

TABLE OF CONTENTS

TITLE

Bid Solicitation EN891-151438/B for the provision of the Cash Order Services in support of the Receiver General of Canada.

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Improvement of Requirement during Solicitation Period

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - FINANCIAL REQUIREMENT

1. Financial Capability

List of Attachments:

Attachment 1 to Part 3, Pricing Schedule

Attachment 1 to Part 4, Technical Criteria

Attachment 1 to Part 5, Certifications Precedent to Contract Award

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Authorities

Notice to the Bidder: *If the selected Bidder provided in accordance with the article 3 of Part 2 information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the resulting Contract as article 6, and the articles below will be renumbered accordingly.*

5. Payment
6. Invoicing Instructions
7. Certifications
8. Applicable Laws
9. Priority of Documents
10. Foreign Nationals (Canadian Contractor)
11. Insurance

List of Annexes:

Annex A Statement of Work
Annex B Basis of Payment

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven (7) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Financial Requirement: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include: Pricing Schedule, Technical and Certifications precedent to Contract Award.

The Annexes include: the Statement of Work and the Basis of Payment.

2. Summary

2.1 The Department of Public Works and Government Services Canada (PWGSC), on behalf of the Receiver General for Canada (RG) is seeking to establish up to three (3) contracts per location with financial institutions for Cash Order Services (formerly called the Cheque Cashing Facilities (CCF)) as defined in Annex "A", Statement of Work. The period of any resulting contract will be from July 1st, 2015 to June 30, 2019, with an irrevocable option to extend the period of the contract by two (2) additional one (1) year periods plus a four (4) month transition period under the same conditions.

The scope of the Statement of Work is to provide large value cash orders and bank draft services for specified federal departmental office locations. Services would be provided by Contractor Financial Institution (FI) branches within proximity of the federal departmental office locations requiring the services.

These types of services would be available to only three federal departments: (1) National Defense (DND), (2) the Royal Canadian Mounted Police (RCMP), and (3) the Canada Border Services Agency (CBSA).

Upon mutual agreement by the Contractor and the Project Authority, the Contracting Authority reserves the right to amend the contract to include additional departments and/or departmental office locations, as required. PWGSC however does not waive its right to go to competitive tender to service these additional departments and/or locations.

2.2 The resulting Contract (s) are not to be used for deliveries within a Comprehensive Land Claims Settlements Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-09-25), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) calendar days.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted to PWGSC by electronic mail will not be accepted.

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

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act \(PSSA\)](#), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

If the answer to the question and, as applicable, the information are not submitted in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive Yes () No ()

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

If the answer to the question and, as applicable, the information are not submitted in or with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

6. Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies);
Section II: Financial Bid (2 hard copies);
Section III: Certifications (1 hard copy); and
Section IV: Additional Information (1 hard copy).

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#).

To assist Canada in reaching its objectives, bidders should :

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

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

1.2 Bidders must submit their prices, FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

1.3 When preparing their financial bid, bidders should review the basis of payment in Annex B and clause 1.2, Financial Evaluation, of Part 4.

1.4 Bidders should include the following information in their financial bid:

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

1.5 SACC Manual Clauses

C3011T(2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any related documentation.

Section IV: Additional Information

In Section IV of their bid, Bidders should provide:

- ☐ For Part 2, article 3, Former Public Servant: the required answer to each question and, as applicable, the required information.

ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. In the completion of this pricing schedule, the Bidder must provide the address of a Financial Institution (FI) branch in proximity to each departmental office that they wish to bid on; as well as a firm all-inclusive fee (in Cdn \$) for each of the contract periods specified below. The Bidder can choose which departmental office locations that they wish to bid on, and do not have to bid on all locations in order for their bid to be considered responsive.

Estimated forecasts are provided in *Annex A, Appendix 4 – Forecasted Cash and Bank Draft Order Values/Volumes for Contract and Option Periods*. However, any estimated level of services detailed in *Annex A, Appendix 4* is only an approximation of the requirements and is not to be considered as a contract guarantee.

The only categories of fees that may be proposed are:

- A. Cash Order Fees;
- B. Draft Order Fees.

The Bidder may also propose firm all-inclusive transaction fees for the provision of cash order pickups as per the requirements outlined in the “Other Service – Cash Order Pickups” Section (2.1.3.1) of the Statement of Work. The Receiver General (RG) maintains sole discretion as to whether, and for which departmental office locations, this optional service will be implemented. It is possible that cash pickup locations may be used in conjunction with standard FI branch locations in the servicing of any departmental office location (i.e. smaller value cash orders could be done through a bank branch, while larger value cash orders would be picked up from a specified branch/cash centre).

Note: All other costs to the bidder must be recovered in the above fees.

A. Cash Order Fees:

Firm all-inclusive fee for each \$1,000 ordered by the departmental office location. These all-inclusive fees must include all processing requirements related to each cash order.

As an example, if the Bidder includes in their financial bid a firm all-inclusive fee of \$0.50 and the departmental office places a cash order of \$100,000, the Bidder would be compensated \$50 (100 x \$0.50) for the processing of that cash order.

Bidders should include the address of the proposed FI branch that would service each departmental office, as well the firm all inclusive transaction fee for each location and contract period.

Please note that a Pre-Notification of forty-eight (48) hours (banking days) is considered to be the baseline for a pre-notification period for each location as identified in the “Large Value Cash Orders” Section (2.1.3) of the Statement of Work. However, should the bidder require a shorter or longer Pre-Notification period for individual FI branches, they are asked to indicate this for each departmental office location.

Note: The specific address details for each departmental office location identified below can be found in *Annex A, Appendix 2 – Departmental Office Locations*.

I. National Defense (DND) Locations:

| | Location | Year 1 fee per \$1,000 ordered | Year 2 fee per \$1,000 ordered | Year 3 fee per \$1,000 ordered | Year 4 fee per \$1,000 ordered | Option Year 1 fee per \$1,000 ordered | Option Year 2 fee per \$1,000 ordered |
|---|--|---|---|---|---|---|---|
| 1 | CFB Calgary (LFWA Training Ctr - Wainwright) | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 2 | CFB Cold Lake | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 3 | CFB Edmonton | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 4 | CFB Comox | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 5 | Maritime Forces Pac. (HQ) | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 6 | CFB Shilo | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 7 | CFB Winnipeg | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 8 | CFB Gagetown | | | | | | |
| | Address of Proposed FI Location: | | | | | | |

| | | | | | | | |
|----|---|--|--|--|--|--|--|
| 9 | CFS St. John's | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 10 | CFB Greenwood | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 11 | Maritime Forces East Cost (HQ) | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 12 | NDHQ Yellowknife | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 13 | CFB Trenton | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 14 | CFB Borden | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 15 | CFB North Bay | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 16 | CANSOFCOM - (Dwyer Hill) | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 17 | CFSU Ottawa | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 18 | CFB Kingston | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 19 | CFB Petawawa | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 20 | Canadian Forces Command/Staff College | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 21 | CFB Bogotville | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 22 | CFB Valcartier | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 23 | CFB St-Jean | | | | | | |
| | Address of Proposed FI Location: | | | | | | |

II. Royal Canadian Mounted Police (RCMP) Locations

| | Location | Year 1 fee per \$1,000 ordered | Year 2 fee per \$1,000 ordered | Year 3 fee per \$1,000 ordered | Year 4 fee per \$1,000 ordered | Option Year 1 fee per \$1,000 ordered | Option Year 2 fee per \$1,000 ordered |
|----|----------------------------------|---|---|---|---|---|---|
| 1 | Surrey | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 2 | Vancouver | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 3 | Fredericton | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 4 | Halifax | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 5 | Cornwall | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 6 | Kitchener | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 7 | London | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 8 | Markham | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 9 | Milton | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 10 | Newmarket | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 11 | Sault Ste Marie | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 12 | Toronto | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 13 | Vanier | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 14 | Stoney Creek | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 15 | Montreal | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 16 | Regina | | | | | | |
| | Address of Proposed FI Location: | | | | | | |

III. Canada Border Services Agency (CBSA) Locations:

| | Location | Year 1 fee per \$1,000 ordered | Year 2 fee per \$1,000 ordered | Year 3 fee per \$1,000 ordered | Year 4 fee per \$1,000 ordered | Option Year 1 fee per \$1,000 ordered | Option Year 2 fee per \$1,000 ordered |
|----|----------------------------------|---|---|---|---|---|---|
| 1 | Calgary | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 2 | Vancouver | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 3 | Winnipeg | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 4 | Halifax | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 5 | Cornwall | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 6 | Landsdowne | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 7 | Mississauga | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 8 | Niagara Falls | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 9 | Ottawa | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 10 | Windsor | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 11 | Montreal | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 12 | Regina | | | | | | |
| | Address of Proposed FI Location: | | | | | | |

B. Draft Order Fees:

Firm all-inclusive transaction fee for each bank draft ordered by an RCMP departmental office location, regardless of the amount of the draft. These all-inclusive fees must include all processing requirements related to each draft order.

Bidders should include the address of the proposed FI branch that would service each departmental office, as well the firm all inclusive transaction fee for each location and contract period.

Please note that a Pre-Notification of forty-eight (48) hours (banking days) is considered to be the baseline for a pre-notification period for each location as identified in the "Bank Draft Service for RCMP" Section (2.1.4) of the Statement of Work. However, should the bidder require a shorter or longer Pre-Notification period for individual FI branches, they are asked to indicate this for each departmental office location.

Note: The specific address details for each departmental office location identified below can be found in *Annex A, Appendix 2 – Departmental Office Locations*.

| | Location | Year 1 fee per draft | Year 2 fee per draft | Year 3 fee per draft | Year 4 fee per draft | Option Year 1 fee per draft | Option Year 2 fee per draft |
|----|----------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------------------|--------------------------------------|
| 1 | Surrey | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 2 | Vancouver | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 3 | Fredericton | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 4 | Halifax | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 5 | Cornwall | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 6 | Kitchener | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 7 | London | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 8 | Markham | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 9 | Milton | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 10 | Newmarket | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 11 | Sault Ste Marie | | | | | | |
| | Address of Proposed FI Location: | | | | | | |

| | | | | | | | |
|----|----------------------------------|--|--|--|--|--|--|
| 12 | Toronto | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 13 | Vanier | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 14 | Stoney Creek | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 15 | Montreal | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 16 | Regina | | | | | | |
| | Address of Proposed FI Location: | | | | | | |

C. Optional Cash Order Pickup Fees

Firm all-inclusive fee for each \$1,000 for cash orders placed at a cash centre. These all-inclusive fees must include all processing requirements as per the requirements outlined in the “Other Service – Cash Order Pickups” Section (2.1.3.1) of the Statement of Work. The RG maintains sole discretion as to whether this service will be implemented.

Bidders should include the address of the various cash centres at which cash order pickups would be available, as well the firm all inclusive transaction fee for each location and contract period.

| | Location | Year 1 fee per \$1,000 ordered | Year 2 fee per \$1,000 ordered | Year 3 fee per \$1,000 ordered | Year 4 fee per \$1,000 ordered | Option Year 1 fee per \$1,000 ordered | Option Year 2 fee per \$1,000 ordered |
|----|----------------------------------|---|---|---|---|---|---|
| 1 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 2 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 3 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 4 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 5 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 6 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 7 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 8 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 9 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 10 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 11 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 12 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

1.2 Financial Evaluation

1.2.1 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

2. Basis of Selection

2.1 Basis of Selection - Lowest Evaluated Price

1. A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.

2. Evaluation Criteria:

For evaluation purposes, the lowest evaluated price will be based on Cash Order Fees only.

The financial evaluation will be done on a location by location basis. For evaluation purposes, the price of the Bidder's proposal for a given location will be the sum of the rates indicated for that location, including optional periods.

Amongst the responsive bids, up to three (3) contracts per location will be recommended for contract award. Recommendation for contract award will be based on the three (3) lowest evaluated prices per location.

In the event two or more responsive bids have the same lowest evaluated price, the responsive bid that obtained the lowest average price for all locations for which a bid was received will be recommended for contract award.

Note: The actual decision on which Contractor's FI branch location to be used by each departmental office location for cash and/or bank draft orders will be selected on a transaction by transaction basis by the departmental office. This selection will be based upon considerations such as the total cost to the government (including contract and the operational costs), as well as operational considerations (such as proximity, length of the required pre-notification period, hours, and ease of access).

ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

1.1.1 Mandatory Technical Criteria

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

Bids which fail to meet the mandatory technical criteria will be declared non-responsive.

| Mandatory Technical Criteria (MT) | | |
|--|---|--|
| For the purpose of the mandatory technical criterion MT1 the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered. | | |
| The Bidder | | |
| CPA Membership | | |
| Number | Mandatory Technical Criterion | Bid Preparation Instructions |
| MT1 | The Bidder must be a member of the Canadian Payments Association (CPA) or a local cooperative credit society that is a member of a central that is a member of the CPA. | The Bidder must furnish proof of their CPA membership (or the membership of the central that they are a member of) such as a membership certificate, membership number or letter of acceptance from the CPA. |

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

1. Certifications Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://publiservice.gc.ca/services/fcp-pcf/index_f.htm)" list (http://publiservice.gc.ca/services/fcp-pcf/index_f.htm) available from [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

1.3 Attachment 1 to Part 5, Certifications Precedent to Contract Award

The certifications included in Attachment 1 to Part 5, Certifications Precedent to Contract Award, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

1.4 Certifications Required with the Bid

Bidder must submit as part of their bid the certifications included in Attachment 1 to Part 5, Certifications Required with the Bid, duly completed.

**ATTACHMENT 1 to PART 5
CERTIFICATIONS PRECEDENT TO CONTRACT AWARD**

1. Canadian Content

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

1.2 Canadian Content Certification

A3055T:

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

PART 6 - FINANCIAL REQUIREMENT

1. Financial Capability

SACC Manual clause A9033T(2012-07-16), Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

1.1 Destination of Services

Public Works and Government Services Canada
Accounting, Banking and Compensation Branch
Banking Arrangements Directorate
Phase III, Place du Portage
11 Laurier Street
Gatineau, Quebec K1A 0S5
Canada

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4008 (2008-12-12), Personal Information apply to and form part of the Contract.

2.3 SACC Manual Clauses

A9122C (2008-05-12), Protection and Security of Data Stored in Databases

3. Term of Contract

3.1 Period of the Contract

The period of the Contract is from July 01, 2015 to June 30, 2019 inclusive.

3.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

3.3 Option to Extend - Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of four (4) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 15 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

3.4 Termination on Thirty Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Karen Marcotte
Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
11, Laurier Street, Place du Portage, Phase III, Tower C, Gatineau, Quebec K1A 0S5

Telephone: 819-956-8165
Facsimile: 819-956-2675
E-mail address: Karen.marcotte@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

4.2 Project Authority

To be determined at contract award.

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

4.3 Contractor's Representative

To be determined at contract award.

***Notice to the Bidder:** If the selected Bidder provided (in accordance with the article 3 of Part 2) information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the Contract as article 6, and the articles below will be renumbered accordingly.*

5. Payment

5.1 Basis of Payment

5.1.1 Firm Lot Price

For the Work described in Annex A of the Statement of Work:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price of \$ _____. Customs duties are included and Applicable Taxes are extra, if applicable.

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

5.1.2 Minimum Work Guarantee

1. In this clause:
 - Maximum Contract Value means the amount specified in the Limitation of Expenditure clause set out in the Contract; and
 - Minimum Contract Value means a fixed amount of \$ 300.00.
2. The Contractor must perform the Work described in the Contract as and when requested by Canada during the period of the Contract. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for the work performed under the contract must not exceed the maximum contract value, unless an increase is authorized in writing by the Contracting Authority
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

5.1.3 Limitation of Expenditure

The contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ (insert amount at contract award). Customs duty is included and applicable taxes are extra, if applicable.

5.2 Method of Payment

H1008C (2008-05-12), Monthly Payment, for the Work described in the Statement of Work in Annex A.

5.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
A9116C (2007-11-30), T1204 Information Reporting by Contractor

5.4 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

6. Invoicing Instructions

6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed and contain relevant supporting documentation to allow for verification.

6.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment; and
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7. Certifications

7.1 Compliance

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

7.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

8. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

9. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4008 (2008-12-12), Personal Information ;
- (c) the general conditions 2035 (2014-09-25) General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) the Contractor's bid dated _____

10. Foreign Nationals

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

11. Insurance

SACC Manual clause G1005C (2008-05-12), Insurance

ANNEX A

STATEMENT OF WORK

1. OVERVIEW

1.1. Introduction and Background

As the Receiver General for Canada (RG), the Minister of Public Works and Government Services Canada (PWGSC) manages the operations of the federal treasury, including the receipt and payment of federal money into and out of the Consolidated Revenue Fund (CRF). PWGSC consolidates the management of the government's banking services as to achieve the most competitive rates available from Canada's financial institutions (FIs).

Through this Statement of Work (SOW), the RG seeks to procure the following services on behalf of select federal government departments:

1.1.1 Large Value Cash Order Service

Certain federal government departments require large value cash orders in order to satisfy operational requirements. Large value cash orders would generally be in the range of \$5,000 to \$300,000; however some requests could be of a lesser or greater amount depending upon specific departmental requirements. These types of cash orders are available to only three federal departments: (1) National Defense (DND), (2) the Royal Canadian Mounted Police (RCMP), and (3) the Canada Border Services Agency (CBSA).

1.1.2 Bank Draft Service for the RCMP

The RCMP also requires a service for obtaining bank drafts. In such cases, rather than a cash order, a bank draft would be provided to an RCMP representative in the name of a payee previously identified by the RCMP.

1.2 Objective

Enter into up to three (3) contracts per location with Financial Institutions (FI), hereafter referred to as the Contractor(s), to provide large value cash orders and bank draft services for specified federal departmental office locations. Services would be provided by Contractor Financial Institution branches within proximity of the federal departmental office locations requiring the services.

1.2.1 Selection of a Financial Institution (FI)

The decision on which Contractor's FI branch location to be used by each departmental office location for cash and/or bank draft orders would be selected on a transaction by transaction basis by the departmental office. This selection would be based upon considerations such as the total cost to the government (including contract and the operational costs), as well as operational considerations (such as proximity, length of the required pre-notification period, hours and ease of access).

1.3 Definitions

Please refer to *Annex A, Appendix 1 – Definitions* for certain terms that are used throughout this SOW.

1.4 Current Arrangements

Currently, cash order and draft services are provided by three Canadian FIs. The contract(s) are scheduled to expire on June 30, 2015.

1.5 Statistical Information

Where available, historical volume statistics for cash order services are provided in *Annex A, Appendix 3 – Historical Cash Order Service Values*.

In addition, value and volume forecasts are provided in *Annex A, Appendix 4 – Forecasted Cash and Bank Draft Order Values/Volumes for Contract and Option Periods*. Although great care has been made to accurately predict the future volumes/values, there is no guarantee that these predictions will materialize. All statistics are estimated in good faith for informational purposes only and must not be construed to represent the volumes or values that will be processed through this service.

2.0 Service Requirements

2.1.1 General Service Requirements

The Contractor must provide the following services:

- i. Provide and maintain a contact list of Contractor representatives with whom cash and/or bank draft orders would be placed.
- ii. Obtain and manage listings of authorized departmental representatives and signature cards in coordination with departmental office locations as per the requirements listed in the “Authorized Departmental Representatives / Signature Cards” Section (2.1.2).
- iii. Provide cash order services as per the requirements listed in the “Large Value Cash Orders” Section (2.1.3)
- iv. Provide a bank draft service for RCMP locations as per the requirements listed in the “Bank Draft Service for RCMP” Section (2.1.4).

2.1.2 Authorized Departmental Representatives / Signature Cards

Central contact(s) for each department or each departmental office will be provided prior to work beginning under the Contract. These individuals will have the ability to designate authorized departmental personal who will be the only persons authorized to pick-up cash or draft orders. Authorized departmental representatives shall be identified by each departmental office location. Signature cards will be required for Contractor locations to identify authorized departmental representatives. In order to manage this process, the Contractor must:

- i. Obtain from each departmental office location a listing of those individuals who are authorized departmental representatives.
- ii. Obtain from each departmental office signature cards for each authorized departmental representative.
- iii. Update lists of authorized departmental representatives and signature cards upon request by the central contact(s) for each department or departmental office.

2.1.3 Large Value Cash Orders

Large value cash orders will be required on an as-and-when requested basis. The Contractor must process cash orders in accordance with the following procedures:

- i. Participating departmental locations will provide the servicing Contractor FI branch with a minimum pre-notification of forty-eight (48) hours (banking days) prior to the desired pickup time. This pre-notification will include details of the identity of the authorized departmental representative responsible for picking up the cash as well as the value, currency, denominations required and approximate pickup time.
 - a. Please note that a pre-notification of forty-eight (48) hours is considered to be the baseline pre-notification period for each location.
- ii. On the pre-arranged pickup day, the authorized departmental representative will present a Receiver General (RG) cheque for the amount of the cash order to the appropriate Contractor FI branch. The payee listed on the cheque shall be the authorized departmental representative that will be picking up the cash order.
- iii. The payee shall endorse the cheque in the presence of a Contractor representative. The Contractor representative shall compare the endorsement signature of the payee with the specimen signature cards provided to the Contractor as per the "Authorized Departmental Representatives / Signature Cards" Section (2.1.2).
- iv. The Contractor representative shall request one piece of signed departmental photo identification from the payee. The Contractor representative shall then record the serial number from the photo identification on the back of the RG cheque.
- v. When signature and photo identification have been verified, the Contractor is then to provide the cash order to the authorized departmental representative.
- vi. The Contractor would then clear the cheque in the normal manner to obtain funding for the cash order.

2.1.3.1 Other Service – Cash Order Pickups

The service described in this section is a value-added service that is being requested by the RG.

The RG is looking for a potential solution for cash order services to occur outside of the FI branch network. Although the bulk of cash orders would occur through the FI branch network as stipulated in Section (2.1.3), the RG is looking at potential alternative solutions in which certain cash orders would be made available for pickup at FI cash centres at the discretion of the requesting departmental office. The provision of this service would be in accordance with the following general procedures:

- i. Pre-notification (within a predefined pre-notification period) would be provided to the Contractor on the value, currency, denominations, and date of pickup required.
- ii. The departmental office would transfer the value of the cash order through a predetermined and mutually agreeable funding mechanism (e.g. cheque or direct deposit).
- iii. The Contractor would make the cash available at the designated cash centre at the time specified in the pre-notification.
- iv. The departmental office would make arrangements with an armoured car company to pick up the cash order at the Contractor cash centre. Please note that the Contractor would not be responsible for making these transportation arrangements as they would be handled directly by the departmental office.

The RG maintains sole discretion as to whether, and for which departmental office locations, this service will be implemented. It is possible that cash pickup locations may be used in conjunction with standard FI

branch locations in the servicing of any departmental office location (i.e. smaller value cash orders could be done through a bank branch, while larger value cash orders would be picked up from a specified branch/cash centre). The RG also does not waive its right to go to competitive tender for these services.

2.1.4 Bank Draft Service for RCMP

Bank draft orders for RCMP departmental office locations will be required on an as-and-when requested basis. The Contractor must process bank draft orders in according with the following procedures:

- i. Participating departmental locations will provide the servicing contractor FI branch location with a minimum pre-notification of forty-eight (48) hours (banking days) prior to the desired pickup time. This pre-notification will include details on the identity of the authorized departmental representative responsible for picking up the bank draft as well as the payee name to be included on the bank draft, the value, currency and approximate pickup time. Please note, that the payee name on the bank draft may or may not be the same as the name of the authorized departmental representative responsible for picking up the draft.
 - a. Please note that a pre-notification of forty-eight (48) hours is considered to be the baseline pre-notification period for each location.
- ii. On the pre-arranged pickup day, the authorized departmental representative will present a Receiver General (RG) cheque for the amount of the draft order to the appropriate Contractor FI branch location. The payee listed on the cheque shall be the authorized departmental representative that will be picking up the bank draft order.
- iii. The payee shall endorse the cheque in the presence of a Contractor representative. The Contractor representative shall compare the endorsement signature of the payee with the specimen signature cards provided to the Contractor as per the "Authorized Departmental Representatives / Signature Cards" section (2.1.2).
- iv. The Contractor representative shall request one piece of signed departmental photo identification from the payee. The Contractor representative shall then record the serial number from the photo identification on the back of the RG cheque.
- v. When signature and photo identification have been verified, the Contractor is then to provide the bank draft to the authorized departmental representative.
- vi. The Contractor would then clear the cheque in the normal manner to obtain funding for the bank draft.

3.0 Other requirements

3.1 Future Business Requirements

The manner in which the RG conducts business is subject to change over time as new delivery channels and improved technologies are developed and it could occur that Canada may wish to implement Optional Services in accordance with article 1.1 of the Contract.

The Project Authority may request from the Contractor, or the Contractor may present to the Project Authority innovative approaches to technologies and services, throughout the contract term and any optional years to improve customer service and/or decrease costs.

Upon mutual agreement by both the Project Authority and the Contractor, any of the optional services that are approved will only be implemented by means of a formal signed amendment to the Contract. The RG does not waive its right to go to competitive tender for optional services. These optional services may include but are not limited to funding cash or bank draft orders through direct deposits or wire transfers rather than through the exchange of physical RG cheques; or the addition of additional departments or departmental office locations.

**ANNEX A, APPENDIX 1
DEFINITIONS**

The following definitions are applicable to this SOW and may have different meanings in other contexts.

| | |
|--|---|
| <u>Authorized Departmental Representative:</u> | Departmental employees that have been authorized by the Central Departmental Contact(s) to be able to pick up cash and/or draft orders, and for whom the Contractor holds a valid signature card on file. |
| <u>Banking Day:</u> | Any day from Monday to Friday excluding national holidays as specified by CPA definitions. Regional and civic holidays are considered to be business days. |
| <u>Central Departmental Contact:</u> | Pre-determined contact(s) that have the ability to authorize changes to the listing of authorized departmental representatives. |
| <u>Departmental Office:</u> | Federal government departmental office that has been identified as a location requiring cash and/or bank draft order services. |

ANNEX A, APPENDIX 2
DEPARTMENTAL OFFICE LOCATIONS

I. National Defence (DND) Locations:

| DND Base/Office | City | Province | Address |
|--|--------------------|-----------------|---|
| CFB Calgary (LFWA Training Ctr - Wainwright) | Denwood | AB | Denwood, AB, T0B 1B0 |
| CFB Cold Lake | Cold Lake | AB | Cold Lake, AB T9M 2C6 |
| CFB Edmonton | Lancaster Park | AB | Edmonton, AB T5J 4J5 |
| CFB Comox | Lazo | BC | Lazo, BC V0R 2K0 |
| Maritime Forces Pac. (HQ) | Victoria | BC | CFB Esquimalt, Victoria, BC V9A 7N2 |
| CFB Shilo | Shilo | MB | Gunner Rd, Shilo, MB R0K 2A0 |
| CFB Winnipeg | Westwin | MB | Wihuri Road, Winnipeg MB R3J 3Y5 |
| CFB Gagetown | Oromocto | NB | Oromocto NB E2V 4J5 |
| CFS St. John's | St. John's | NL | St. John's, NL A1C 6B5 |
| CFB Greenwood | Greenwood | NS | Greenwood, NS B0P 1N0 |
| Maritime Forces East Cost (HQ) | Halifax | NS | Sextant Lane, Halifax, NS |
| NDHQ Yellowknife | Yellowknife | NT | Yellowknife, NT X1A 1N3 |
| CFB Trenton | Astra | ON | Yukon St, Astra, ON K0K 3W0 |
| CFB Borden | Borden | ON | Borden, ON L0M 1C0 |
| CFB North Bay | North Bay | ON | Hornell Heights, ON P0H 1P0 |
| CANSOFCOM - (Dwyer Hill) | Carleton Place | ON | Richmond, ON K0A 2Z0 |
| CFSU Ottawa /CANSOFCOM HQ Ottawa | Downtown Ottawa | ON | Ottawa, ON K1A 0K2 |
| CFB Kingston | Kingston | ON | Mercury Cres, CFB Kingston, Kingston ON |
| CFB Petawawa | Petawawa | ON | Menin Road, Petawawa, ON |
| Canadian Forces Command/Staff College | Toronto | ON | Toronto ON M3K 0A1 |
| CFB Bogotville | Alouette | QC | Alouette, QC G0V 1A0 |
| CFB Valcartier | Courcelette | QC | Courcelette, QC G0A 4Z0 |
| CFB St-Jean | Richelieu | QC | Richelieu, QC J0J 1R0 |

II. Royal Canadian Mounted Police (RCMP) Locations:

| City | RCMP Location Address | Province |
|-----------------|-------------------------------|-----------------|
| Surrey | 14200 Green Timbers Way | BC |
| Vancouver | 657 West 37th Ave | BC |
| Fredericton | 1445 Regent St | NB |
| Halifax | 3139 Oxford Street | NS |
| Cornwall | 501 Tollgate Road East | ON |
| Kitchener | 17 Executive Place | ON |
| London | 130 Dufferin Ave | ON |
| Markham | 3389 Steeles Ave East | ON |
| Milton | 2755 Highpoint Drive | ON |
| Newmarket | 345 Harry Walker Parkway S. | ON |
| Sault Ste Marie | 22 Bay Street, 2nd floor | ON |
| Toronto | Pearson International Airport | ON |
| Vanier | 155 McArthur Ave | ON |
| Stoney Creek | 777 Highway 8 | ON |
| Montreal | 4225 Dorchester (Westmount) | QC |
| Regina | 6101 Dewdney Ave | SK |

III. Canada Border Services Agency (CBSA) Locations:

| City | Province | Address |
|---------------|-----------------|--|
| Calgary | AB | 2588 - 27th St. N.E. T1Y 7G1 |
| Vancouver | BC | #412 - 1611 Main St. V6A 2W5 |
| Winnipeg | MB | 269 Main St. R3C 1B3 |
| Halifax | NS | 1969 Upper Water St. Purdy's Wharf Tower II B3J3R7 |
| Cornwall | ON | 501 Tollgate Rd. E. K6J 5C6 |
| Landsdowne | ON | 662 Highway 137 K0E 1L0 |
| Mississauga | ON | 1980 Matheson Blvd. E. L4W5N3 |
| Niagara Falls | ON | 6080 Mcleod Rd L2G 7T4 |
| Ottawa | ON | 2265 St-Laurent Blvd. K1G 4K3 |
| Windsor | ON | 2500 Ouellette Avenue N8X 1L4 |
| Montreal | QC | 400 Pl. Youville H2Y 2C2 |
| Regina | SK | 1871 Hamilton Street S4P 3W5 |

ANNEX A, APPENDIX 3 HISTORICAL CASH ORDER SERVICE VALUES

Where available, historical cash order values for the current and previous Government of Canada fiscal years are included below. Please note that no historical data is available for Royal Canadian Mounted Police (RCMP) bank draft orders or Canada Border Services Agency (CBSA) cash orders as the provision of these services is a new requirement.

I. National Defence (DND) Cash Orders:

| DND Base/Office | City | Prov. | Apr-13 | May-13 | Jun-13 | Jul-13 | Aug-13 | Sep-13 | Oct-13 | Nov-13 | Dec-13 | Jan-14 | Feb-14 | Mar-14 |
|--|-----------------|-------|-----------|-----------|-------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CFB Calgary (LFWA Training Ctr - Wainwright) | Denwood | AB | \$62,854 | | | \$50,000 | | | \$50,000 | | | | \$100,000 | |
| CFB Cold Lake | Cold Lake | AB | | | | \$40,000 | | \$20,000 | | \$20,000 | | \$20,000 | \$20,000 | |
| CFB Edmonton | Lancaster Park | AB | | \$552,800 | | | \$146,245 | | \$170,380 | \$105,607 | | \$125,000 | \$104,940 | |
| CFB Comox | Lazo | BC | | | | \$45,000 | | | | \$25,000 | | | | |
| Maritime Forces Pac. (HQ) | Victoria | BC | \$328,000 | \$204,500 | \$1,154,540 | \$2,088,500 | \$227,000 | \$40,000 | | \$111,000 | \$116,500 | | \$95,000 | |
| CFB Shilo | Shilo | MB | | \$139,000 | \$80,000 | | | | \$30,000 | | | | \$80,000 | |
| CFB Winnipeg | Westwin | MB | | \$50,000 | \$50,000 | | \$50,000 | | \$50,000 | | \$50,000 | \$50,000 | \$50,000 | \$50,000 |
| CFB Gagetown | Oromocto | NB | \$120,000 | \$120,000 | \$240,000 | \$240,000 | \$120,000 | \$120,000 | \$240,000 | \$120,000 | \$120,000 | \$120,000 | \$120,000 | \$120,000 |
| CFS St. John's | St. John's | NL | \$22,000 | | | | | \$25,000 | | | | \$20,000 | | |
| CFB Greenwood | Greenwood | NS | | \$10,000 | | | | | | \$5,856 | | | | |
| Maritime Forces East Cost (HQ) | Halifax | NS | | \$180,000 | | \$382,960 | | \$288,000 | \$50,000 | \$20,000 | \$100,000 | | \$180,000 | \$172,500 |
| NDHQ Yellowknife | Yellowknife | NT | \$700,000 | | \$1,100,000 | | | | \$600,000 | | | \$600,000 | \$500,000 | \$600,000 |
| CFB Trenton | Astra | ON | | \$300,000 | | \$200,000 | | | | | \$100,000 | | \$100,000 | |
| CFB Borden | Borden | ON | \$60,000 | \$160,000 | \$100,000 | \$230,000 | | \$60,000 | \$220,000 | \$50,000 | \$100,000 | \$300,000 | | \$160,000 |
| CFB North Bay | North Bay | ON | \$6,000 | \$6,000 | \$6,000 | \$7,000 | | | | \$6,000 | | | \$12,000 | |
| CANSOFCOM - (Dwyer Hill) | Carleton Place | ON | \$61,000 | \$600,000 | \$300,000 | | | | | | | | \$765,000 | |
| CFSU Ottawa /CANSOFCOM HQ Ottawa | Downtown Ottawa | ON | \$230,000 | \$195,000 | \$480,711 | \$210,000 | \$70,000 | \$135,000 | \$60,000 | \$120,000 | \$90,000 | \$205,000 | | \$45,000 |
| CFB Kingston | Kingston | ON | | | | \$120,000 | | | | \$120,000 | | | | |
| CFB Petawawa | Petawawa | ON | | | | | \$200,000 | | | | | \$150,000 | | |

| | | | | | | | | | | | | | | |
|---------------------------------------|-------------|----|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|--|-----------|-----------|-----------|
| Canadian Forces Command/Staff College | Toronto | ON | | | \$24,000 | \$17,200 | \$9,000 | | | \$13,670 | | | \$13,685 | |
| CFB Bogotville | Alouette | QC | \$11,000 | | \$25,000 | \$40,000 | | | | \$15,000 | | | | |
| CFB Valcartier | Courcelette | QC | | \$272,142 | \$90,000 | | \$250,000 | | | | | | \$130,000 | |
| CFB St-Jean | Richelieu | QC | \$400,000 | \$300,000 | \$275,000 | | \$455,000 | \$225,000 | \$375,000 | \$525,000 | | \$550,000 | \$380,000 | \$265,000 |

| DND Base/Office | City | Prov. | Apr-14 | May-14 | Jun-14 | Jul-14 | Aug-14 | Sep-14 | Oct-14 | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 |
|--|-----------------|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------|--------|--------|
| CFB Calgary (LFWA Training Ctr - Wainwright) | Denwood | AB | | \$100,000 | | | | | | | | | | |
| CFB Cold Lake | Cold Lake | AB | \$20,000 | | \$60,000 | \$20,000 | | | \$20,000 | \$20,000 | | | | |
| CFB Edmonton | Lancaster Park | AB | \$104,575 | | \$205,000 | | \$80,000 | \$86,000 | \$101,370 | | \$76,225 | | | |
| CFB Comox | Lazo | BC | | | \$25,000 | | | | | | | | | |
| Maritime Forces Pac. (HQ) | Victoria | BC | | \$121,300 | \$127,850 | \$342,500 | \$120,000 | | \$204,500 | | | | | |
| CFB Shilo | Shilo | MB | | | \$55,000 | | | \$25,000 | | \$20,000 | | | | |
| CFB Winnipeg | Westwin | MB | \$50,000 | \$50,000 | \$50,000 | | \$50,000 | \$50,000 | \$75,000 | | \$90,000 | | | |
| CFB Gagetown | Oromocto | NB | \$120,000 | \$120,000 | \$240,000 | \$120,000 | \$120,000 | \$270,000 | | \$150,000 | \$150,000 | | | |
| CFS St. John's | St. John's | NL | | | \$25,000 | | | | | | | | | |
| CFB Greenwood | Greenwood | NS | | | | | | | \$20,000 | | | | | |
| Maritime Forces East Cost (HQ) | Halifax | NS | \$175,000 | | | \$175,000 | \$93,131 | \$75,000 | \$100,000 | \$100,000 | \$160,000 | | | |
| NDHQ Yellowknife | Yellowknife | NT | | | \$500,000 | | | | \$500,000 | | | | | |
| CFB Trenton | Astra | ON | | \$145,000 | | \$180,000 | \$240,000 | \$100,000 | \$30,000 | | \$40,000 | | | |
| CFB Borden | Borden | ON | | \$250,000 | | \$325,000 | | \$200,000 | \$200,000 | | | | | |
| CFB North Bay | North Bay | ON | | | \$6,000 | | \$15,000 | | | | \$5,300 | | | |
| CANSOFCOM - (Dwyer Hill) | Carleton Place | ON | | \$375,000 | | \$280,000 | | \$500,000 | | \$400,000 | | | | |
| CFSU Ottawa /CANSOFCOM HQ Ottawa | Downtown Ottawa | ON | \$430,000 | | | \$100,000 | \$150,000 | \$65,000 | \$150,000 | \$154,000 | | | | |
| CFB Kingston | Kingston | ON | | | \$120,000 | | \$100,000 | | | | | | | |

| | | | | | | | | | | | | | | |
|---------------------------------------|-------------|----|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|--|--|
| CFB Petawawa | Petawawa | ON | | \$300,000 | | | | | \$100,000 | | | | | |
| Canadian Forces Command/Staff College | Toronto | ON | | | | | | | | | | | | |
| | | | | | | | \$10,000 | \$12,650 | \$15,985 | | \$14,500 | | | |
| CFB Bogotville | Alouette | QC | \$210,000 | \$80,000 | | | | | \$30,000 | | | | | |
| CFB Valcartier | Courcelette | QC | | \$200,000 | | | \$75,000 | \$150,000 | | | | | | |
| CFB St-Jean | Richelieu | QC | \$225,000 | \$175,000 | \$275,000 | \$205,000 | \$225,000 | \$400,000 | \$325,000 | \$450,000 | \$100,000 | | | |

II. Royal Canadian Mounted Police (RCMP) Cash Orders:

| <u>City</u> | <u>Prov.</u> | Apr-13 | May-13 | Jun-13 | Jul-13 | Aug-13 | Sep-13 | Oct-13 | Nov-13 | Dec-13 | Jan-14 | Feb-14 | Mar-14 |
|-----------------|--------------|--------------------------------------|-----------|----------|-------------|-----------|-----------|-----------|-------------|----------|-----------|----------|-----------|
| Surrey | BC | | | | | | | | | | | | |
| Vancouver | BC | \$732,500 | | | \$1,141,239 | | | \$731,000 | \$1,190,400 | | \$520,194 | | |
| Fredericton | NB | N/A New Departmental Office Location | | | | | | | | | | | |
| Halifax | NS | | | | | | \$25,000 | | | | | | |
| Cornwall | ON | | | | | | | | | | | | |
| Kitchener | ON | | | | | | | | | | | | |
| London | ON | \$105,000 | | | \$30,168 | | | \$76,287 | | | \$200,000 | | |
| Markham | ON | \$8,437 | \$161,018 | | | \$335,000 | \$5,940 | | \$36,801 | | \$122,865 | | \$100,000 |
| Milton | ON | | \$206,848 | | | | \$152,514 | | | \$46,084 | | | |
| Newmarket | ON | \$26,427 | \$25,017 | | \$11,293 | \$39,000 | | \$16,074 | \$12,036 | \$21,884 | \$28,000 | \$17,000 | \$21,000 |
| Sault Ste Marie | ON | | | | | | | | | | | | |
| Toronto | ON | | | | | | | | | | | | |
| Vanier | ON | \$64,786 | | \$38,367 | | | \$106,014 | \$4,412 | \$12,620 | | \$40,252 | | |
| Stoney Creek | ON | | | | | | | | | | | | |
| Montreal | QC | | | | | | | | | | | | |
| Regina | SK | N/A New Departmental Office Location | | | | | | | | | | | |

| <u>City</u> | <u>Prov.</u> | <u>Apr-14</u> | <u>May-14</u> | <u>Jun-14</u> | <u>Jul-14</u> | <u>Aug-14</u> | <u>Sep-14</u> | <u>Oct-14</u> | <u>Nov-14</u> | <u>Dec-14</u> | <u>Jan-15</u> | <u>Feb-15</u> | <u>Mar-15</u> |
|-----------------|--------------|--------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Surrey | BC | | | | | | | | | | | | |
| Vancouver | BC | | | \$3,245,131 | \$1,020,000 | | \$83,050 | \$35,000 | | | | | |
| Fredericton | NB | N/A New Departmental Office Location | | | | | | | | | | | |
| Halifax | NS | | | | | | | | | | | | |
| Cornwall | ON | | | | | | | | | | | | |
| Kitchener | ON | | | | | | | | | | | | |
| London | ON | \$4,300 | | | | | \$87,446 | | | | | | |
| Markham | ON | | \$23,000 | \$345,949 | | \$432,463 | \$127,468 | \$390,000 | \$17,361 | | | | |
| Milton | ON | | \$119,745 | | | | \$161,041 | | | | | | |
| Newmarket | ON | \$46,000 | | \$13,000 | \$17,000 | \$58,000 | \$4,000 | \$7,000 | \$37,000 | | | | |
| Sault Ste Marie | ON | | | | | | | | | | | | |
| Toronto | ON | | | | | | | | | | | | |
| Vanier | ON | \$537,456 | \$262,305 | | \$69,125 | | | \$76,932 | | | | | |
| Stoney Creek | ON | | | | | | | \$113,931 | \$90,666 | | | | |
| Montreal | QC | | | | | | | | | | | | |
| Regina | SK | N/A New Departmental Office Location | | | | | | | | | | | |

ANNEX A, APPENDIX 4

FORECASTED CASH AND BANK DRAFT ORDER VALUES/VOLUMES FOR CONTRACT AND OPTION PERIODS

The following is a summary of forecasted statistics for the initial four (4) year contract period and two (2) additional one year option periods. The forecasts present the annual anticipated cash order values or bank draft volumes for each departmental office location.

Although great care has been made to accurately predict the future volumes, there is no guarantee that these predictions will materialize. All statistics are estimated in good faith for informational purposes only and must not be construed to represent the amount of cash or bank draft orders that will be requested by departments.

I. National Defence (DND) Cash Orders:

| DND Base/Office | City | Province | Year 1 | Year 2 | Year 3 | Year 4 | Option 1 | Option 2 |
|--|-----------------|----------|-------------|-------------|-------------|-------------|-------------|-------------|
| CFB Calgary (LFWA Training Ctr - Wainwright) | Denwood | AB | \$240,000 | \$240,000 | \$240,000 | \$240,000 | \$240,000 | \$240,000 |
| CFB Cold Lake | Cold Lake | AB | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 |
| CFB Edmonton | Lancaster Park | AB | \$1,100,000 | \$1,100,000 | \$1,100,000 | \$1,100,000 | \$1,100,000 | \$1,100,000 |
| CFB Comox | Lazo | BC | \$60,000 | \$60,000 | \$60,000 | \$60,000 | \$60,000 | \$60,000 |
| Maritime Forces Pac. (HQ) | Victoria | BC | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 |
| CFB Shilo | Shilo | MB | \$250,000 | \$250,000 | \$250,000 | \$250,000 | \$250,000 | \$250,000 |
| CFB Winnipeg | Westwin | MB | \$550,000 | \$550,000 | \$550,000 | \$550,000 | \$550,000 | \$550,000 |
| CFB Gagetown | Oromocto | NB | \$1,800,000 | \$1,800,000 | \$1,800,000 | \$1,800,000 | \$1,800,000 | \$1,800,000 |
| CFS St. John's | St. John's | NL | \$60,000 | \$60,000 | \$60,000 | \$60,000 | \$60,000 | \$60,000 |
| CFB Greenwood | Greenwood | NS | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Maritime Forces East Cost (HQ) | Halifax | NS | \$1,300,000 | \$1,300,000 | \$1,300,000 | \$1,300,000 | \$1,300,000 | \$1,300,000 |
| NDHQ Yellowknife | Yellowknife | NT | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 |
| CFB Trenton | Astra | ON | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| CFB Borden | Borden | ON | \$1,400,000 | \$1,400,000 | \$1,400,000 | \$1,400,000 | \$1,400,000 | \$1,400,000 |
| CFB North Bay | North Bay | ON | \$45,000 | \$45,000 | \$45,000 | \$45,000 | \$45,000 | \$45,000 |
| CANSOFCOM - (Dwyer Hill) | Carleton Place | ON | \$1,900,000 | \$1,900,000 | \$1,900,000 | \$1,900,000 | \$1,900,000 | \$1,900,000 |
| CFSU Ottawa | Downtown Ottawa | ON | \$1,400,000 | \$1,400,000 | \$1,400,000 | \$1,400,000 | \$1,400,000 | \$1,400,000 |
| CFB Kingston | Kingston | ON | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 |
| CFB Petawawa | Petawawa | ON | \$430,000 | \$430,000 | \$430,000 | \$430,000 | \$430,000 | \$430,000 |
| Canadian Forces Command/Staff College | Toronto | ON | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 |
| CFB Bogotville | Alouette | QC | \$350,000 | \$350,000 | \$350,000 | \$350,000 | \$350,000 | \$350,000 |
| CFB Valcartier | Courcellette | QC | \$750,000 | \$750,000 | \$750,000 | \$750,000 | \$750,000 | \$750,000 |
| CFB St-Jean | Richelieu | QC | \$3,600,000 | \$3,600,000 | \$3,600,000 | \$3,600,000 | \$3,600,000 | \$3,600,000 |

II. Royal Canadian Mounted Police (RCMP) Cash Orders:

| <u>City</u> | <u>Prov.</u> | Year 1 | Year 2 | Year 3 | Year 4 | Option 1 | Option 2 |
|-----------------|--------------|---------------|---------------|---------------|---------------|-----------------|-----------------|
| Surrey | BC | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Vancouver | BC | \$490,000 | \$500,000 | \$510,000 | \$520,000 | \$530,000 | \$540,000 |
| Fredericton | NB | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Halifax | NS | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 |
| Cornwall | ON | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Kitchener | ON | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| London | ON | \$290,000 | \$300,000 | \$310,000 | \$320,000 | \$330,000 | \$340,000 |
| Markham | ON | \$1,500,000 | \$1,550,000 | \$1,600,000 | \$1,650,000 | \$1,700,000 | \$1,750,000 |
| Milton | ON | \$325,000 | \$335,000 | \$345,000 | \$355,000 | \$365,000 | \$375,000 |
| Newmarket | ON | \$270,000 | \$280,000 | \$290,000 | \$300,000 | \$310,000 | \$320,000 |
| Sault Ste Marie | ON | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Toronto | ON | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Vanier | ON | \$1,000,000 | \$1,050,000 | \$1,100,000 | \$1,150,000 | \$1,200,000 | \$1,250,000 |
| Stoney Creek | ON | \$200,000 | \$210,000 | \$220,000 | \$230,000 | \$240,000 | \$250,000 |
| Montreal | QC | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Regina | SK | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |

III. Royal Canadian Mounted Police (RCMP) Bank Draft Orders:

| <u>City</u> | <u>Prov.</u> | Year 1 | Year 2 | Year 3 | Year 4 | Option 1 | Option 2 |
|-----------------|--------------|---------------|---------------|---------------|---------------|-----------------|-----------------|
| Surrey | BC | 6 | 6 | 6 | 6 | 6 | 6 |
| Vancouver | BC | 6 | 6 | 6 | 6 | 6 | 6 |
| Fredericton | NB | 6 | 6 | 6 | 6 | 6 | 6 |
| Halifax | NS | 6 | 6 | 6 | 6 | 6 | 6 |
| Cornwall | ON | 6 | 6 | 6 | 6 | 6 | 6 |
| Kitchener | ON | 6 | 6 | 6 | 6 | 6 | 6 |
| London | ON | 6 | 6 | 6 | 6 | 6 | 6 |
| Markham | ON | 6 | 6 | 6 | 6 | 6 | 6 |
| Milton | ON | 6 | 6 | 6 | 6 | 6 | 6 |
| Newmarket | ON | 6 | 6 | 6 | 6 | 6 | 6 |
| Sault Ste Marie | ON | 6 | 6 | 6 | 6 | 6 | 6 |
| Toronto | ON | 6 | 6 | 6 | 6 | 6 | 6 |
| Vanier | ON | 6 | 6 | 6 | 6 | 6 | 6 |
| Stoney Creek | ON | 6 | 6 | 6 | 6 | 6 | 6 |
| Montreal | QC | 6 | 6 | 6 | 6 | 6 | 6 |
| Regina | SK | 6 | 6 | 6 | 6 | 6 | 6 |

IV. Canada Border Services Agency (CBSA) Cash Orders:

| City | Province | Year 1 | Year 2 | Year 3 | Year 4 | Option 1 | Option 2 |
|---------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Calgary | AB | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| Vancouver | BC | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 |
| Winnipeg | MB | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| Halifax | NS | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| Cornwall | ON | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| Landsdowne | ON | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| Mississauga | ON | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 |
| Niagara Falls | ON | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| Ottawa | ON | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| Windsor | ON | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| Montreal | QC | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 | \$75,000 |
| Regina | SK | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |

ANNEX B BASIS OF PAYMENT

A - Contract Period: July 01, 2015 to June 30, 2019.

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

Total estimated cost to a limitation of expenditure (Contract Period): \$_____.

B- Option to Extend the Term of the Contract

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension:

B1 - Extended Contract Period 1: July 01, 2019 to June 30, 2020

Total estimated cost to a limitation of expenditure (Extended Contract Period 1): \$_____.

B2 - Extended Contract Period 2: July 01, 2020 to June 30, 2021

Total estimated cost to a limitation of expenditure (Extended Contract Period 2): \$_____.

1.0 Cash Order Fees:

Firm all-inclusive fee for each \$1,000 ordered by the departmental office location. These all-inclusive fees must include all processing requirements related to each cash order.

I. National Defense (DND) Locations:

| | Location | Year 1 fee per \$1,000 ordered | Year 2 fee per \$1,000 ordered | Year 3 fee per \$1,000 ordered | Year 4 fee per \$1,000 ordered | Option Year 1 fee per \$1,000 ordered | Option Year 2 fee per \$1,000 ordered |
|---|--|---|---|---|---|---|---|
| 1 | CFB Calgary (LFWA Training Ctr - Wainwright) | | | | | | |
| | Address of FI Location: | | | | | | |
| 2 | CFB Cold Lake | | | | | | |
| | Address of FI Location: | | | | | | |
| 3 | CFB Edmonton | | | | | | |
| | Address of FI Location: | | | | | | |
| 4 | CFB Comox | | | | | | |
| | Address of FI Location: | | | | | | |
| 5 | Maritime Forces Pac. (HQ) | | | | | | |
| | Address of FI Location: | | | | | | |

| | | | | | | | |
|----|---------------------------------------|--|--|--|--|--|--|
| 6 | CFB Shilo | | | | | | |
| | Address of FI Location: | | | | | | |
| 7 | CFB Winnipeg | | | | | | |
| | Address of FI Location: | | | | | | |
| 8 | CFB Gagetown | | | | | | |
| | Address of FI Location: | | | | | | |
| 9 | CFS St. John's | | | | | | |
| | Address of FI Location: | | | | | | |
| 10 | CFB Greenwood | | | | | | |
| | Address of FI Location: | | | | | | |
| 11 | Maritime Forces East Cost (HQ) | | | | | | |
| | Address of FI Location: | | | | | | |
| 12 | NDHQ Yellowknife | | | | | | |
| | Address of FI Location: | | | | | | |
| 13 | CFB Trenton | | | | | | |
| | Address of FI Location: | | | | | | |
| 14 | CFB Borden | | | | | | |
| | Address of FI Location: | | | | | | |
| 15 | CFB North Bay | | | | | | |
| | Address of FI Location: | | | | | | |
| 16 | CANSOFCOM - (Dwyer Hill) | | | | | | |
| | Address of FI Location: | | | | | | |
| 17 | CFSU Ottawa | | | | | | |
| | Address of FI Location: | | | | | | |
| 18 | CFB Kingston | | | | | | |
| | Address of FI Location: | | | | | | |
| 19 | CFB Petawawa | | | | | | |
| | Address of FI Location: | | | | | | |
| 20 | Canadian Forces Command/Staff College | | | | | | |
| | Address of FI Location: | | | | | | |
| 21 | CFB Bogotville | | | | | | |
| | Address of FI Location: | | | | | | |
| 22 | CFB Valcartier | | | | | | |
| | Address of FI Location: | | | | | | |
| 23 | CFB St-Jean | | | | | | |
| | Address of FI Location: | | | | | | |

II. Royal Canadian Mounted Police (RCMP) Locations

| | Location | Year 1 fee per \$1,000 ordered | Year 2 fee per \$1,000 ordered | Year 3 fee per \$1,000 ordered | Year 4 fee per \$1,000 ordered | Option Year 1 fee per \$1,000 ordered | Option Year 2 fee per \$1,000 ordered |
|----|-------------------------|---|---|---|---|---|---|
| 1 | Surrey | | | | | | |
| | Address of FI Location: | | | | | | |
| 2 | Vancouver | | | | | | |
| | Address of FI Location: | | | | | | |
| 3 | Fredericton | | | | | | |
| | Address of FI Location: | | | | | | |
| 4 | Halifax | | | | | | |
| | Address of FI Location: | | | | | | |
| 5 | Cornwall | | | | | | |
| | Address of FI Location: | | | | | | |
| 6 | Kitchener | | | | | | |
| | Address of FI Location: | | | | | | |
| 7 | London | | | | | | |
| | Address of FI Location: | | | | | | |
| 8 | Markham | | | | | | |
| | Address of FI Location: | | | | | | |
| 9 | Milton | | | | | | |
| | Address of FI Location: | | | | | | |
| 10 | Newmarket | | | | | | |
| | Address of FI Location: | | | | | | |
| 11 | Sault Ste Marie | | | | | | |
| | Address of FI Location: | | | | | | |
| 12 | Toronto | | | | | | |
| | Address of FI Location: | | | | | | |
| 13 | Vanier | | | | | | |
| | Address of FI Location: | | | | | | |
| 14 | Stoney Creek | | | | | | |
| | Address of FI Location: | | | | | | |
| 15 | Montreal | | | | | | |
| | Address of FI Location: | | | | | | |
| 16 | Regina | | | | | | |
| | Address of FI Location: | | | | | | |

III. Canada Border Services Agency (CBSA) Locations:

| | Location | Year 1 fee per \$1,000 ordered | Year 2 fee per \$1,000 ordered | Year 3 fee per \$1,000 ordered | Year 4 fee per \$1,000 ordered | Option Year 1 fee per \$1,000 ordered | Option Year 2 fee per \$1,000 ordered |
|----|-------------------------|---|---|---|---|---|---|
| 1 | Calgary | | | | | | |
| | Address of FI Location: | | | | | | |
| 2 | Vancouver | | | | | | |
| | Address of FI Location: | | | | | | |
| 3 | Winnipeg | | | | | | |
| | Address of FI Location: | | | | | | |
| 4 | Halifax | | | | | | |
| | Address of FI Location: | | | | | | |
| 5 | Cornwall | | | | | | |
| | Address of FI Location: | | | | | | |
| 6 | Landsdowne | | | | | | |
| | Address of FI Location: | | | | | | |
| 7 | Mississauga | | | | | | |
| | Address of FI Location: | | | | | | |
| 8 | Niagara Falls | | | | | | |
| | Address of FI Location: | | | | | | |
| 9 | Ottawa | | | | | | |
| | Address of FI Location: | | | | | | |
| 10 | Windsor | | | | | | |
| | Address of FI Location: | | | | | | |
| 11 | Montreal | | | | | | |
| | Address of FI Location: | | | | | | |
| 12 | Regina | | | | | | |
| | Address of FI Location: | | | | | | |

2.0 Draft Order Fees:

Firm all-inclusive transaction fee for each bank draft ordered by an RCMP departmental office location, regardless of the amount of the draft. These all-inclusive fees must include all processing requirements related to each draft order.

| | Location | Year 1 fee per draft | Year 2 fee per draft | Year 3 fee per draft | Year 4 fee per draft | Option Year 1 fee per draft | Option Year 2 fee per draft |
|----|----------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------------------|--------------------------------------|
| 1 | Surrey | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 2 | Vancouver | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 3 | Fredericton | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 4 | Halifax | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 5 | Cornwall | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 6 | Kitchener | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 7 | London | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 8 | Markham | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 9 | Milton | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 10 | Newmarket | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 11 | Sault Ste Marie | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 12 | Toronto | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 13 | Vanier | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 14 | Stoney Creek | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 15 | Montreal | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 16 | Regina | | | | | | |
| | Address of Proposed FI Location: | | | | | | |

3.0 Optional Cash Order Pickup Fees:

Firm all-inclusive fee for each \$1,000 for cash orders placed at a cash centre. These all-inclusive fees must include all processing requirements as per the requirements outlined in the "Other Services – Cash Order Pickups" Section (2.1.3.1) of the Statement of Work. The RG maintains sole discretion as to whether this optional service will be implemented.

| | Location | Year 1 fee per \$1,000 ordered | Year 2 fee per \$1,000 ordered | Year 3 fee per \$1,000 ordered | Year 4 fee per \$1,000 ordered | Option Year 1 fee per \$1,000 ordered | Option Year 2 fee per \$1,000 ordered |
|----|----------------------------------|--------------------------------------|---|---|---|---|---|
| 1 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 2 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 3 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 4 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 5 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 6 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 7 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 8 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 9 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 10 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 11 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |
| 12 | | | | | | | |
| | Address of Proposed FI Location: | | | | | | |