3 Agreement Renewal

This Agreement may be renewed, at the sole discretion of CMHC, for additional one year terms, not to exceed a cumulative total of six (6) years, including the initial term. At its discretion, CMHC shall within thirty (30) days prior to the Agreement termination, and advise the Contractor in writing of CMHC's wish to either extend or terminate the Agreement.

4.4 Assignment of the Agreement

Mandatory

This Agreement shall not be assigned in whole or in part by the Contractor without the prior written consent of CMHC, which consent may be withheld by CMHC for any reason. It is understood and agreed that the Contractor may engage other entities to assist the Contractor in providing any of the Work, provided that the Contractor shall at all times remain responsible for the provision and quality of the Work in a manner which fully recognizes and respects the confidential nature of the Work. The Contractor undertakes to advise such entities in writing that they are independent contractors, and are not employees or agents of CMHC. No assignment of this Agreement shall relieve the Contractor from any obligation under this Agreement or impose any liability upon CMHC.

4.5 Contractor's Indemnification

The Contractor agrees to indemnify CMHC, and its officers for all loss, damages, costs, expenses, claims, demands, actions, suits or other proceedings of every nature and kind arising from or in consequence of the performance of this Agreement, provided such loss, damages, costs, expenses, claims, demands, actions, suits or proceedings arise without negligence on the

part of CMHC or its officers or employees, and whether such actions, suits or proceedings are brought in the name of CMHC or in the name of the Contractor.

4.6 Liquidated Damages

No specific remedy expressed in this Agreement is to be interpreted as limiting the rights and remedies which CMHC may be entitled to under any contract or otherwise in law. Failure by either party to assert any of its rights under the Agreement shall not be construed as a waiver thereof.

4.7 Termination for Default of Contractor

Notwithstanding anything to the contrary in this Agreement, CMHC may, by giving 10 days prior written notice to the Contractor, terminate this Agreement without charge with respect to all or any part of the contract for any of the following reasons:

- 1. The Contractor commits a material breach of its duties under this Agreement, unless, in the case of such breach, the Contractor, within thirty (30) calendar days after receipt of written notice of such breach from CMHC, in a manner satisfactory to CMHC in its sole, absolute and non-reviewable discretion, (a) cures such breach and (b) indemnifies for any resulting damage or loss;*
- 2. The Contractor commits numerous breaches of its duties under this Agreement that collectively constitutes a material breach;*
- 3. A change in control of the Contractor where such control is acquired, directly or indirectly, in a single transaction or series of related transactions, or all or substantially all of the assets of the Contractor are acquired, by any entity, or the Contractor is merged with or into another entity to form a new entity, unless the Contractor demonstrates to the satisfaction of CMHC that such event will not adversely affect its ability to perform the Work under this Agreement;*
- 4. The Contractor commits fraud or gross misconduct; or*
- 5. The Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or any assignment is made for the benefit of the creditors, or if an order is made or a resolution passed for the winding up of the Contractor, or if the Contractor takes the benefit of any Statute for the time in force relating to bankrupt or insolvent debtors.*

In the event of a termination notice being given under the provisions of this section, and subject to the deduction of any claim which CMHC may have against the Contractor arising out of this Agreement or out of termination, payment will be made within thirty (30) days of the date of the invoice from CMHC to the Contractor for the value of all finished Work delivered and accepted by CMHC, such value to be determined in accordance with the rate (s) specified in this Agreement.

4.8 Procedures on Termination

Commencing six (6) months prior to expiration of this Agreement or on such earlier date as CMHC may request, or commencing upon any notice of termination or non-renewal of this Agreement, the Contractor shall provide to CMHC, the reasonable termination /expiration assistance requested by CMHC to allow the Work to continue without interruption or adverse effect and to facilitate the orderly transfer of the Work to CMHC or its designee.

4.9 Non-Compliance or Default by Contractor

If the Contractor fails to comply with a direction or decision of CMHC properly given under the terms of this Agreement, or is in default in any other manner under this Agreement, CMHC may do such things and incur such costs as it deems necessary to correct the Contractor's default, including without limitation the withholding of payment due or accrued due to the Contractor for Work rendered pursuant to this Agreement, which moneys may be set off by CMHC against any expenses that it may incur in remedying a default or failures as described above.

4.10 Force Majeure

In the event that the Contractor is prevented from fulfilling its obligations under the terms of this Agreement by a force majeure or act of God (an event or effect that cannot be reasonably anticipated or controlled), the Contractor shall notify CMHC in writing, within the shortest period of time. The said written notice shall be sent by registered mail and shall state the factors that constitute a force majeure or an act of God. Without limiting the application of the above, the following shall constitute cases of force majeure: war, serious public disturbances, all impediments arising from orders or prohibitions of public authority, acts of God, actions of public enemies, strikes, lockout and other labour disputes, riots, flooding, hurricane, fire, explosion or any other natural disasters over which the Contractor has no reasonable control.

The Contractor shall take all reasonable means to resume fulfillment of its obligations. If this is not possible, CMHC may to the extent it deems necessary secure the Work of other qualified Contractors without compensation or obligation to the Contractor.

4.11 Compliance With Laws

The Contractor shall give all the notices and obtain all the licenses and permits required to perform the Work. The Contractor shall comply with all the laws applicable to the Work or the performance of this Agreement.

4.12 Provincial Laws Governing Agreement

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

4.13 Independent Contractor

The Contractor shall act as an independent contractor for the purposes of this Agreement. It and its employees, officers and agents are not engaged as employees of CMHC. The Contractor agrees to so advise its employees, officers, and agents. Without limiting the generality of the foregoing, the Contractor shall retain complete control of and accountability for its employees and agents. The Contractor shall prepare and process the payroll for its employees directly, and shall withhold and/or pay all applicable employment taxes and payroll deductions required in respect of its employees. All personnel shall, at all times, and for all purposes, be solely in the employment of the Contractor.

4.14 Contractor's Authority

The Contractor agrees that it has no authority to give any guarantee or warranty whatsoever expressed or implied on behalf of CMHC and that it is in no way the legal representative or agent of CMHC and that it has no right or authority to create any obligation on behalf of CMHC or to bind CMHC in anyway.

4.15 Corporation Identification

It is agreed that the Contractor will make no use whatsoever of CMHC's name, logo or initials without the express written consent of CMHC

4.16 Intellectual Property Rights

All material, reports and other Work product produced under this Agreement will be the sole property of CMHC. The Contractor warrants that the Contractor is the only person who has or will have moral rights in the material created by the Contractor and supplied under this Agreement and the Contractor hereby waives in favour of CMHC all of the Contractor's moral rights in the material, as provided for in the law of copyright. Upon the material coming into existence, the Contractor agrees to execute any document requested by CMHC acknowledging CMHC's ownership of the material and Work product and the waiver of the Contractor's moral rights therein.

4.17 Non-Disclosure of CMHC Information

Under this section, "CMHC Information" refers to any and all information which is managed, accessed, collected, used, disclosed, retained, received, created or disposed of in order to fulfil the requirements of this Agreement, however obtained. Without limiting the generality of the foregoing, CMHC Information includes data held in any type of electronic format and information provided directly, indirectly or through third parties to the Contractor, subcontractor, reseller, agent or any other person engaged to perform the Work under this Agreement.

The Contractor acknowledges and understands that all CMHC Information is subject to Canadian laws on privacy and access to information under which CMHC is bound and that CMHC considers CMHC information to be under its custody and control of all times.

The Contractor further understands and agrees to treat all CMHC Information as proprietary, confidential and sensitive unless otherwise specifically agreed to in writing by CMHC. The Contractor shall restrict access to CMHC Information to those person(s) who have a need to know this information in order to perform the Work under this Agreement.

Select A or B depending on Contract

A. If Information to remain in Canada

The Contractor shall ensure that CMHC Information shall remain in Canada and expressly agrees to segregate CMHC Information (whether in electronic format or in hard copy) from any other information in a database or repository physically independent from all other databases or repositories. Without limiting the generality of the foregoing, the Contractor shall not and shall ensure that any subcontractor, reseller, agent or any other person engaged to perform any part of the Work does not release, share or otherwise divulge CMHC Information to any other person including subsidiaries, branch offices, partners of the Contractor or subcontractors without the prior written consent of CMHC.

B. If information not to remain in Canada or can be accessed elsewhere

The Contractor agrees that if any CMHC Information is to be located outside of Canada for any period of time, it shall do the following:

- 1. Obtain CMHC written authorization before the information is transferred to any location outside Canada;*
- 2. Inform CMHC where the information will be located outside of Canada, and for what period of time;*
- 3. Ensure that CMHC Information is segregated from all other information in a database or other repository physically independent from all other databases or repositories; and*
- 4. Inform CMHC of the measures in place to protect CMHC Information from disclosure.*

Where disclosure of CMHC Information is required pursuant to a lawful requirement or for the purposes of complying with a subpoena or warrant lawfully issued or lawfully made by a court, person or body, the Contractor shall notify CMHC promptly after discovering the potential of disclosure of the CMHC Information so that CMHC has the opportunity to seek a protective order or other appropriate remedy.

The Contractor also agrees that in the event that disclosure of CMHC Information is required by a valid and applicable law, it shall, in co-operation with CMHC, do all things possible to prevent access to CMHC Information including but not limited to taking appropriate legal action against

disclosure, providing information and other assistance in order for CMHC to take appropriate legal action against disclosure and ensuring that disclosure is strictly limited to the information lawfully requested.

4.18 Confidentiality

Mandatory

Proposals: Proposals will be held in strict confidence. Notwithstanding the foregoing, Proponents are advised that as a Crown Corporation, CMHC is subject to the provisions of the Access to Information Act ("the Act"). Information submitted by Proponents or third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the Act.

Contracts: The Contractor agrees that all records and information obtained by the Contractor on behalf of CMHC will be kept confidential to the extent required by federal Access to Information and Privacy Legislation or provincial law.

- 1. The Contractor or its servants or agents will treat as confidential during, as well as after completion of, this Agreement, all information relating to the affairs of CMHC of which it acquires knowledge as a result of its engagement hereunder.*
- 2. The Contractor shall, at the request of CMHC, provide an Oath of Secrecy for each of its employees or persons engaged in carrying out the Work, in a form prescribed by CMHC.*
- 3. Any documents provided to the Contractor in the performance of the Work described herein shall be returned, uncopied to CMHC or destroyed by the Contractor within 6 months of the termination of this Agreement. For documents not returned to CMHC, the Contractor shall provide specific proof under oath of their destruction.*

4.19 House of Commons

No member of the House of Commons shall be admitted to any share or part of this Agreement or to any benefit arising there from.

4.20 Binding

This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns.

4.21 Scope of Agreement

This Agreement contains all of the agreements of the parties hereto and no other representations or warranties, verbal or otherwise, exist between the parties except those set out herein or attached as Specifications, Conditions and Addendum. In case of conflicts between the Contractor's documents and CMHC's documents, the latter shall govern.

4.22 Income Tax Reporting Requirement

As a federal Crown Corporation, CMHC is obliged under the Income Tax Act and Regulations to report payments made by CMHC to suppliers of goods and/or services by using a T1204 supplementary slip. CMHC must therefore obtain the necessary information from suppliers (including the Contractor's social insurance number and/or corporate identification number) in order to allow it to complete the T1204 supplementary slip. The Lead Proponent(s) will be required to complete and sign a Supplier - Direct Deposit and Tax Information Form (CMHC/SCHL 3085) prior to execution of this Agreement.

4.23 Conflict of Interest

Mandatory

- 1. The Contractor and its principals, employees and agents shall avoid any conflict of interest during the term of this Agreement and shall immediately declare any existing, potential or apparent conflict and shall, upon direction of CMHC, take steps to eliminate any conflict or perception that a conflict of interest exists.*
- 2. The Contractor must not provide any services to any third party in circumstances that might reasonably give rise to a conflict of interest, including a conflict between the Contractor's duties to that third party and the Contractor's duties to CMHC.*
- 3. In the event that a conflict of interest, real or perceived, cannot be resolved to the satisfaction of CMHC, CMHC shall have the right to immediately terminate this Agreement. All portions of the Work which have been completed at the date of termination shall be forwarded to CMHC and CMHC shall be liable for payment to the Contractor of an amount which, in the sole opinion of CMHC, constitutes reasonable payment for the partial performance of the Contractor's obligations under this Agreement. Upon such payment, CMHC shall have no further obligation of any nature or kind to the Contractor.*
- 4. Any former public office holder must be in compliance with the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders (2012) in order to derive a direct benefit from this Agreement.*

4.24 Final Report

- (a) Where a final report is to be prepared, it shall be in a form acceptable to CMHC and suitable for reproduction or publication. More particularly,*
 - (i) the body of the report shall include the main factual and analytical information and policy recommendations shall be separated to minimize potential restriction;*
 - (ii) policy recommendations and supporting materials (bibliographies, data, etc.) shall be attached as appendices or separate monographs; and*
 - (iii) the report shall stipulate that the copyright remains with CMHC.*

(b) The Contractor will supply,

- (i) the unbound original manuscript from which the copies of the final report were made, in a form suitable for reproduction (215 x 280 mm, preferred size);*
- (ii) an executive summary of the main findings and recommendations of the final report;*
- (iii) an abstract describing the contents of the final report and the nature of the study in a form suitable for distribution to interested members of the housing field;*
- (iv) Six copies of the final report and of the executive summary, unless otherwise directed by CMHC;*
- (v) a computer disk or other media which CMHC may prescribe, in accordance with CMHC's computer installation standards; and*
- (vi) one copy of all material of which CMHC has ownership and publication rights in the form in which it was used by the author*

4.25 Publication

(a) CMHC

- (i) is under no obligation to publish all or part of the final report or its associated materials, reports, maps and other documents;*
- (ii) has the right to edit or publish the final report, in part or in its entirety;*
- (iii) shall be the sole judge of those parts of the final report, or those materials and reports, that it considers for publication; and*
- (iv) may, at its discretion, delete references to the Contractor in the edited version of the final report.*

(b) Where the Contractor wishes to publish the final report or its associated materials, the Contractor

- (i) must request written permission from CMHC to publish all or part of the final report;*
- (ii) must request written permission from CMHC to use any materials, publications and reports associated with the final report;*
- (iii) must acknowledge the assistance of CMHC and, if requested by CMHC must include the following disclaimer:*

“This project was funded (or: partially funded) by Canada Mortgage and Housing Corporation (CMHC), but the views expressed are the personal views of the author(s) and CMHC accepts no responsibility for them”; and

- (iv) *must clearly indicate on the published material that copyright remains with CMHC.*

4.26 Approval of Work

Before advancing any amount to the Contractor, CMHC reserves the right to determine, in its sole and absolute discretion, whether the Work was performed to the satisfaction of CMHC. The method of approving the Work done will be in writing through electronic courier, fax or traditional mail as described in Schedule “A” attached herein.

In the event the Work is not acceptable to CMHC, CMHC may take such action as it deems necessary to correct the Contractor’s default, including, without limitation, the following:

- 1. direct Contractor to redo the Work or part of the section which was not completed to CMHC’s satisfaction;*
- 2. withhold payment due or accrued due to the Contractor for services rendered pursuant to this Agreement;*
- 3. set off any expenses incurred by CMHC in remedying the default or failures of the Contractor against payment for payment due or accrued due to the Contractor;*
- 4. terminate this Agreement for default and /or seek indemnification from the Contractor for losses suffered by CMHC as a result of such default.*

4.27 Ownership

The quarterly reports and any other reports prepared exclusively for CMHC shall remain the property of CMHC and all copyrights thereto are the property of CMHC and neither the Contractor nor its servants or agents shall divulge, release or publish any such documentation.

Any and all other information relating to CMHC and obtained by the Contractor during the course of execution of its duties under this Agreement shall remain the property of CMHC and shall not be used in any way or disclosed to anyone without the prior written consent of CMHC.

4.28 Insurance

A. Commercial General Liability Insurance

The Contractor will provide and maintain Commercial General Liability insurance with an insurer license to do business in Canada with a limit of not less than \$2,000,000 per occurrence for bodily injury or damage to property including loss of use of such property. This policy shall include the following extensions:

- 1. cross Liability including severability of interest*
- 2. personal Injury*
- 3. blanket contractual*
- 4. employers liability (or confirmation that all employees including sub-contractors and independent contractors are covered by Workers Compensation)*
- 5. non Owned automobile liability*
- 6. Canada Mortgage and Housing Corporation to be added as additional insured.*
- 7. Thirty (30) days prior written notice of cancellation to Risk Management Consultant, 700 Montréal Road, Ottawa, Ontario K1A 0P7*
- 8. contractors liability to include operations of independent contractors (if not provided then each subcontractor must provide a certificate of insurance confirming that they have liability insurance as detailed in the RFP).*

B. Professional (Errors & Omissions) Liability

The Contractor will provide and maintain Software Errors & Omissions Liability insurance with an insurer license to do business in Canada with a limit of not less than \$1,000,000. The policy will provide thirty (30) days prior written notice of cancellation to Risk Management Consultant, 700 Montréal Road, Ottawa, Ontario K1A 0P7 Coverage is to include Contractor and Contractor's employees and contract employees (if applicable) as insured. The Contractor shall ensure that the policy is renewed continuously for a minimum period of five (5) years following the expiration or early termination of this Agreement.

C. Automobile Insurance

The Contractor will provide and maintain Automobile Insurance with an insurer license to do business in Canada with limits of not less than \$2,000,000. This Third Party Liability will be carried for all motor vehicles used by the Contractor in the performance of this Agreement.

Other conditions

If there are material changes in the scope of Work provided under this Agreement, CMHC may, via the Service Level Change Procedures, request changes to the various minimum insurance coverage policies as set out above.

All Certificate of Insurance shall mention that insurers will provide CMHC with at least thirty (30) days' written notice prior to cancellation of any insurance referred to under this Article (4.28). In addition the Contractor shall provide written notice to CMHC forthwith upon learning that an insurer described in this Article (4.28) intends to cancel, or intends to make or has made a material change to, any insurance referred to in this Article (4.28). A Certificate of Insurance meeting the above requirements shall be delivered to CMHC upon execution of this Agreement and for each renewal thereafter.

Without in any way restricting CMHC's direction to grant or withhold its consent to a allow subcontractors, the Contractor agrees that it shall contractually obligate any subcontractor or independent contractor retained in connection with this Agreement to maintain insurance against such risks and in such amounts that having regard to such subcontractor's or independent contractor's involvement in the provision of the Work could reasonably be expected to be carried out by Persons acting prudently and in a similar business to that of such subcontractor or independent contractor.

It shall be the sole responsibility of the Contractor and subcontractor or independent contractor to decide whether or not any other insurance coverage, in addition to the insurance requirements stipulated herein, is necessary for its own protection or to fulfill its obligation under this Agreement. All insurance policies shall be provided and maintained by the Contractor and subcontractor or independent contractor at its own expense.

4.29 Access to CMHC Property

CMHC agrees to permit access by the Contractor's employees onto CMHC premises for the purpose of fulfilling its obligations as per the terms of this Agreement. However, CMHC reserves the right to refuse entry of Contractor's personnel in cases of emergencies. CMHC also will have the right at any time to remove from and/or refuse entry to the work site any incompetent or intemperate employee who violates CMHC Safety and/or Security regulations or interferes with CMHC operations at the site.

The Contractor shall be fully responsible to CMHC for the acts and omissions (including negligence) of its subcontractors and of persons directly or indirectly engaged by such subcontractors as if such acts and omissions were those of the Contractor.

4.30 Suspension of Work and Changes in Specifications

CMHC may, at any time and from time to time, order a suspension of the Work in whole or in part, and make modifications of, changes in or additions to the specifications of the type of services offered and methods of delivery. All directions given by CMHC in writing with respect to the foregoing shall be complied with by the Contractor. If any such suspension, modification, change or addition shall result in an increase or decrease in the cost of the Work, the contract price shall be adjusted accordingly provided that the Contractor shall in no event be entitled to compensation for any loss of anticipated profits and provided further that minor increases or decreases in cost shall be disregarded.

4.31 Extras

Except as otherwise provided in this Agreement, no payment for extras shall be made unless such extras and the price thereof have been authorized in writing by CMHC

4.32 Closure of CMHC Offices

- 1. Where Work is being provided by the Contractor pursuant to this Agreement on CMHC premises and the premises become inaccessible due to evacuation or closure because of events or circumstances beyond the control of CMHC, and where the health or safety of persons on the premises may be reasonably determined by CMHC, in its sole judgment, to be at risk, payment to the contractor hereunder may be suspended or modified. Payment will be suspended in full after 48 hours written notice unless the Contractor provides satisfactory evidence to CMHC that the Contractor will continue to incur monetary obligations to others directly as a result of its undertakings under this Agreement and is unable to mitigate its losses due to such obligations. Based on such evidence and the extent to which the Contractor is able to mitigate, CMHC may continue payment in full (subject to clause (b) below), or at a reduced amount, or suspend payment completely.*
- 2. Notwithstanding clause (a) above, if closure is continued beyond one calendar week, payment under this Agreement may be suspended in full immediately, on further written notice to the Contractor, until reopening permits the Work to continue.*

Article 5.0 - Agreement Administration

5.1 Notifications

The Contractor shall be notified in writing by CMHC's Agreement administrator, of the names of CMHC representatives authorized, from time to time, to assign jobs and approve payments with respect to the Work carried out under this Agreement.

5.2 Changes and/or additions

Changes and/or additions to the terms and conditions of this Agreement shall be transmitted either by fax, e-mail or postal service to the party's authorized representative as follows:

for CMHC;

Canada Mortgage and Housing Corporation

700 Montreal Road

Ottawa, Ontario, K1A 0P7

Phone: () _____ **Fax:** () _____

e-mail: _____

for Contractor;

Phone: () _____ **Fax:** () _____

E-mail: _____

Article 6.0 - Contract Documents

6.1 The Agreement documents

The Agreement documents consist of the following:

- (a) *This form of Agreement as executed _____;*
- (b) *CMHC's Request for Proposal dated _____;*
- (c) *The Contractor's submitted Proposal dated _____; and*

together with all written change notices issued by CMHC hereunder and such further specifications and documents as the parties may agree in writing.

6.2 Interpretation

These Agreement documents are complementary and what is called for in any one shall be binding as if called for by all. These Agreement documents shall be interpreted as a whole and the intent of the whole rather than the interpretation of any particular part shall govern. In the event of a conflict between them, these Agreement documents shall have precedence among themselves in the order as listed above.

IN WITNESS WHEREOF *this Agreement has been signed by the Parties hereto by their duly authorized signing officers.*

THE CONTRACTOR

**CANADA MORTGAGE AND
HOUSING CORPORATION**

7 SECTION 7 APPENDICES

7.1 Certificate of Submission

MANDATORY

APPENDIX A

_____	_____ hereby:
Company Name	Procurement Business Number (PBN)

- I. offers to provide services and/or products to CMHC, as described in this proposal, on and if, as and when required basis, all in accordance with the Request for Proposal;
- II. offers the terms as set out in this proposal, including any pricing proposal for a period one hundred and twenty Days (120) as specified in section 2 of the RFP;
- III. certifies that, at the time of submitting this bid, is in full compliance with all tax statutes administered by all provincial, territorial and federal Ministries of Finance and that, in particular, all returns required to be filed under all provincial and federal tax statutes have been filed, and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained;
- IV. represents and warrants that in submitting the proposal or performing the Agreement, there is no actual or perceived conflict of interest;
- V. represents and warrants that in preparing the proposal, there was no actual or perceived unfair advantage due to the receipt of information regarding the RFP that was not made available to other Proponents;
- VI. certifies that this proposal was independently arrived at, without collusion;
- VII. certifies that no gratuities or gifts in kind were offered to any CMHC employee, Board member or Governor-in-Council appointee; and intended, by the gratuity, to obtain an Agreement or favourable treatment under an Agreement;
- VIII. authorizes CMHC to conduct such investigation as it deems appropriate to verify the contents of the proposal;
- IX. certifies, unless explicitly outlined in the proposal, that all pricing information is based on service provision which, at a minimum, fully meets all of the existing service standards as outlined in the Statement of Requirements;
- X. agrees to comply with all of the section 6.0 contract MANDATORY clauses in an unaltered form as stated;
- XI. (for sole proprietorships and partnerships) provide permission herewith to CMHC to undertake credit checks on the individuals listed below (names, signatures and home addresses of each must be provided).
- XII. agrees that, in the event of acceptance of this proposal, it will enter contract negotiations in accordance with the RFP, and upon entry into an Agreement with CMHC, it will commit to providing the full scope of services identified in the Agreement.
- XIII. agrees that all responses and related materials become the property of CMHC, will not be returned and CMHC will not reimburse the Proponent for any work related to, travel or materials supplied in the preparation of the RFP response.
- XIV. agrees that it and any other persons for which it is responsible, who are to perform the Work as stated in this RFP, at the request of CMHC will comply with security screening as deemed appropriate;

Signed this _____ day of _____, 2014 at _____, Canada.

Corporations are not required to provide a corporate seal. The signature of one witness is required for the signature of each Owner/Signing Authority.

Corporation/Individual:

_____	_____
Signature of Signing Authority	Name and Title of Signing Authority

Declaration: I am an authorized signing officer.

7.2 Evaluation Table

APPENDIX B

RFP 20145434 - Economic Scenario Generator (ESG)						
	TECHNICAL	M/R	Weighted Points Available	Minimum Point Requirement	Weights	% of total RFP
	3.5.1 Key Functional Requirements of the Software Solution Proposed					60%
3.5.1.7	Proponents should describe the extent to which the primary....	R	100		10	
3.5.1.8	Proponents should list and describe other economic series...	R	10		1	
3.5.1.9	Proponents should describe how the ESG models the term ...	R	10		1	
3.5.1.10	Proponents should describe how the ESG models credit risk ...	R	10		1	
3.5.1.11	Proponents should describe how the ESG models ...	R	10		1	
3.5.1.12	Proponents should describe how the ESG models realized...	R	10		1	
3.5.1.13	Proponents should describe how the ESG models equity ...	R	10		1	
3.5.1.14	Proponents should describe how the ESG models currency risk.	R	10		1	
3.5.1.15	Proponents should list the currencies available in the ESG.	R	10		1	
3.5.1.16	Proponents should list interest curves available in the ESG.	R	10		1	
3.5.1.17	Proponents should describe how dependencies across variables	R	10		1	
3.5.1.18	Proponents should describe how default calibration is ...	R	20		2	
3.5.1.19	Proponents should describe how in-house calibration can be ...	R	20		2	
3.5.1.20	Proponents should identify the limit to the number of securities	R	10		1	
3.5.1.21	Proponents should describe performance expectations, in ...	R	20		2	
3.5.1.22	Proponents should describe how different investment strategies	R	10		1	
3.5.1.23	Proponents should describe how the ESG can assist in ...	R	10		1	
3.5.1.24	Proponents should describe the ability to link the ESG to ...	R	20		2	
3.5.1.25	Proponents should describe the degree to which the ESG is ...	R	20		2	
3.5.1.26	Proponents should describe the processes available to generate.	R	20		2	
3.5.1.27	Proponents should describe any unique features of the application being proposed that are not described above.	R	20		2	
	Total Section:		370			
	3.5.2. Administrative Requirements					
3.5.2.2	The proposed solution should maintain an audit trail of changes	R	10		1	
3.5.2.3	Proponents should provide a brief description of various	R	10		1	
3.5.2.4	Proponents should describe the on-line help facility.	R	10		1	
3.5.2.5	Proponents should provide a description of the functionality	R	10		1	
3.5.2.6	The proposed solution should allow field labels to be ..	R	10		1	
3.5.2.7	Proponents should describe additional capabilities of the ...	R	20		2	
	Total Section:		70			

3.5.3 Reporting Requirements					
3.5.3.5	Proponents should briefly describe the reporting facility and ...	R	30		3
3.5.3.6	Proponents should describe the query capability, how they can	R	10		1
3.5.3.7	Proponents should provide a list of standard report templates ...	R	10		1
3.5.3.8	Proponents should describe any other capability of the	R	10		1
Total Section:			60		
3.5.4 Technical Requirements					
3.5.4.8	Proponents should provide a description of the recommended	R	10		1
3.5.4.9	Proponents should provide examples of performance at client	R	10		1
3.5.4.10	Proponents should describe the ESG's server(s) requirements'	R	10		1
3.5.4.11	Proponents should describe the support for server, data, and	R	10		1
3.5.4.12	Proponents should describe the ESG's ability to integrate with	R	10		1
3.5.4.13	Proponents should provide a list of all supported data sources	R	10		1
3.5.4.14	Proponents should describe the ability to assign individual user	R	5		0.5
3.5.4.15	Proponents should describe the functionality that would enable	R	5		0.5
3.5.4.16	Proponents should describe minimum configuration	R	10		1
3.5.4.17	Proponents should describe the client interface of the ESG (i.e.	R	10		1
3.5.4.18	Proponents should describe the technical architecture of the	R	10		1
3.5.4.19	Proponents should describe the process to install and test the	R	5		0.5
3.5.4.20	Proponents should provide a Testing Plan and flow chart,	R	5		0.5
Total Section:			110		
3.5.5 Methodology and Implementation Requirements					
3.5.5.3	Proponents are to include a typical high level Project Plan,	R	50		5
3.5.5.4	Proponents are to outline the Proponent's resources to be	R	10		1
3.5.5.5	Proposals should include an outline of an Acceptance Test	R	10		1
3.5.5.6	CMHC will want to implement as quickly as possible, without	R	10		1
3.5.5.7	If implementation is delayed, proponents should indicate	R	10		1
3.5.5.8	Proponents should provide a description of the consulting and	R	20		1
Total Section:			110		
3.5.6 Training Requirements					
3.5.6.4	Proponents should provide a training strategy.	R	20		2
Total Section:			20		
3.5.7 Post Implementation and Support Requirements					
3.5.7.3	Proponents should describe how the following services would	R	30		3
3.5.7.4	Proponents should identify lead times provided by Proponent system(s) and/or database platforms becoming unsupported.	R	20		2
Total Section:			50		

3.5.8 Licensing and Warranty Requirements					
3.5.8.3	Concurrent with the installation of its system, the Proponent	R	5		0.5
3.5.8.4	The Proponent's license agreement should include technical,	R	5		0.5
3.5.8.5	The Proponent's license agreement should include the right to	R	5		0.5
3.5.8.6	Proponent should indicate the warranty periods for all	R	5		0.5
3.5.8.7	The Proponent's license arrangement should be unrestricted	R	5		0.5
Total Section:			25		
3.5.9 General Requirements					
3.5.9.1	Proponent should provide a toll free problem resolution	R	5		0.5
3.5.9.2	Proponent should provide a WEB portal to log, and check on	R	10		10
3.5.9.3	Proponent should describe on-going support beyond the initial	R	10		10
Total Section:			25		
Grand Total Technical			840	504	

REFERENCES		M/R	Weighted Points Available	Minimum Point Requirement	Weights	% of total RFP
3.5.10 References						15%
3.5.10.1	The Proponent are to provide three (3) client references	R	210		21	
Total Section:			210	126		

PRICING		M/R	Weighted Points Available	Minimum Point Requirement	Weights	% of total RFP
3.5.11 Pricing Proposal - Venders total Price			350			25%
Grand total of all points			1400			100%

7.3 Mandatory Compliance Checklist

APPENDIX C

- Submission Deadline Section 2.3
- Offering Period Section 2.7
- On market for minimum of 3 years Section 3.5.1.2
- Generate stochastic economic scenarios Section 3.5.1.3
- Flexible projection periods up to 30 years Section 3.5.1.4
- Canadian economic variables Section 3.5.1.5
- Returns for various asset classes Section 3.5.1.6
- Role based access controls Section 3.5.2.1
- Report facility built into the ESG Section 3.5.3.1
- Interface for defining queries Section 3.5.3.2
- Ability to export report in various formats Section 3.5.3.3
- Create, reuse, and share report templates Section 3.5.3.4
- Provide minimum Technical requirements Section 3.5.4.1
- Provide hardware & software requirements Section 3.5.4.2
- Identify additional hardware or software Section 3.5.4.3
- No communication with external networks Section 3.5.4.4
- Support for single sign-on Section 3.5.4.5
- Authentication using Active Directory Section 3.5.4.6
- Data import and export Section 3.5.4.7
- Implementation start date Section 3.5.5.2
- Training materials Section 3.5.6.1
- Technical and operational documentation Section 3.5.6.2
- Updating all online help and training docs Section 3.5.6.3

<input type="checkbox"/>	Software release strategy	Section 3.5.7.1
<input type="checkbox"/>	Support for new versions of OS	Section 3.5.7.2
<input type="checkbox"/>	Warrant software and maintain	Section 3.5.8.1
<input type="checkbox"/>	Limitations, exceptions or conditions that could void the warranty	Section 3.5.8.2
<input type="checkbox"/>	Proponent's Qualifications	Section 4.6
<input type="checkbox"/>	Response to Statement of Work	Section 4.7
<input type="checkbox"/>	Financial Information	Section 4.8
<input type="checkbox"/>	Pricing Proposal	Section 4.11
<input type="checkbox"/>	Proposed Contract	Section 6
<input type="checkbox"/>	7.1 Certificate of Submission	Appendix A

7.4 Model Vetting Procedures Guide for Documentation

APPENDIX D

Model Documentation should include information about the model to enable an independent party to understand the model's design and use and to replicate and test the model without requiring further explanation from the Model Owner. Model Documentation should include the elements listed below. Model Documentation should be updated to reflect modifications as soon as modifications are made. Modifications relative to the most recently vetted model version should be clearly indicated.

Executive Summary

An executive summary is a concise description of the various aspects of the model designed to communicate key information about the model to management, model users and other stakeholders in a manner that is not too technical. The executive summary should include a description of what decisions will be made based upon the results/outputs of the model, and a brief discussion of model limitations and weaknesses.

Model Theory and Approach

Model Documentation should include a section that explains and supports the model's theory, estimation or calibration technique (if applicable) and principal formulas and equations used. This section should also discuss alternative approaches and explore reasons why such approaches were rejected.

Data Description

The Data Description should include:

- a) Data dictionary providing field definitions and detailing data formats, allowable values and ranges, as applicable;
- b) Descriptions of data sources;
- c) Description of filter rules applied to source data;
- d) Description of cleaning and transformation logic;
- e) Information about known data limitation.

Model Estimation

For models that use statistical estimation, model documentation should cover:

- a) Approach for selecting variables;
- b) Statistical estimation results for the final model, as well as other model structures that were considered to be final candidates;
- c) Documentation and support for any judgmental overrides of statistically estimated parameters.

Model Testing

Model documentation should report on testing done by the Model Owner. Such testing can include:

- a) Back testing;
- b) Benchmarking against other models;
- c) Analysis of sensitivity of model predictions to shocks in model inputs and changes in model parameters; and,
- d) Stress testing of model predictions against changes in key assumptions.

Model Maintenance Plan

- a) Schedule of ongoing model performance testing;
- b) Criteria for determining if reduction in model performance merits model redevelopment schedule of model recalibration or re-estimation;
- c) For models that will be recalibrated or re-estimated more than once per year, a description of the recalibration process.

7.5 CMHC Technology Environment Overview (I)

APPENDIX E

It is highly preferred that the Proponent's proposed solution operates within the overall CMHC Information Technology Environment, which is as follows:

CMHC's Disaster Recovery Site emulates the Production environment which consists of identical hardware, platforms and mission critical software. Mirroring the Production environment ensures failover and high availability in the event of a disaster.

Client and Server Network Environment

Server Hardware	<ul style="list-style-type: none"> • Intel Pentium and Xeon Class Servers – IBM eServer xSeries • Storage Area Network (SAN) environment • IBM TotalStorage DS8100,DS5100,DS4700 • Disk and TotalStorage 3584 tape systems.
Functional Domain	<ul style="list-style-type: none"> • Windows Server 2003 Domain • Windows Server 2008 R2
Operating Systems	<ul style="list-style-type: none"> • Windows 2008 (64 bit, R2)
Server Technology	<ul style="list-style-type: none"> • VMWare ESXi • Vmware Vsphere 4 • Blade Servers • Tivoli Storage Manger (TSM)
Network Infrastructure	<ul style="list-style-type: none"> • Ethernet • CISCO router-based networking • WiFi - Cisco Access Points & Controllers • TCP IP Primary Protocol v4 & v6 • SSL VPN and IPsec VPN Remote Access • Application Delivery Controller (aka. Load Balancing) - F5 Big IP LTM • WAN Optimization/Acceleration - Citrix Repeater • Primary and secondary MPLS circuit providers
Voice Services	<ul style="list-style-type: none"> • Main Telephone System - Avaya CS • Voice Mail Services & Server- Avaya Call Pilot Voicemail • Contact Centre Functionality - Avaya Contact Centre Suite • Monitoring and Status Technology - Witness Quality Monitoring, • NETIQ voice monitoring, PRI Monitor and Solar Winds. • Chat, video and presence information - Avaya Aura Unified Communications Infrastructure.

Video services	<ul style="list-style-type: none"> • Polycom Bridge • Polycom Converged Management Application CMA 4000 • Video Conferencing Units use Polycom VSX and HDX.
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Mainframe Environment

Operating System	<ul style="list-style-type: none"> • z/OS 1.12
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Desktop Environment

Hardware	<ul style="list-style-type: none"> • Desktop: Lenovo M81P Desktop • Laptop: Lenovo L520 Laptop • UltraLight laptop: Toshiba Tecra R930 Mobile Notebook
Standard Desktop Software	<ul style="list-style-type: none"> • Microsoft Windows7 • Lotus Notes Client R8.5 • Lotus Smartsuite Millenium Edition (Word Pro, Freelance, Lotus 1-2-3, Organizer, Approach) • Microsoft Office Standard Edition 2007, 2013 and 365 (Excel, Word, PowerPoint, Access) • Attachmate Reflection 2008 • Symantec Anti-Virus • Microsoft Internet Explorer
COTS Applications	<ul style="list-style-type: none"> • Finance Core Financials (Infor SmartStream) • Warehouse and Order Desk (SAP R/3 OPIMS ECC6, Group1) • Treasury Systems (Finance Kit WallStreet Suite) • Document Management (IBM DB2 Enterprise Content Management (ECM)) • Library System (Symphony) • Online Surveys (LimeSurvey) • Photo Library System (KE Emu) • Pension Fund Accounting System (Accpac Accounting) • Pension Fund Management System (CAMRA Portfolio Management System) • Financial Authorities System (Intellera WorkflowGen Software) • Access to Information (ATIP) tracking system (Privasoft) • Document Management(IBM DB2 Enterprise Content Management (ECM) • WebTrends • Finance Corporate Performance Management (SAP Business Planning and Consolidation)

IT Service and Software Management

IT Service and Software Management	<ul style="list-style-type: none"> • Marval Pursuit and Trakit software (Asset and Financial Management, Change Management, Problem Management, and Service Request Management) • LANDesk software distribution
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Database Technologies

Mainframe Database Platforms	<ul style="list-style-type: none"> • DB2 for z/os
Client server Database Platforms	<ul style="list-style-type: none"> • SQL Server • DB2 LUW for Windows
Lotus Notes Database Platforms	<ul style="list-style-type: none"> • Domino

Development Languages

.NET	<ul style="list-style-type: none"> • Visual Studio • .NET Framework • ASP.Net and ASP.Net MVCVBA and VBScript • Silverlight 4
ColdFusion	<ul style="list-style-type: none"> • ColdFusion • CommonSpot Winter 2012
Java	<ul style="list-style-type: none"> • Java (SP, Struts) • Java 6
Mainframe	<ul style="list-style-type: none"> • IBM Enterprise COBOL for z/OS
Web	<ul style="list-style-type: none"> • HTML (4, 5), CSS, Javascript, XML
Lotus Notes	<ul style="list-style-type: none"> • Lotus Notes
Other	<ul style="list-style-type: none"> • SAP ECC 6/ABAP
Source Control	<ul style="list-style-type: none"> • Team Foundation Server (TFS) • Rational Team Concert (RTC)

Reporting Tools

Cognos Tools	<ul style="list-style-type: none">• Cognos Impromptu• Cognos Powerplay• Cognos ReportNet
Microsoft SQL Tools	<ul style="list-style-type: none">• Microsoft SQL Server (Reporting, Analysis, Integration Services)
SAS Tools	<ul style="list-style-type: none">• SAS Mainframe• SAS PC• Crystal Reporting
Other	<ul style="list-style-type: none">• Crystal Reporting• Microsoft Project

7.6 Financial cost Sheet Table (M)

APPENDIX F

Instructions: Complete information in Yellow boxes below

Requirement	Effort (# of days)	Cost per diem (\$)		Total Extended Cost
Project stage:				
Analysis				
Design				
Realization (Installation, Config and Testing)				
Go-Live				
Other (if applicable)				
List other options for implementation scenarios, type of resources required, and their applicable per diem rate				
Training – Train the trainer				
Training – On site Classroom - 8 students				
Training – On site Classroom – List Max students				
Training - Web				
Training - Other				
Training Documentation				
Documentation:	Effort (# of days)	Per Diem Rate		Total Extended Cost
Please list various Documentation				
Implementation Notes / Documentation				

Services – ad hoc:	Per Diem Rate	Indicate if minimum		Indicate if minimum
Cost of providing a set of scenarios on an interim basis if required (5,000, 10,000 and 20,000)				
Consulting or Professional services on ESG solution (for purposes of RFP rating assume services are for upgrades)				
Year 1 rate				
Year 2 rate				
Year 3 rate				
Year 4 rate				
Year 5 rate				
Year 6 rate				
Licensing	Units	Base Cost	Discounts	Total Cost
CMHC operates five (5) distinctive operating environments Production, Development, Test, and External Integration Testing (EIT), and Disaster Recovery (DR) – please costs to hold production and non-production versions of the software				
Per module Production				
Per module Development				
Per module Testing				
Per module EIT				
Per module DR				
3 rd party applications (if required)				
Cost per administrative user				
Cost per technical user				
3 rd party licenses (if required)				
Maintenance		Cost		

Basic Maintenance – please describe what is included				
1 st year maintenance costs				
2 nd year maintenance costs				
3 rd year maintenance costs				
4 th year maintenance costs				
5 th year maintenance costs				
6 th year maintenance costs				
Enhanced Maintenance listing uplifts from basic				
1 st year maintenance costs				
2 nd year maintenance costs				
3 rd year maintenance costs				
4 th year maintenance costs				
5 th year maintenance costs				
6 th year maintenance costs				
Support		Cost		
Rate for phone call access (if applicable) basic Service levels provided				
Rate for phone call access (if applicable) enhanced Service levels provided				
Rate for WEB access support (if applicable)				
Rate for WEB access support (if applicable) enhanced Service levels provided				
Other Costs		Cost		
List the number of technical resources available, tasks performed per type of resource, and their applicable per diem rate				

Application specialist				