



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des
soumissions - TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

LETTER OF INTEREST

LETTRE D'INTÉRÊT

Comments - Commentaires

Title - Sujet Services bancaires à l'étranger	
Solicitation No. - N° de l'invitation EN891-161475/A	Date 2016-03-22
Client Reference No. - N° de référence du client 20161475	GETS Ref. No. - N° de réf. de SEAG PW-\$\$\$ZG-410-30000
File No. - N° de dossier 410zg.EN891-161475	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-04-21	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Ingrid Harrington	Buyer Id - Id de l'acheteur 410zg
Telephone No. - N° de téléphone (873) 469-3959 ()	FAX No. - N° de FAX (819) 956-2675
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Business Management and Consulting Services Division /
Division des services de gestion des affaires et de
consultation

11 Laurier St. / 11, rue Laurier

10C1, Place du Portage

Gatineau, Québec K1A 0S5

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
						Destination	FOB/FAM			
1	Foreign Banking Services	EN891	EN891	1	LOT	\$	XXXXXXXXXXXX		See Herein	

**THIS IS NOT A SOLICITATION DOCUMENT
THIS IS A REQUEST FOR INFORMATION (RFI) FROM INDUSTRY**

FOREIGN BANKING SERVICES

The intent of this Request for Information (RFI) is to solicit feedback on all aspects detailed herein so as to enable Public Works and Government Services Canada (PWGSC) to consider industry perspectives to assist in the development of the requirement.

Overview

PWGSC on behalf of the Receiver General (RG) for Canada has a requirement for Foreign Banking Services. The scope of the requirement covers payments in foreign currency with a foreign or Canadian destination as well as acceptance, processing and settlement of foreign currency receipts.

The initial period of any resulting contract is proposed to be five years commencing from date of contract award with an irrevocable option to extend the period of the Contract by up to three additional one-year periods plus a one-year transition period.

There is a security requirement associated with this requirement. Respondents who currently do not meet the facility security clearance and/or personnel security clearance should initiate the security clearance process promptly by requesting sponsorship from the Contracting Authority. See "Security requirement" section below.

NOTE TO RESPONDENTS

Responses

The material in this RFI package is for the solicitation of **feedback only**. Respondents should feel free to provide their comments, concerns and, where applicable, alternative recommendations on how the requirement may be satisfied and clearly explain any assumptions. Responding to this RFI is not a prerequisite to receiving any resulting Request for Proposal (RFP) for the Foreign Banking Services requirement. However, all respondents are encouraged to indicate their level of interest by responding to the questions in order to facilitate a better understanding of requirements and capabilities for PWGSC.

The publication of this RFI must not be construed as a commitment on Canada's part to issue a subsequent RFP for PWGSC's requirement and no contract or other form of commitment will be entered into with any respondents based on responses to this RFI. This RFI must in no way be considered as authorization by Canada for respondents to undertake any work, which would result in costs to Canada. Canada will not be liable for, nor will it reimburse any respondents for any costs, fees or expenses incurred in the preparation or submission of its response to this RFI. Canada will not be bound by anything stated herein. Canada reserves the right to change, at any time, any or all parts of the requirement as it deems necessary.

Any questions from respondents concerning this RFI must be made in writing to the Contracting Authority stated below, via e-mail, on or before the closing date.

Canada reserves the right to not respond to questions received after the closing date or to any question not related to this RFI. Enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the respondent do so, so that the proprietary nature of the question is eliminated, and the responses will be made publicly available through the Government Electronic Tendering Service (<https://buyandsell.gc.ca/>). Enquiries not submitted in a form that can be distributed to all respondents may not be answered by Canada. If a question is determined to be proprietary, Canada reserves the right to respond only to that party.

Clarification

PWGSC may require clarification of written responses received from respondents. If required, any clarification will be requested within 30 working days of the closing date of the RFI. Requests for clarification will be submitted in writing by email and a response will be requested within two working days of transmission of the clarification questions.

PWGSC will not provide any guidance on how to prepare the responses or of any acceptable response strategy.

Respondents are advised that any information submitted to PWGSC in response to this RFI may be used in development of a subsequent RFP. Respondents will not be bound by any aspect of their response to this RFI and all responses will be held by PWGSC on a confidential basis (subject to applicable legislation), and remain the property of PWGSC once they have been received.

Closing Date

Responses to this RFI will be accepted until 02:00 PM Eastern Standard Time (EST) on April 21, 2016.

Responses must be sent to the Contracting Authority identified below, by email, and must include:

1. the title and number of the RFI; and
2. the name, title, address, telephone number and the email address of the respondent's contact.

Ingrid Harrington
A/Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Professional Services Procurement Directorate
Place du Portage, Phase III, 10C1
11 Laurier Street
Gatineau, Quebec
K1A 0S5

Tel: 873-469-3959
Fax: (819) 956-2675
Email: ingrid.harrington@pwgsc-tps.gc.ca

FORMAT OF RESPONSE

For ease of use and in order that the greatest value be gained from responses, Canada requests respondents follow the structure outlined in Table 1 - Response to Questions and Table 2 - Comments on Draft RFP. There is no page limit on the information to be provided.

An MS Word version of Table 1 and Table 2 is available upon request. Please contact the Contracting Authority in order to obtain a copy.

Language of response

Responses may be provided in English or French.

Response confidentiality

Respondents are requested to clearly identify those portions of their response that they deem proprietary. The confidentiality of each respondent's response will be maintained. However, owing to the nature of the RFI activity, respondents must be aware that aspects of their response may be used as a basis for modifying the draft documents as Canada prepares for the future procurement.

RFI content

Respondents are requested to review the draft RFP provided herein and respond to the questions in the table of the document titled, Table 1 – Response to Questions and Table 2 – Comments on Draft RFP.

Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS) with approved, Document Safeguarding at the level of PROTECTED B**, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
3. The Contractor MUST NOT utilize its **Information Technology** systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**. (including an **IT Link at the level of B**).
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition)

TABLE 1 – RESPONSE TO QUESTIONS	
QUESTIONS	RESPONSE
<p>1. Do you have the appropriate Security Level requested under the SRCL? If not which level of security do you have?</p> <p>Suppliers who currently do NOT meet the facility security clearance requirements and (or) personnel security clearance are advised to initiate the security clearance process immediately by requesting sponsorship from the Contracting Authority by e-mail at the address below. The request must include the following information:</p> <ol style="list-style-type: none">1. legal name of the suppliers' organization;2. complete address of the suppliers' organization;3. telephone and fax numbers;4. name of President or CEO of the suppliers' organization;5. language preference (English or French);6. Supplier's Procurement Business Number (PBN). <p>The Canadian and Industrial Security Directorate (CISD) of PWGSC will then send the interested supplier the paperwork which needs to be completed.</p>	
<p>2. Please confirm that you will allow on site IT/Physical inspections, further to the Industrial Security registration process, as required.</p>	

TABLE 1 – RESPONSE TO QUESTIONS	
QUESTIONS	RESPONSE
Will this requirement limit your ability to bid?	
<p>3. Where will the information system (IS) that will store/copy or process the data be located? Where are the back-ups located?</p> <p>All IS containing Canadian personal information, and / or back-ups containing Canadian personal information, must reside in one of the following: Canada, and/or countries with which Canada has a bilateral security instrument (http://iss-ssi.pwgsc-tpsgc.gc.ca/gvmmnt/risi-iisr-eng.html); countries that are members of NATO in good standing, countries that are members of the European Union.</p> <p>Will this requirement limit your ability to bid?</p>	
4. Do you have any concerns with the Standard Clauses and Conditions in the RFP? If yes, please identify which ones are problematic and why?	
5. The RG is exploring the possibility of expanding the number of countries where it could send AFT payments. In some countries, the volume of AFT transactions would be relatively small but there are business reasons as to why the RG would want to do this anyway. Can you tell us if such an expansion would be problematic for you from both a capability and a cost perspective?	
6. Is there anything in the <i>Annex A - Statement of Work</i> , <i>Annex B – Basis of Payment</i> , <i>Attachment 1 to Part 3 – Pricing Schedule</i> , or <i>Attachment 1 to Part 4 – Technical Criteria</i> that would preclude you from bidding? If so, can you tell us what it is and explain why it would preclude you from bidding?	
7. Do you have any comments and/or concerns with respect to the evaluation criteria in the Attachment 1 to Part 4 (mandatory and rated criteria)? If so, what alternative solution would address your concern(s)?	
<p>8. Articles 11 and 12 of Part 7 - Resulting Contract Clauses contain articles which deal with Privacy of Information and Non-Disclosure of Confidential Information requirements.</p> <p>Will these requirements limit your ability to bid?</p> <p>If yes, please explain why and include any reference to specific articles or issues.</p>	
9. In how many countries do you support (a) AFT payments in local currency and (b) cheque payments in local currency?	
10. Are you capable of issuing payments to accounts in any country?	
11. Are you capable of issuing foreign bank drafts as a	

TABLE 1 – RESPONSE TO QUESTIONS	
QUESTIONS	RESPONSE
means to expand global payment coverage?	

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1.2 Summary	
1.3 Debriefings	
PART 2 - BIDDER INSTRUCTIONS	
2.1 Standard Instructions, Clauses and Conditions	
2.2 Submission of Bids	
2.3 Former Public Servant	
2.4 Inquiries – Bid Solicitation	
2.5 Applicable laws	
2.6 Improvement of Requirement during Solicitation period	
PART 3 - BID PREPARATION INSTRUCTIONS	
3.1 Bid Preparation Instructions	
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	
4.1 Evaluation procedures	
4.2 Basis of selection	
PART 5 – CERTIFICATIONS	
5.1 Certifications required with the bid	
5.2 Certifications precedent to contract award and additional information	

ARTICLES	COMMENTS
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PART 7 - RESULTING CONTRACT CLAUSES 7.1 Statement of Work 7.2 Standard Clauses and Conditions 7.3 Security Requirement 7.4 Term of Contract 7.5 Authorities 7.6 Payment 7.7 Invoicing Instructions 7.8 Certifications 7.9 Applicable Laws 7.10 Priority of Documents 7.11 Insurance 7.12 Protection of information 7.13 Compliance with Laws for Foreign Currency Bank Notes	
List of Attachments	
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Attachment 1 to Part 4, Technical Criteria	
List of Annexes:	
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Annex B Basis of Payment	
Annex C Security Requirements Check List	

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Amd. No. - N° de la modif.
File No. - N° du dossier
EN891-161475

Buyer ID - Id de l'acheteur
410zg
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ANNEX A44

ANNEX B45

ANNEX C49

DRAFT

TITLE

Bid solicitation EN891-161475 for the provision of Foreign Banking Services.

MS Word versions of Attachment 1 to Part 3 and Attachment 1 to Part 4 are available upon request. Please contact the Contracting Authority to obtain the MS Word versions.

PART 1 – GENERAL INFORMATION

1.1 Introduction

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

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

The Attachments include Pricing Schedule, Technical Criteria and Additional Certifications Precedent to Contract Award.

The Annexes include the Statement of Work, Basis of Payment and Security Requirements Check List.

1.2 Summary

1.2.1 The Department of Public Works and Government Services (PWGSC) on behalf of the Receiver General (RG) for Canada has a requirement for Foreign Banking Services. The scope of the requirement covers payments in foreign currency with a foreign or Canadian destination as well as acceptance, processing and settlement of foreign currency receipts.

Foreign Banking Services are required for the initial period of five years commencing from date of contract award with an irrevocable option to extend the period of the Contract by up to three additional one-year periods plus a one-year transition period.

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

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Buyer ID - Id de l'acheteur
410zg
CCC No./N° CCC - FMS No./N° VME

1.3 Debriefings

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

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PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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 (2015-07-03), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days
Insert: 120 calendar days.

2.2 Submission of Bids

Bids must be submitted only to PWGSC Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted to PSPC 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.

2.3 Former Public Servant

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

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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

Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or

- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 Inquiries - 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 to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 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 favour 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

3.1 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.

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

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Section I: Technical Bid

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

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

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

Section II: Financial Bid

- A.** 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.
- B.** Bidders must submit their prices and or rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; article 7.6, Payment, of Part 7 of the bid solicitation and Annex B, Basis of Payment.

D. 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 associated additional information.

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also 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;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - and
 - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

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

ATTACHMENT 1 TO PART 3

PRICING SCHEDULE

The Bidder must clearly indicate in its financial bid all its proposed rates, fees and prices (in CAD) corresponding to all applicable pricing elements as defined under *Annex "B" – Basis of Payment*. The Bidder must complete *Attachment 1 to Part 3 – Pricing Schedule* with its proposed rates, fees and prices. The proposed rates, fees and prices must not exceed 6 digits after the decimal point. If more than 6 digits are proposed after the decimal point, Canada will not consider the seventh and following digits. The purpose of the herein is also to explain how the Total Evaluated Price will be established.

The rates, prices and fees specified below, when quoted by the *Attachment 1 to Part 3 – Pricing Schedule*, include the total estimated cost of all travel and living expenses that may need to be incurred for work described in *Part 7 – Resulting Contract Clauses*, of the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

1.0 Calculation of Total Evaluated Price (TEP)

For evaluation purposes only, the Total Evaluated Price (TEP) will be established as follows:

Item	Description	Total Prices for Evaluation Purposes
1	Total Evaluated Price for Markup Rates for Canadian-Entitlement for Cheque, AFT, and Wire Payments	Amount as per calculation in 2.1.1 (table 1.3) below
2	Total Evaluated Price for Markup Rates for All Foreign-Entitlement, Small & Large-Value Payments	Amount as per calculation in 2.1.1 (table 2.3) below
3	Total Evaluated Price for Cheque Receipts	Amount as per calculation in 2.1.2 (table 3.3) below
4	Total Evaluated Price for Wire Receipts	Amount as per calculation in 2.1.2 (table 4.3) below
5	Total Evaluated Price for Foreign-Currency-Banknote Orders	Amount as per calculation in 2.1.3 (table 5.3) below
6	Total Evaluated Price for Foreign-Currency-Banknote Deposits	Amount as per calculation in 2.1.3 (table 6.3) below
7	Total Evaluated Price for Post-Payment Activities	Amount as per calculation in 2.2 (table 7.3) below
8	Total Evaluated Price for Armoured-Car Transportation Activities	Amount as per calculation in 2.3.1 (table 8.3) below
9	Total Evaluated Price for Monthly Maintenance Fees for Foreign-Currency Bank Accounts	Amount as per calculation in 2.3.2 (table 9.3) below
Σ	Total Evaluated Price (Summation of items 1 through 9 above)	$TEP = \sum_{k=1}^9 TEP_{Item,k}$

2.0 Evaluation of Prices, Fees and Rates

The following formulae will be used to calculate individual items in the calculation of the Total Evaluated Price, above in section 1.0.

All Markup Rates are to be provided in Basis Points (BPS). All Fees are to be provided in CAD per unit indicated.

2.1 Evaluation of Markup Rates Applied on Currency Conversion

The markups quoted must not exceed 150 basis points (0.0150).

2.1.1 Evaluation of Markup Rates Applied to RG Payments

Item 1 - Calculation of Total Evaluated Price for Canadian-Entitlement Cheque, AFT, and Wire Payments

The Total Evaluated Price for Item 1 will be calculated in *Table 1.3 – Total Evaluated Price for Canadian-Entitlement Cheque, AFT and Wire Payments*, by multiplying the bidder's proposed Markup rates in *Table 1 – Markup Rates for Canadian-Entitlement Cheque, AFT and Wire Payments*, by the corresponding value estimates provided in *Table 1.1 – Value Estimates for Canadian-Entitlement Cheque, AFT and Wire Payments*, and the corresponding, pre-determined weighting factor described in *Table 1.2 – Weighting Factors for Canadian-Entitlement Cheque, AFT and Wire Payments*, assigned by PWGSC prior to RFP release.

$$TEP_{Item1} = \sum_{i=1}^8 \sum_{j=1}^6 M1_{ij} \cdot V1_{ij} \cdot W1_{ij}$$

$$\text{where, } \sum_{i=1}^8 \sum_{j=1}^4 W1_{ij} = 1$$

Table 1 –Markup Rates (in BPS) for Canadian-Entitlement Cheque, AFT and Wire Payments

Currency	Contract Period			Option Periods		
	Cheque	AFT	Wire	Cheque	AFT	Wire
USD	M1 ₁₁ =	M1 ₁₂ =	M1 ₁₃ =	M1 ₁₄ =	M1 ₁₅ =	M1 ₁₆ =
EUR	M1 ₂₁ =	M1 ₂₂ =	M1 ₂₃ =	M1 ₂₄ =	M1 ₂₅ =	M1 ₂₆ =
GBP	M1 ₃₁ =	M1 ₃₂ =	M1 ₃₃ =	M1 ₃₄ =	M1 ₃₅ =	M1 ₃₆ =
AUD	M1 ₄₁ =	M1 ₄₂ =	M1 ₄₃ =	M1 ₄₄ =	M1 ₄₅ =	M1 ₄₆ =
CHF	M1 ₅₁ =	M1 ₅₂ =	M1 ₅₃ =	M1 ₅₄ =	M1 ₅₅ =	M1 ₅₆ =
JPY	M1 ₆₁ =	M1 ₆₂ =	M1 ₆₃ =	M1 ₆₄ =	M1 ₆₅ =	M1 ₆₆ =
NZD	M1 ₇₁ =	M1 ₇₂ =	M1 ₇₃ =	M1 ₇₄ =	M1 ₇₅ =	M1 ₇₆ =
Exotic	M1 ₈₁ =	M1 ₈₂ =	M1 ₈₃ =	M1 ₈₄ =	M1 ₈₅ =	M1 ₈₆ =

Table 1.1 –Value Estimates for Canadian-Entitlement Cheque, AFT and Wire Payments (For Evaluation Purposes Only)

Currency	Contract Period			Option Periods		
	Cheque	AFT	Wire	Cheque	AFT	Wire
USD	V1 ₁₁ =	V1 ₁₂ =	V1 ₁₃ =	V1 ₁₄ =	V1 ₁₅ =	V1 ₁₆ =
EUR	V1 ₂₁ =	V1 ₂₂ =	V1 ₂₃ =	V1 ₂₄ =	V1 ₂₅ =	V1 ₂₆ =
GBP	V1 ₃₁ =	V1 ₃₂ =	V1 ₃₃ =	V1 ₃₄ =	V1 ₃₅ =	V1 ₃₆ =
AUD	V1 ₄₁ =	V1 ₄₂ =	V1 ₄₃ =	V1 ₄₄ =	V1 ₄₅ =	V1 ₄₆ =
CHF	V1 ₅₁ =	V1 ₅₂ =	V1 ₅₃ =	V1 ₅₄ =	V1 ₅₅ =	V1 ₅₆ =

Solicitation No. - N° de l'invitation
EN891-161475/B
 Client Ref. No. - N° de réf. du client
EN891-161475

Amd. No. - N° de la modif.
 File No. - N° du dossier
EN891-161475

Buyer ID - Id de l'acheteur
410zg
 CCC No./N° CCC - FMS No./N° VME

JPY	V1 ₆₁ =	V1 ₆₂ =	V1 ₆₃ =	V1 ₆₄ =	V1 ₆₅ =	V1 ₆₆ =
NZD	V1 ₇₁ =	V1 ₇₂ =	V1 ₇₃ =	V1 ₇₄ =	V1 ₇₅ =	V1 ₇₆ =
Exotic	V1 ₈₁ =	V1 ₈₂ =	V1 ₈₃ =	V1 ₈₄ =	V1 ₈₅ =	V1 ₈₆ =

Table 1.2 – Weighting Factors for Canadian-Entitlement Cheque, AFT and Wire Payments

Currency	Contract Period			Option Periods			Σ
	Cheque	AFT	Wire	Cheque	AFT	Wire	
USD	W1 ₁₁	W1 ₁₂	W1 ₁₃	W1 ₁₄	W1 ₁₅	W1 ₁₆	W1 _{1j}
EUR	W1 ₂₁	W1 ₂₂	W1 ₂₃	W1 ₂₄	W1 ₂₅	W1 ₂₆	W1 _{2j}
GBP	W1 ₃₁	W1 ₃₂	W1 ₃₃	W1 ₃₄	W1 ₃₅	W1 ₃₆	W1 _{3j}
AUD	W1 ₄₁	W1 ₄₂	W1 ₄₃	W1 ₄₄	W1 ₄₅	W1 ₄₆	W1 _{4j}
CHF	W1 ₅₁	W1 ₅₂	W1 ₅₃	W1 ₅₄	W1 ₅₅	W1 ₅₆	W1 _{5j}
JPY	W1 ₆₁	W1 ₆₂	W1 ₆₃	W1 ₆₄	W1 ₆₅	W1 ₆₆	W1 _{6j}
NZD	W1 ₇₁	W1 ₇₂	W1 ₇₃	W1 ₇₄	W1 ₇₅	W1 ₇₆	W1 _{7j}
Exotic	W1 ₈₁	W1 ₈₂	W1 ₈₃	W1 ₈₄	W1 ₈₅	W1 ₈₆	W1 _{8j}
Σ	W1 _{i1}	W1 _{i2}	W1 _{i3}	W1 _{i4}	W1 _{i5}	W1 _{i6}	ΣΣ=1

Table 1.3 – Total Evaluated Price for Canadian-Entitlement Cheque, AFT and Wire Payments

Currency	Contract Period			Option Periods			Σ
	Cheque	AFT	Wire	Cheque	AFT	Wire	
USD	M1 ₁₁ · V1 ₁₁ · W1 ₁₁	M1 ₁₂ · V1 ₁₂ · W1 ₁₂	M1 ₁₃ · V1 ₁₃ · W1 ₁₃	M1 ₁₄ · V1 ₁₄ · W1 ₁₄	M1 ₁₅ · V1 ₁₅ · W1 ₁₅	M1 ₁₆ · V1 ₁₆ · W1 ₁₆	M2 _{1j} · V2 _{1j} · W2 _{1j}
EUR	M1 ₂₁ · V1 ₂₁ · W1 ₂₁	M1 ₂₂ · V1 ₂₂ · W1 ₂₂	M1 ₂₃ · V1 ₂₃ · W1 ₂₃	M1 ₂₄ · V1 ₂₄ · W1 ₂₄	M1 ₂₅ · V1 ₂₅ · W1 ₂₅	M1 ₂₆ · V1 ₂₆ · W1 ₂₆	M2 _{2j} · V2 _{2j} · W2 _{2j}
GBP	M1 ₃₁ · V1 ₃₁ · W1 ₃₁	M1 ₃₂ · V1 ₃₂ · W1 ₃₂	M1 ₃₃ · V1 ₃₃ · W1 ₃₃	M1 ₃₄ · V1 ₃₄ · W1 ₃₄	M1 ₃₅ · V1 ₃₅ · W1 ₃₅	M1 ₃₆ · V1 ₃₆ · W1 ₃₆	M2 _{3j} · V2 _{3j} · W2 _{3j}
AUD	M1 ₄₁ · V1 ₄₁ · W1 ₄₁	M1 ₄₂ · V1 ₄₂ · W1 ₄₂	M1 ₄₃ · V1 ₄₃ · W1 ₄₃	M1 ₄₄ · V1 ₄₄ · W1 ₄₄	M1 ₄₅ · V1 ₄₅ · W1 ₄₅	M1 ₄₆ · V1 ₄₆ · W1 ₄₆	M2 _{4j} · V2 _{4j} · W2 _{4j}
CHF	M1 ₅₁ · V1 ₅₁ · W1 ₅₁	M1 ₅₂ · V1 ₅₂ · W1 ₅₂	M1 ₅₃ · V1 ₅₃ · W1 ₅₃	M1 ₅₄ · V1 ₅₄ · W1 ₅₄	M1 ₅₅ · V1 ₅₅ · W1 ₅₅	M1 ₅₆ · V1 ₅₆ · W1 ₅₆	M2 _{5j} · V2 _{5j} · W2 _{5j}
JPY	M1 ₆₁ · V1 ₆₁ · W1 ₆₁	M1 ₆₂ · V1 ₆₂ · W1 ₆₂	M1 ₆₃ · V1 ₆₃ · W1 ₆₃	M1 ₆₄ · V1 ₆₄ · W1 ₆₄	M1 ₆₅ · V1 ₆₅ · W1 ₆₅	M1 ₆₆ · V1 ₆₆ · W1 ₆₆	M2 _{6j} · V2 _{6j} · W2 _{6j}
NZD	M1 ₇₁ · V1 ₇₁ · W1 ₇₁	M1 ₇₂ · V1 ₇₂ · W1 ₇₂	M1 ₇₃ · V1 ₇₃ · W1 ₇₃	M1 ₇₄ · V1 ₇₄ · W1 ₇₄	M1 ₇₅ · V1 ₇₅ · W1 ₇₅	M1 ₇₆ · V1 ₇₆ · W1 ₇₆	M2 _{7j} · V2 _{7j} · W2 _{7j}
Exotic	M1 ₈₁ · V1 ₈₁ · W1 ₈₁	M1 ₈₂ · V1 ₈₂ · W1 ₈₂	M1 ₈₃ · V1 ₈₃ · W1 ₈₃	M1 ₈₄ · V1 ₈₄ · W1 ₈₄	M1 ₈₅ · V1 ₈₅ · W1 ₈₅	M1 ₈₆ · V1 ₈₆ · W1 ₈₆	M2 _{8j} · V2 _{8j} · W2 _{8j}
Σ	M2 _{i1} · V2 _{i1} · W2 _{i1}	M2 _{i2} · V2 _{i2} · W2 _{i2}	M2 _{i3} · V2 _{i3} · W2 _{i3}	M2 _{i4} · V2 _{i4} · W2 _{i4}	M2 _{i5} · V2 _{i5} · W2 _{i5}	M2 _{i6} · V2 _{i6} · W2 _{i6}	TEP _{Item1} =ΣΣ

The results of the Total Evaluated Price for Canadian-Entitlement Cheque, AFT, and Wire Payments calculated *Table 1.3 – Total Evaluated Price for Canadian-Entitlement Cheque, AFT and Wire Payments*, will be the value assigned for Item 1 in the Calculation of Total Evaluated Price, in section 1.0 – Calculation of Total Evaluated Price (TEP).

Item 2 - Calculation of Total Evaluated Price for All Foreign-Entitlement Small & Large-Value Payments

The Total Evaluated Price for Item 2 will be calculated in *Table 2.3 – Total Evaluated Price for All Foreign-Entitlement Small & Large-Value Payments*, by multiplying the bidder's proposed rates in *Table 2 – Markup Rates for All Foreign-Entitlement Small & Large-Value Payments*, by the corresponding value estimates provided in *Table 2.1 – Value Estimates for All Foreign-Entitlement, Small & Large-Value Payments* and the corresponding, pre-determined weighting factor described in *Table 2.2 – Weighting Factors for All Foreign-Entitlement, Small & Large-Value Payments*, assigned by PWGSC prior to RFP release.

$$TEP_{Item,2} = \sum_{i=1}^8 \sum_{j=1}^4 M2_{ij} \cdot V2_{ij} \cdot W2_{ij}$$

$$\text{where, } \sum_{i=1}^8 \sum_{j=1}^4 W2_{ij} = 1$$

Table 2 – Markup Rates (in BPS) for All Foreign-Entitlement Small & Large-Value Payments

Currency	Contract Period		Option Periods	
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD
USD	M2 ₁₁ =	M2 ₁₂ =	M2 ₁₃ =	M2 ₁₄ =
EUR	M2 ₂₁ =	M2 ₂₂ =	M2 ₂₃ =	M2 ₂₄ =
GBP	M2 ₃₁ =	M2 ₃₂ =	M2 ₃₃ =	M2 ₃₄ =
AUD	M2 ₄₁ =	M2 ₄₂ =	M2 ₄₃ =	M2 ₄₄ =
CHF	M2 ₅₁ =	M2 ₅₂ =	M2 ₅₃ =	M2 ₅₄ =
JPY	M2 ₆₁ =	M2 ₆₂ =	M2 ₆₃ =	M2 ₆₄ =
NZD	M2 ₇₁ =	M2 ₇₂ =	M2 ₇₃ =	M2 ₇₄ =
Exotic	M2 ₈₁ =	M2 ₈₂ =	M2 ₈₃ =	M2 ₈₄ =

Table 2.1 – Value Estimates for All Foreign-Entitlement, Small & Large-Value Payments (For Evaluation Purposes Only)

Currency	Contract Period		Option Periods	
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD
USD	V2 ₁₁ =	V2 ₁₂ =	V2 ₁₃ =	V2 ₁₄ =
EUR	V2 ₂₁ =	V2 ₂₂ =	V2 ₂₃ =	V2 ₂₄ =
GBP	V2 ₃₁ =	V2 ₃₂ =	V2 ₃₃ =	V2 ₃₄ =
AUD	V2 ₄₁ =	V2 ₄₂ =	V2 ₄₃ =	V2 ₄₄ =
CHF	V2 ₅₁ =	V2 ₅₂ =	V2 ₅₃ =	V2 ₅₄ =
JPY	V2 ₆₁ =	V2 ₆₂ =	V2 ₆₃ =	V2 ₆₄ =
NZD	V2 ₇₁ =	V2 ₇₂ =	V2 ₇₃ =	V2 ₇₄ =
Exotic	V2 ₈₁ =	V2 ₈₂ =	V2 ₈₃ =	V2 ₈₄ =

Table 2.2 – Weighting Factors for All Foreign-Entitlement, Small & Large-Value Payments

Currency	Contract Period		Option Periods		Σ
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD	
USD	W2 ₁₁	W2 ₁₂	W2 ₁₃	W2 ₁₄	W2 _{1j}
EUR	W2 ₂₁	W2 ₂₂	W2 ₂₃	W2 ₂₄	W2 _{2j}
GBP	W2 ₃₁	W2 ₃₂	W2 ₃₃	W2 ₃₄	W2 _{3j}
AUD	W2 ₄₁	W2 ₄₂	W2 ₄₃	W2 ₄₄	W2 _{4j}
CHF	W2 ₅₁	W2 ₅₂	W2 ₅₃	W2 ₅₄	W2 _{5j}

JPY	W2 ₆₁	W2 ₆₂	W2 ₆₃	W2 ₆₄	W2 _{6j}
NZD	W2 ₇₁	W2 ₇₂	W2 ₇₃	W2 ₇₄	W2 _{7j}
Exotic	W2 ₈₁	W2 ₈₂	W2 ₈₃	W2 ₈₄	W2 _{8j}
Σ	W2 _{i1}	W2 _{i2}	W2 _{i3}	W2 _{i4}	ΣΣ=1

Table 2.3 - Total Evaluated Price for All Foreign-Entitlement, Small & Large-Value Payments

Currency	Contract Period		Option Periods		Σ
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD	
USD	M2 ₁₁ · V2 ₁₁ · W2 ₁₁	M2 ₁₂ · V2 ₁₂ · W2 ₁₂	M2 ₁₃ · V2 ₁₃ · W2 ₁₃	M2 ₁₄ · V2 ₁₄ · W2 ₁₄	M2 _{1j} · V2 _{1j} · W2 _{1j}
EUR	M2 ₂₁ · V2 ₂₁ · W2 ₂₁	M2 ₂₂ · V2 ₂₂ · W2 ₂₂	M2 ₂₃ · V2 ₂₃ · W2 ₂₃	M2 ₂₄ · V2 ₂₄ · W2 ₂₄	M2 _{2j} · V2 _{2j} · W2 _{2j}
GBP	M2 ₃₁ · V2 ₃₁ · W2 ₃₁	M2 ₃₂ · V2 ₃₂ · W2 ₃₂	M2 ₃₃ · V2 ₃₃ · W2 ₃₃	M2 ₃₄ · V2 ₃₄ · W2 ₃₄	M2 _{3j} · V2 _{3j} · W2 _{3j}
AUD	M2 ₄₁ · V2 ₄₁ · W2 ₄₁	M2 ₄₂ · V2 ₄₂ · W2 ₄₂	M2 ₄₃ · V2 ₄₃ · W2 ₄₃	M2 ₄₄ · V2 ₄₄ · W2 ₄₄	M2 _{4j} · V2 _{4j} · W2 _{4j}
CHF	M2 ₅₁ · V2 ₅₁ · W2 ₅₁	M2 ₅₂ · V2 ₅₂ · W2 ₅₂	M2 ₅₃ · V2 ₅₃ · W2 ₅₃	M2 ₅₄ · V2 ₅₄ · W2 ₅₄	M2 _{5j} · V2 _{5j} · W2 _{5j}
JPY	M2 ₆₁ · V2 ₆₁ · W2 ₆₁	M2 ₆₂ · V2 ₆₂ · W2 ₆₂	M2 ₆₃ · V2 ₆₃ · W2 ₆₃	M2 ₆₄ · V2 ₆₄ · W2 ₆₄	M2 _{6j} · V2 _{6j} · W2 _{6j}
NZD	M2 ₇₁ · V2 ₇₁ · W2 ₇₁	M2 ₇₂ · V2 ₇₂ · W2 ₇₂	M2 ₇₃ · V2 ₇₃ · W2 ₇₃	M2 ₇₄ · V2 ₇₄ · W2 ₇₄	M2 _{7j} · V2 _{7j} · W2 _{7j}
Exotic	M2 ₈₁ · V2 ₈₁ · W2 ₈₁	M2 ₈₂ · V2 ₈₂ · W2 ₈₂	M2 ₈₃ · V2 ₈₃ · W2 ₈₃	M2 ₈₄ · V2 ₈₄ · W2 ₈₄	M2 _{8j} · V2 _{8j} · W2 _{8j}
Σ	M2 _{i1} · V2 _{i1} · W2 _{i1}	M2 _{i2} · V2 _{i2} · W2 _{i2}	M2 _{i3} · V2 _{i3} · W2 _{i3}	M2 _{i4} · V2 _{i4} · W2 _{i4}	TEP _{Item2} = ΣΣ

The results of the Total Evaluated Price for Canadian-Entitlement Cheque, AFT, and Wire Payments calculated *Table 2.3 – Total Evaluated Price for All Foreign-Entitlement, Small & Large-Value Payments*, will be the value assigned for Item 2 in the Calculation of Total Evaluated Price, in section 1.0 – Calculation of Total Evaluated Price (TEP).

2.1.2 Evaluation of Markup Rates Applied to RG Receipts

Item 3 - Calculation of Total Evaluated Price for Cheque Receipts

The Total Evaluated Price for Item 3 will be calculated in *Table 3.3 – Total Evaluated Price for Cheque Receipts*, by multiplying the bidder's proposed rates in *Table 3 – Markup Rates for Cheque Receipts*, by the corresponding value estimates provided in *Table 3.1 – Value Estimates for Cheque Receipts* and the corresponding, pre-determined weighting factor described in *Table 3.2 – Weighting Factors for Cheque Receipts*, assigned by PWGSC prior to RFP release.

$$TEP_{Item,3} = \sum_{i=1}^8 \sum_{j=1}^2 M3_{ij} \cdot V3_{ij} \cdot W3_{ij}$$

$$\text{where, } \sum_{i=1}^8 \sum_{j=1}^2 W3_{ij} = 1$$

Table 3 – Markup Rates (in BPS) for Cheque Receipts

Currency	Contract Period	Option Periods
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Solicitation No. - N° de l'invitation
EN891-161475/B
 Client Ref. No. - N° de réf. du client
EN891-161475

Amd. No. - N° de la modif.

 File No. - N° du dossier
EN891-161475

Buyer ID - Id de l'acheteur
410zg
 CCC No./N° CCC - FMS No./N° VME

USD	M3 ₁₁ =	M3 ₁₂ =
EUR	M3 ₂₁ =	M3 ₂₂ =
GBP	M3 ₃₁ =	M3 ₃₂ =
AUD	M3 ₄₁ =	M3 ₄₂ =
CHF	M3 ₅₁ =	M3 ₅₂ =
JPY	M3 ₆₁ =	M3 ₆₂ =
NZD	M3 ₇₁ =	M3 ₇₂ =
Exotic	M3 ₈₁ =	M3 ₈₂ =

Table 3.1 – Value Estimates for Cheque Receipts (For Evaluation Purposes Only)

Currency	Contract Period	Option Periods
USD	V3 ₁₁ =	V3 ₁₂ =
EUR	V3 ₂₁ =	V3 ₂₂ =
GBP	V3 ₃₁ =	V3 ₃₂ =
AUD	V3 ₄₁ =	V3 ₄₂ =
CHF	V3 ₅₁ =	V3 ₅₂ =
JPY	V3 ₆₁ =	V3 ₆₂ =
NZD	V3 ₇₁ =	V3 ₇₂ =
Exotic	V3 ₈₁ =	V3 ₈₂ =

Table 3.2 – Weighting Factors for Cheque Receipts

Currency	Contract Period	Option Periods	Σ
USD	W3 ₁₁	W3 ₁₂	W3 _{1j}
EUR	W3 ₂₁	W3 ₂₂	W3 _{2j}
GBP	W3 ₃₁	W3 ₃₂	W3 _{3j}
AUD	W3 ₄₁	W3 ₄₂	W3 _{4j}
CHF	W3 ₅₁	W3 ₅₂	W3 _{5j}
JPY	W3 ₆₁	W3 ₆₂	W3 _{6j}
NZD	W3 ₇₁	W3 ₇₂	W3 _{7j}
Exotic	W3 ₈₁	W3 ₈₂	W3 _{8j}
Σ	W3 _{i1}	W3 _{i2}	$\Sigma \Sigma = 1$

Table 3.3 - Total Evaluated Price for Cheque Receipts

Currency	Contract Period	Option Periods	Σ
USD	M3 ₁₁ · V3 ₁₁ · W3 ₁₁	M3 ₁₂ · V3 ₁₂ · W3 ₁₂	M3 _{1j} · V3 _{1j} · W3 _{1j}
EUR	M3 ₂₁ · V3 ₂₁ · W3 ₂₁	M3 ₂₂ · V3 ₂₂ · W3 ₂₂	M3 _{2j} · V3 _{2j} · W3 _{2j}
GBP	M3 ₃₁ · V3 ₃₁ · W3 ₃₁	M3 ₃₂ · V3 ₃₂ · W3 ₃₂	M3 _{3j} · V3 _{3j} · W3 _{3j}
AUD	M3 ₄₁ · V3 ₄₁ · W3 ₄₁	M3 ₄₂ · V3 ₄₂ · W3 ₄₂	M3 _{4j} · V3 _{4j} · W3 _{4j}
CHF	M3 ₅₁ · V3 ₅₁ · W3 ₅₁	M3 ₅₂ · V3 ₅₂ · W3 ₅₂	M3 _{5j} · V3 _{5j} · W3 _{5j}
JPY	M3 ₆₁ · V3 ₆₁ · W3 ₆₁	M3 ₆₂ · V3 ₆₂ · W3 ₆₂	M3 _{6j} · V3 _{6j} · W3 _{6j}
NZD	M3 ₇₁ · V3 ₇₁ · W3 ₇₁	M3 ₇₂ · V3 ₇₂ · W3 ₇₂	M3 _{7j} · V3 _{7j} · W3 _{7j}
Exotic	M3 ₈₁ · V3 ₈₁ · W3 ₈₁	M3 ₈₂ · V3 ₈₂ · W3 ₈₂	M3 _{8j} · V3 _{8j} · W3 _{8j}
Σ	M3 _{i1} · V3 _{i1} · W3 _{i1}	M3 _{i2} · V3 _{i2} · W3 _{i2}	TEP_{Item3} = $\Sigma \Sigma$

The results of the Total Evaluated Price for Cheque Receipts calculated *Table 3.3 – Total Evaluated Price for Cheque Receipts*, will be the value assigned for Item 3 in the Calculation of Total Evaluated Price, in section 1.0 – Calculation of Total Evaluated Price (TEP).

Item 4 - Calculation of Total Evaluated Price for Wire Receipts

The Total Evaluated Price for Item 4 will be calculated in *Table 4.3 – Total Evaluated Price for Wire Receipts*, by multiplying the bidder's proposed rates in *Table 4 – Markup Rates for Wire Receipts*, by the corresponding value estimates provided in *Table 4.1 – Value Estimates for Wire Receipts* and the corresponding, pre-determined weighting factor described in *Table 4.2 – Weighting Factors for Wire Receipts*, assigned by PWGSC prior to RFP release.

$$TEP_{Item,4} = \sum_{i=1}^8 \sum_{j=1}^4 M4_{ij} \cdot V4_{ij} \cdot W4_{ij}$$

$$\text{where, } \sum_{i=1}^8 \sum_{j=1}^4 W4_{ij} = 1$$

Table 4 –Markup Rates (in BPS) for Wire Receipts

Currency	Contract Period	Option Periods
USD	M4 ₁₁ =	M4 ₁₂ =
EUR	M4 ₂₁ =	M4 ₂₂ =
GBP	M4 ₃₁ =	M4 ₃₂ =
AUD	M4 ₄₁ =	M4 ₄₂ =
CHF	M4 ₅₁ =	M4 ₅₂ =
JPY	M4 ₆₁ =	M4 ₆₂ =
NZD	M4 ₇₁ =	M4 ₇₂ =
Exotic	M4 ₈₁ =	M4 ₈₂ =

Table 4.1 – Value Estimates for Wire Receipts (For Evaluation Purposes Only)

Currency	Contract Period	Option Periods
USD	V4 ₁₁ =	V4 ₁₂ =
EUR	V4 ₂₁ =	V4 ₂₂ =
GBP	V4 ₃₁ =	V4 ₃₂ =
AUD	V4 ₄₁ =	V4 ₄₂ =
CHF	V4 ₅₁ =	V4 ₅₂ =
JPY	V4 ₆₁ =	V4 ₆₂ =
NZD	V4 ₇₁ =	V4 ₇₂ =
Exotic	V4 ₈₁ =	V4 ₈₂ =

Table 4.2 – Weighting Factors for Wire Receipts

Currency	Contract Period	Option Periods	Σ
USD	W4 ₁₁	W4 ₁₂	W4 _{1j}
EUR	W4 ₂₁	W4 ₂₂	W4 _{2j}
GBP	W4 ₃₁	W4 ₃₂	W4 _{3j}
AUD	W4 ₄₁	W4 ₄₂	W4 _{4j}
CHF	W4 ₅₁	W4 ₅₂	W4 _{5j}
JPY	W4 ₆₁	W4 ₆₂	W4 _{6j}
NZD	W4 ₇₁	W4 ₇₂	W4 _{7j}
Exotic	W4 ₈₁	W4 ₈₂	W4 _{8j}
Σ	W4 _{i1}	W4 _{i2}	ΣΣ=1

Table 4.3 - Total Evaluated Price for Wire Receipts

Currency	Contract Period	Option Periods	Σ
USD	M4 ₁₁ · V4 ₁₁ · W4 ₁₁	M4 ₁₂ · V4 ₁₂ · W4 ₁₂	M4 _{1j} · V4 _{1j} · W4 _{1j}
EUR	M4 ₂₁ · V4 ₂₁ · W4 ₂₁	M4 ₂₂ · V4 ₂₂ · W4 ₂₂	M4 _{2j} · V4 _{2j} · W4 _{2j}
GBP	M4 ₃₁ · V4 ₃₁ · W4 ₃₁	M4 ₃₂ · V4 ₃₂ · W4 ₃₂	M4 _{3j} · V4 _{3j} · W4 _{3j}

AUD	$M_{441} \cdot V_{441} \cdot W_{441}$	$M_{442} \cdot V_{442} \cdot W_{442}$	$M_{44j} \cdot V_{44j} \cdot W_{44j}$
CHF	$M_{451} \cdot V_{451} \cdot W_{451}$	$M_{452} \cdot V_{452} \cdot W_{452}$	$M_{45j} \cdot V_{45j} \cdot W_{45j}$
JPY	$M_{461} \cdot V_{461} \cdot W_{461}$	$M_{462} \cdot V_{462} \cdot W_{462}$	$M_{46j} \cdot V_{46j} \cdot W_{46j}$
NZD	$M_{471} \cdot V_{471} \cdot W_{471}$	$M_{472} \cdot V_{472} \cdot W_{472}$	$M_{47j} \cdot V_{47j} \cdot W_{47j}$
Exotic	$M_{481} \cdot V_{481} \cdot W_{481}$	$M_{482} \cdot V_{482} \cdot W_{482}$	$M_{48j} \cdot V_{48j} \cdot W_{48j}$
Σ	$M_{4i1} \cdot V_{4i1} \cdot W_{4i1}$	$M_{4i2} \cdot V_{4i2} \cdot W_{4i2}$	$TEP_{Item3} = \Sigma \Sigma$

The results of the Total Evaluated Price for Wire Receipts calculated *Table 4.3 – Total Evaluated Price for Wire Receipts*, will be the value assigned for Item 4 in the Calculation of Total Evaluated Price, in section 1.0 – Calculation of Total Evaluated Price (TEP).

2.1.3 Evaluation of Markup Rates Applied to Other Foreign-Currency Services

Item 5 - Calculation of Total Evaluated Price for Foreign-Currency-Banknote Orders

The Total Evaluated Price for Item 5 will be calculated in *Table 5.3 – Total Evaluated Price for Foreign-Currency-Banknote Orders*, by multiplying the bidder's proposed rates in *Table 5 – Markup Rates for Foreign-Currency-Banknote Orders*, by the corresponding value estimates provided in *Table 5.1 – Value Estimates for Foreign-Currency-Banknote Orders* and the corresponding, pre-determined weighting factor described in *Table 5.2 – Weighting Factors for Foreign-Currency-Banknote Orders*, assigned by PWGSC prior to RFP release.

$$TEP_{Item,5} = \sum_{i=1}^8 \sum_{j=1}^4 M_{5ij} \cdot V_{5ij} \cdot W_{5ij}$$

$$\text{where, } \sum_{i=1}^8 \sum_{j=1}^4 W_{5ij} = 1$$

Table 5 – Markup Rates (in BPS) for Foreign-Currency-Banknote Orders

Currency	Contract Period		Option Periods	
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD
USD	$M_{511} =$	$M_{512} =$	$M_{513} =$	$M_{514} =$
EUR	$M_{521} =$	$M_{522} =$	$M_{523} =$	$M_{524} =$
GBP	$M_{531} =$	$M_{532} =$	$M_{533} =$	$M_{534} =$
AUD	$M_{541} =$	$M_{542} =$	$M_{543} =$	$M_{544} =$
CHF	$M_{551} =$	$M_{552} =$	$M_{553} =$	$M_{554} =$
JPY	$M_{561} =$	$M_{562} =$	$M_{563} =$	$M_{564} =$
NZD	$M_{571} =$	$M_{572} =$	$M_{573} =$	$M_{574} =$
Exotic	$M_{581} =$	$M_{582} =$	$M_{583} =$	$M_{584} =$

Table 5.1 – Value Estimates for Foreign-Currency-Banknote Orders (For Evaluation Purposes Only)

Currency	Contract Period		Option Periods	
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD
USD	$V_{511} =$	$V_{512} =$	$V_{513} =$	$V_{514} =$
EUR	$V_{521} =$	$V_{522} =$	$V_{523} =$	$V_{524} =$
GBP	$V_{531} =$	$V_{532} =$	$V_{533} =$	$V_{534} =$
AUD	$V_{541} =$	$V_{542} =$	$V_{543} =$	$V_{544} =$
CHF	$V_{551} =$	$V_{552} =$	$V_{553} =$	$V_{554} =$
JPY	$V_{561} =$	$V_{562} =$	$V_{563} =$	$V_{564} =$
NZD	$V_{571} =$	$V_{572} =$	$V_{573} =$	$V_{574} =$

Exotic	V5 ₈₁ =	V5 ₈₂ =	V5 ₈₃ =	V5 ₈₄ =
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Table 5.2 – Weighting Factors for Foreign-Currency-Banknote Orders

Currency	Contract Period		Option Periods		Σ
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD	
USD	W5 ₁₁	W5 ₁₂	W5 ₁₃	W5 ₁₄	W5 _{1j}
EUR	W5 ₂₁	W5 ₂₂	W5 ₂₃	W5 ₂₄	W5 _{2j}
GBP	W5 ₃₁	W5 ₃₂	W5 ₃₃	W5 ₃₄	W5 _{3j}
AUD	W5 ₄₁	W5 ₄₂	W5 ₄₃	W5 ₄₄	W5 _{4j}
CHF	W5 ₅₁	W5 ₅₂	W5 ₅₃	W5 ₅₄	W5 _{5j}
JPY	W5 ₆₁	W5 ₆₂	W5 ₆₃	W5 ₆₄	W5 _{6j}
NZD	W5 ₇₁	W5 ₇₂	W5 ₇₃	W5 ₇₄	W5 _{7j}
Exotic	W5 ₈₁	W5 ₈₂	W5 ₈₃	W5 ₈₄	W5 _{8j}
Σ	W5 _{i1}	W5 _{i2}	W5 _{i3}	W5 _{i4}	ΣΣ=1

Table 5.3 - Total Evaluated Price for Foreign-Currency-Banknote Orders

Currency	Contract Period		Option Periods		Σ
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD	
USD	M5 ₁₁ · V5 ₁₁ · W5 ₁₁	M5 ₁₂ · V5 ₁₂ · W5 ₁₂	M5 ₁₃ · V5 ₁₃ · W5 ₁₃	M5 ₁₄ · V5 ₁₄ · W5 ₁₄	M5 _{1j} · V5 _{1j} · W5 _{1j}
EUR	M5 ₂₁ · V5 ₂₁ · W5 ₂₁	M5 ₂₂ · V5 ₂₂ · W5 ₂₂	M5 ₂₃ · V5 ₂₃ · W5 ₂₃	M5 ₂₄ · V5 ₂₄ · W5 ₂₄	M5 _{2j} · V5 _{2j} · W5 _{2j}
GBP	M5 ₃₁ · V5 ₃₁ · W5 ₃₁	M5 ₃₂ · V5 ₃₂ · W5 ₃₂	M5 ₃₃ · V5 ₃₃ · W5 ₃₃	M5 ₃₄ · V5 ₃₄ · W5 ₃₄	M5 _{3j} · V5 _{3j} · W5 _{3j}
AUD	M5 ₄₁ · V5 ₄₁ · W5 ₄₁	M5 ₄₂ · V5 ₄₂ · W5 ₄₂	M5 ₄₃ · V5 ₄₃ · W5 ₄₃	M5 ₄₄ · V5 ₄₄ · W5 ₄₄	M5 _{4j} · V5 _{4j} · W5 _{4j}
CHF	M5 ₅₁ · V5 ₅₁ · W5 ₅₁	M5 ₅₂ · V5 ₅₂ · W5 ₅₂	M5 ₅₃ · V5 ₅₃ · W5 ₅₃	M5 ₅₄ · V5 ₅₄ · W5 ₅₄	M5 _{5j} · V5 _{5j} · W5 _{5j}
JPY	M5 ₆₁ · V5 ₆₁ · W5 ₆₁	M5 ₆₂ · V5 ₆₂ · W5 ₆₂	M5 ₆₃ · V5 ₆₃ · W5 ₆₃	M5 ₆₄ · V5 ₆₄ · W5 ₆₄	M5 _{6j} · V5 _{6j} · W5 _{6j}
NZD	M5 ₇₁ · V5 ₇₁ · W5 ₇₁	M5 ₇₂ · V5 ₇₂ · W5 ₇₂	M5 ₇₃ · V5 ₇₃ · W5 ₇₃	M5 ₇₄ · V5 ₇₄ · W5 ₇₄	M5 _{7j} · V5 _{7j} · W5 _{7j}
Exotic	M5 ₈₁ · V5 ₈₁ · W5 ₈₁	M5 ₈₂ · V5 ₈₂ · W5 ₈₂	M5 ₈₃ · V5 ₈₃ · W5 ₈₃	M5 ₈₄ · V5 ₈₄ · W5 ₈₄	M5 _{8j} · V5 _{8j} · W5 _{8j}
Σ	M5 _{i1} · V5 _{i1} · W5 _{i1}	M5 _{i2} · V5 _{i2} · W5 _{i2}	M5 _{i13} · V5 _{i3} · W5 _{i3}	M5 _{i4} · V5 _{i4} · W5 _{i4}	TEP _{Item5} =ΣΣ

The results of the Total Evaluated Price for Foreign-Currency-Banknote Orders calculated *Table 5.3 – Total Evaluated Price for Foreign-Currency-Banknote Orders*, will be the value assigned for Item 5 in the Calculation of Total Evaluated Price, in section 1.0 – Calculation of Total Evaluated Price (TEP).

Item 6 - Calculation of Total Evaluated Price for Foreign-Currency-Banknote Deposits

The Total Evaluated Price for Item 6 will be calculated in *Table 6.3 – Total Evaluated Price for Foreign-Currency-Banknote Deposits*, by multiplying the bidder's proposed rates in *Table 6 – Markup Rates for Foreign-Currency-Banknote Deposits*, by the corresponding value estimates provided in *Table 6.1 – Value Estimates for Foreign-Currency-Banknote Deposits* and the corresponding, pre-determined weighting factor described in *Table 6.2 – Weighting Factors for Foreign-Currency-Banknote Deposits*, assigned by PWGSC prior to RFP release.

$$TEP_{Item,6} = \sum_{i=1}^8 \sum_{j=1}^4 M_{6ij} \cdot V_{6ij} \cdot W_{6ij}$$

$$\text{where, } \sum_{i=1}^8 \sum_{j=1}^4 W_{6ij} = 1$$

Table 6 –Markup Rates (in BPS) for Foreign-Currency-Banknote Deposits

Currency	Contract Period		Option Periods	
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD
USD	M6 ₁₁ =	M6 ₁₂ =	M6 ₁₃ =	M6 ₁₄ =
EUR	M6 ₂₁ =	M6 ₂₂ =	M6 ₂₃ =	M6 ₂₄ =
GBP	M6 ₃₁ =	M6 ₃₂ =	M6 ₃₃ =	M6 ₃₄ =
AUD	M6 ₄₁ =	M6 ₄₂ =	M6 ₄₃ =	M6 ₄₄ =
CHF	M6 ₅₁ =	M6 ₅₂ =	M6 ₅₃ =	M6 ₅₄ =
JPY	M6 ₆₁ =	M6 ₆₂ =	M6 ₆₃ =	M6 ₆₄ =
NZD	M6 ₇₁ =	M6 ₇₂ =	M6 ₇₃ =	M6 ₇₄ =
Exotic	M6 ₈₁ =	M6 ₈₂ =	M6 ₈₃ =	M6 ₈₄ =

Table 6.1 – Value Estimates for Foreign-Currency-Banknote Deposits (For Evaluation Purposes Only)

Currency	Contract Period		Option Periods	
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD
USD	V6 ₁₁ =	V6 ₁₂ =	V6 ₁₃ =	V6 ₁₄ =
EUR	V6 ₂₁ =	V6 ₂₂ =	V6 ₂₃ =	V6 ₂₄ =
GBP	V6 ₃₁ =	V6 ₃₂ =	V6 ₃₃ =	V6 ₃₄ =
AUD	V6 ₄₁ =	V6 ₄₂ =	V6 ₄₃ =	V6 ₄₄ =
CHF	V6 ₅₁ =	V6 ₅₂ =	V6 ₅₃ =	V6 ₅₄ =
JPY	V6 ₆₁ =	V6 ₆₂ =	V6 ₆₃ =	V6 ₆₄ =
NZD	V6 ₇₁ =	V6 ₇₂ =	V6 ₇₃ =	V6 ₇₄ =
Exotic	V6 ₈₁ =	V6 ₈₂ =	V6 ₈₃ =	V6 ₈₄ =

Table 6.2 – Weighting Factors for Foreign-Currency-Banknote Deposits

Currency	Contract Period		Option Periods		Σ
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD	
USD	W6 ₁₁	W6 ₁₂	W6 ₁₃	W6 ₁₄	W6 _{1j}
EUR	W6 ₂₁	W6 ₂₂	W6 ₂₃	W6 ₂₄	W6 _{2j}
GBP	W6 ₃₁	W6 ₃₂	W6 ₃₃	W6 ₃₄	W6 _{3j}
AUD	W6 ₄₁	W6 ₄₂	W6 ₄₃	W6 ₄₄	W6 _{4j}
CHF	W6 ₅₁	W6 ₅₂	W6 ₅₃	W6 ₅₄	W6 _{5j}
JPY	W6 ₆₁	W6 ₆₂	W6 ₆₃	W6 ₆₄	W6 _{6j}
NZD	W6 ₇₁	W6 ₇₂	W6 ₇₃	W6 ₇₄	W6 _{7j}
Exotic	W6 ₈₁	W6 ₈₂	W6 ₈₃	W6 ₈₄	W6 _{8j}
Σ	W6 _{i1}	W6 _{i2}	W6 _{i3}	W6 _{i4}	ΣΣ=1

Table 6.3 - Total Evaluated Price for Foreign-Currency-Banknote Deposits

Currency	Contract Period		Option Periods		Σ
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD	
USD	M6 ₁₁ · V6 ₁₁ · W6 ₁₁	M6 ₁₂ · V6 ₁₂ · W6 ₁₂	M6 ₁₃ · V6 ₁₃ · W6 ₁₃	M6 ₁₄ · V6 ₁₄ · W6 ₁₄	M6 _{1j} · V6 _{1j} · W6 _{1j}

EUR	M ₆₂₁ · V ₆₂₁ · W ₆₂₁	M ₆₂₂ · V ₆₂₂ · W ₆₂₂	M ₆₂₃ · V ₆₂₃ · W ₆₂₃	M ₆₂₄ · V ₆₂₄ · W ₆₂₄	M _{62j} · V _{62j} · W _{62j}
GBP	M ₆₃₁ · V ₆₃₁ · W ₆₃₁	M ₆₃₂ · V ₆₃₂ · W ₆₃₂	M ₆₃₃ · V ₆₃₃ · W ₆₃₃	M ₆₃₄ · V ₆₃₄ · W ₆₃₄	M _{63j} · V _{63j} · W _{63j}
AUD	M ₆₄₁ · V ₆₄₁ · W ₆₄₁	M ₆₄₂ · V ₆₄₂ · W ₆₄₂	M ₆₄₃ · V ₆₄₃ · W ₆₄₃	M ₆₄₄ · V ₆₄₄ · W ₆₄₄	M _{64j} · V _{64j} · W _{64j}
CHF	M ₆₅₁ · V ₆₅₁ · W ₆₅₁	M ₆₅₂ · V ₆₅₂ · W ₆₅₂	M ₆₅₃ · V ₆₅₃ · W ₆₅₃	M ₆₅₄ · V ₆₅₄ · W ₆₅₄	M _{65j} · V _{65j} · W _{65j}
JPY	M ₆₆₁ · V ₆₆₁ · W ₆₆₁	M ₆₆₂ · V ₆₆₂ · W ₆₆₂	M ₆₆₃ · V ₆₆₃ · W ₆₆₃	M ₆₆₄ · V ₆₆₄ · W ₆₆₄	M _{66j} · V _{66j} · W _{66j}
NZD	M ₆₇₁ · V ₆₇₁ · W ₆₇₁	M ₆₇₂ · V ₆₇₂ · W ₆₇₂	M ₆₇₃ · V ₆₇₃ · W ₆₇₃	M ₆₇₄ · V ₆₇₄ · W ₆₇₄	M _{67j} · V _{67j} · W _{67j}
Exotic	M ₆₈₁ · V ₆₈₁ · W ₆₈₁	M ₆₈₂ · V ₆₈₂ · W ₆₈₂	M ₆₈₃ · V ₆₈₃ · W ₆₈₃	M ₆₈₄ · V ₆₈₄ · W ₆₈₄	M _{68j} · V _{68j} · W _{68j}
Σ	M _{6i1} · V _{6i1} · W _{6i1}	M _{6i2} · V _{6i2} · W _{6i2}	M _{6i13} · V _{6i3} · W _{6i3}	M _{6i4} · V _{6i4} · W _{6i4}	TEP _{Item6} = ΣΣ

The results of the Total Evaluated Price for Foreign-Currency-Banknote Deposits calculated *Table 6.3 – Total Evaluated Price for Foreign-Currency-Banknote Deposits*, will be the value assigned for Item 6 in the Calculation of Total Evaluated Price, in section 1.0 – Calculation of Total Evaluated Price (TEP).

2.2 Evaluation of Fees for Post-Payment Activities

Item 7 - Calculation of Total Evaluated Price for Post-Payment Activities

The Total Evaluated Price for Item 7 will be calculated in *Table 7.3 – Total Evaluated Price for Post-Payment Activities*, by multiplying the bidder's proposed rates in *Table 7 – Markup Rates for Post-Payment Activities*, by the corresponding value estimates provided in *Table 7.1 – Value Estimates for Post-Payment Activities* and the corresponding, pre-determined weighting factor described in *Table 7.2 – Weighting Factors for Post-Payment Activities*, assigned by PWGSC prior to RFP release.

$$TEP_{Item,7} = \sum_{i=1}^4 \sum_{j=1}^2 F7_{ij} \cdot V7_{ij} \cdot W7_{ij}$$

$$\text{where, } \sum_{i=1}^4 \sum_{j=1}^2 W7_{ij} = 1$$

Table 7 – Fees (in \$) per Post-Payment Activity

Activity	Contract Period	Option Periods
Cheque Inquiries	F7 ₁₁ =	F7 ₁₂ =
Cheque Stop Payments	F7 ₂₁ =	F7 ₂₂ =
AFT Recalls	F7 ₃₁ =	F7 ₃₂ =
AFT Traces	F7 ₄₁ =	F7 ₄₂ =

Table 7.1 – Value Estimates for Post-Payment Activities (For Evaluation Purposes Only)

Activity	Contract Period	Option Periods
Cheque Inquiries	V7 ₁₁ =	V7 ₁₂ =
Cheque Stop Payments	V7 ₂₁ =	V7 ₂₂ =
AFT Recalls	V7 ₃₁ =	V7 ₃₂ =
AFT Traces	V7 ₄₁ =	V7 ₄₂ =

Table 7.2 – Weighting Factors for Post-Payment Activities

Activity	Contract Period	Option Periods	Σ
Cheque Inquiries	$W7_{11}$	$W7_{12}$	$W7_{1j}$
Cheque Stop Payments	$W7_{21}$	$W7_{22}$	$W7_{2j}$
AFT Recalls	$W7_{31}$	$W7_{32}$	$W7_{3j}$
AFT Traces	$W7_{41}$	$W7_{42}$	$W7_{4j}$
Σ	$W7_{i1}$	$W7_{i2}$	$\Sigma\Sigma=1$

Table 7.3 – Total Evaluated Price for Post-Payment Activities

Activity	Contract Period	Option Periods	Σ
Cheque Inquiries	$F7_{11} \cdot V7_{11} \cdot W7_{11}$	$F7_{12} \cdot V7_{12} \cdot W7_{12}$	$F7_{1j} \cdot V7_{1j} \cdot W7_{1j}$
Cheque Stop Payments	$F7_{21} \cdot V7_{21} \cdot W7_{21}$	$F7_{22} \cdot V7_{22} \cdot W7_{22}$	$F7_{2j} \cdot V7_{2j} \cdot W7_{2j}$
AFT Recalls	$F7_{31} \cdot V7_{31} \cdot W7_{31}$	$F7_{32} \cdot V7_{32} \cdot W7_{32}$	$F7_{3j} \cdot V7_{3j} \cdot W7_{3j}$
AFT Traces	$F7_{41} \cdot V7_{41} \cdot W7_{41}$	$F7_{42} \cdot V7_{42} \cdot W7_{42}$	$F7_{4j} \cdot V7_{4j} \cdot W7_{4j}$
Σ	$F7_{i1} \cdot V7_{i1} \cdot W7_{i1}$	$F7_{i2} \cdot V7_{i2} \cdot W7_{i2}$	$TEP_{Item7} = \Sigma\Sigma$

The results of the Total Evaluated Price for Post-Payment Activities calculated *Table 7.3 – Total Evaluated Price for Post-Payment Activities*, will be the value assigned for Item 7 in the Calculation of Total Evaluated Price, in section 1.0 – Calculation of Total Evaluated Price (TEP).

2.3 Evaluation of Fees for Other Services

2.3.1 Evaluation of Fees for Armoured-Car Transportation

Item 8 - Calculation of Total Evaluated Price for Armoured-Car Transportation

The Total Evaluated Price for Item 8 will be calculated in *Table 8.3 – Total Evaluated Price for Armoured-Car Transportation*, by multiplying the bidder's proposed rates in *Table 8 – Fees per Armoured-Car Transportation Activity*, by the corresponding value estimates provided in *Table 8.1 – Value Estimates for Armoured-Car Transportation* and the corresponding, pre-determined weighting factor described in *Table 8.2 – Weighting Factors for Armoured-Car Transportation*, assigned by PWGSC prior to RFP release.

$$TEP_{Item,8} = \sum_{i=1}^2 \sum_{j=1}^4 F8_{ij} \cdot V8_{ij} \cdot W8_{ij}$$

$$\text{where, } \sum_{i=1}^2 \sum_{j=1}^4 W8_{ij} = 1$$

Table 8 – Fees (in \$) per Armoured-Car Transportation Activity

Activity	Contract Period		Option Periods	
	<\$25,000 CAD	≥\$25,000 CAD	<\$25,000 CAD	≥\$25,000 CAD
Armoured Car Cash Pickup	$F8_{11} =$	$F8_{12} =$	$F8_{13} =$	$F8_{14} =$
Armoured Card Cash Delivery	$F8_{21} =$	$F8_{22} =$	$F8_{23} =$	$F8_{24} =$

Table 8.1 – Value Estimates for Armoured-Car Transportation

Activity	Contract Period		Option Periods	
	<\$25,000 CAD	≥\$25,000 CAD	<\$25,000 CAD	≥\$25,000 CAD
Armoured Car Cash Pickup	$V8_{11} =$	$V8_{12} =$	$V8_{13} =$	$V8_{14} =$

Armoured Card Cash Delivery	V8 ₂₁ =	V8 ₂₂ =	V8 ₂₃ =	V8 ₂₄ =
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Table 8.2 – Weighting Factors for Armoured-Car Transportation

Activity	Contract Period		Option Periods		Σ
	<\$25,000 CAD	≥\$25,000 CAD	<\$25,000 CAD	≥\$25,000 CAD	
Armoured Car Cash Pickup	W8 ₁₁	W8 ₁₂	W8 ₁₃	W8 ₁₄	W8 _{1j}
Armoured Card Cash Delivery	W8 ₂₁	W8 ₂₂	W8 ₂₃	W8 ₂₄	W8 _{2j}
Σ	W8 _{i1}	W8 _{i2}	W8 _{i3}	W8 _{i4}	ΣΣ=1

Table 8.3 – Total Evaluated Price for Armoured-Car Transportation

Activity	Contract Period		Option Periods		Σ
	<\$25,000 CAD	≥\$25,000 CAD	<\$25,000 CAD	≥\$25,000 CAD	
Armoured Car Cash Pickup	F8 ₁₁ · V8 ₁₁ · W8 ₁₁	F8 ₁₂ · V8 ₁₂ · W8 ₁₂	F8 ₁₃ · V8 ₁₃ · W8 ₁₃	F8 ₁₄ · V8 ₁₄ · W8 ₁₄	F8 _{1j} · V8 _{1j} · W8 _{1j}
Armoured Card Cash Delivery	F8 ₂₁ · V8 ₂₁ · W8 ₂₁	F8 ₂₂ · V8 ₂₂ · W8 ₂₂	F8 ₂₃ · V8 ₂₃ · W8 ₂₃	F8 ₂₄ · V8 ₂₄ · W8 ₂₄	F8 _{2j} · V8 _{2j} · W8 _{2j}
Σ	F8 _{i1} · V8 _{i1} · W8 _{i1}	F8 _{i2} · V8 _{i2} · W8 _{i2}	F8 _{i3} · V8 _{i3} · W8 _{i3}	F8 _{i4} · V8 _{i4} · W8 _{i4}	TEP _{Item8} =ΣΣ

The results of the Total Evaluated Price for Armoured-Car Transportation Activities calculated *Table 8.3 – Total Evaluated Price for Armoured-Car Transportation*, will be the value assigned for Item 8 in the Calculation of Total Evaluated Price, in section 1.0 – Calculation of Total Evaluated Price (TEP).

2.3.2 Evaluation of Monthly Maintenance Fees for Foreign Currency Bank Accounts

Item 9 - Calculation of Total Evaluated Price for Monthly Maintenance Fees for Foreign Currency Bank Accounts

The Total Evaluated Price for Item 9 will be calculated in *Table 9.3 – Total Evaluated Price for Monthly Maintenance Fees for Foreign-Currency Bank Accounts*, by multiplying the bidder's proposed rates in *Table 9 – Monthly Maintenance Fees for Foreign Currency Bank Accounts*, by the corresponding value estimates provided in *Table 9.1 – Value Estimates for Monthly Maintenance Fees for Foreign Currency Bank Accounts* and the corresponding, pre-determined weighting factor described in *Table 9.2 – Weighting Factors for Monthly Maintenance Fees for Foreign Currency Bank Accounts*, assigned by PWGSC prior to RFP release.

$$TEP_{Item,9} = \sum_{i=1}^7 \sum_{j=1}^2 F9_{ij} \cdot V9_{ij} \cdot W9_{ij}$$

$$\text{where, } \sum_{i=1}^7 \sum_{j=1}^2 W9_{ij} = 1$$

Table 9 – Monthly Maintenance Fees (in \$) for Foreign-Currency Bank Accounts

Bank Account	Contract Period	Option Periods
U.S. Account	F9 ₁₁ =	F9 ₁₂ =
China Account	F9 ₂₁ =	F9 ₂₂ =
India Account	F9 ₃₁ =	F9 ₃₂ =
Philippines Account	F9 ₄₁ =	F9 ₄₂ =

Solicitation No. - N° de l'invitation
EN891-161475/B
 Client Ref. No. - N° de réf. du client
EN891-161475

Amd. No. - N° de la modif.
 File No. - N° du dossier
EN891-161475

Buyer ID - Id de l'acheteur
410zg
 CCC No./N° CCC - FMS No./N° VME

Taiwan Account	F9 ₅₁ =	F9 ₅₂ =
UK Account	F9 ₆₁ =	F9 ₆₂ =
France Account	F9 ₇₁ =	F9 ₇₂ =

Table 9.1 – Value Estimates for Monthly Maintenance Fees for Foreign Currency Bank Accounts

Bank Account	Contract Period	Option Periods
U.S. Account	V9 ₁₁ =	V9 ₁₂ =
China Account	V9 ₂₁ =	V9 ₂₂ =
India Account	V9 ₃₁ =	V9 ₃₂ =
Philippines Account	V9 ₄₁ =	V9 ₄₂ =
Taiwan Account	V9 ₅₁ =	V9 ₅₂ =
UK Account	V9 ₆₁ =	V9 ₆₂ =
France Account	V9 ₇₁ =	V9 ₇₂ =

Table 9.2 – Weighting Factors for Monthly Maintenance Fees for Foreign Currency Bank Accounts

Bank Account	Contract Period	Option Periods	Σ
U.S. Account	W7 ₁₁	W7 ₁₂	W7 _{1j}
China Account	W7 ₂₁	W7 ₂₂	W7 _{2j}
India Account	W7 ₃₁	W7 ₃₂	W7 _{3j}
Philippines Account	W7 ₄₁	W7 ₄₂	W7 _{4j}
Taiwan Account	W7 ₅₁	W7 ₅₂	W7 _{5j}
UK Account	W7 ₆₁	W7 ₆₂	W7 _{6j}
France Account	W7 ₇₁	W7 ₇₂	W7 _{7j}
Σ	W7 _{i1}	W7 _{i2}	$\Sigma \Sigma = 1$

Table 9.3 – Total Evaluated Price for Monthly Maintenance Fees for Foreign-Currency Bank Accounts

Bank Account	Contract Period	Option Periods	Σ
U.S. Account	F9 ₁₁ · V9 ₁₁ · W9 ₁₁	F9 ₁₂ · V9 ₁₂ · W9 ₁₂	F9 _{1j} · V9 _{1j} · W9 _{1j}
China Account	F9 ₂₁ · V9 ₂₁ · W9 ₂₁	F9 ₂₂ · V9 ₂₂ · W9 ₂₂	F9 _{2j} · V9 _{2j} · W9 _{2j}
India Account	F9 ₃₁ · V9 ₃₁ · W9 ₃₁	F9 ₃₂ · V9 ₃₂ · W9 ₃₂	F9 _{3j} · V9 _{3j} · W9 _{3j}
Philippines Account	F9 ₄₁ · V9 ₄₁ · W9 ₄₁	F9 ₄₂ · V9 ₄₂ · W9 ₄₂	F9 _{4j} · V9 _{4j} · W9 _{4j}
Taiwan Account	F9 ₅₁ · V9 ₅₁ · W9 ₅₁	F9 ₅₂ · V9 ₅₂ · W9 ₅₂	F9 _{5j} · V9 _{5j} · W9 _{5j}
UK Account	F9 ₆₁ · V9 ₆₁ · W9 ₆₁	F9 ₆₂ · V9 ₆₂ · W9 ₆₂	F9 _{6j} · V9 _{6j} · W9 _{6j}
France Account	F9 ₇₁ · V9 ₇₁ · W9 ₇₁	F9 ₇₂ · V9 ₇₂ · W9 ₇₂	F9 _{7j} · V9 _{7j} · W9 _{7j}
Σ	F9 _{i1} · V9 _{i1} · W9 _{i1}	F9 _{i2} · V9 _{i2} · W9 _{i2}	TEP_{Item9} = $\Sigma \Sigma$

The results of the Total Evaluated Price for Monthly Maintenance Fees for Foreign-Currency Bank Accounts calculated *Table 9.3 – Total Evaluated Price for Monthly Maintenance Fees for Foreign-Currency Bank Accounts*, will be the value assigned for Item 9 in the Calculation of Total Evaluated Price, in section 1.0 – Calculation of Total Evaluated Price (TEP).

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.3 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

4.1.2 Financial Evaluation

4.1.2.1 For bid evaluation and Contractor 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.

4.1.2.2 Any estimated level of services specified in the pricing schedule detailed in Attachment 1 to Part 3 is provided for bid evaluated price determination purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee.

4.2 Basis of Selection

4.2.1 Lowest Evaluated Price per Point

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4.

4.2.1.4 The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

ATTACHMENT 1 TO PART 4

TECHNICAL CRITERIA

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 discarded at this stage without further consideration and the Bidder's proposal will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MTC)		
For the purpose of the mandatory technical criteria specified below only the experience of the Bidder will be considered.		
The Bidder		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
MTC1	The Bidder must be a member of the Canadian Payments Association (CPA), or have an agreement with a CPA member during the period of the contract and any exercised option and transition periods.	The Bidder should submit proof of its CPA membership or its agreement with a CPA member.
MTC2	The Bidder must be a Large Value Transfer System (LVTS) participant, or have an agreement with an LVTS participant during the period of the contract and any exercised option and transition periods.	The Bidder should submit proof that it is an LVTS participant or has an agreement with an LVTS participant.
MTC3	The Bidder must provide AFT payment capabilities to all countries where AFT coverage is mandatory. This includes Australia, Austria, Belgium, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, India, Indonesia, Ireland, Israel, Italy, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mexico, Monaco, Netherlands, New Zealand, Norway, Philippines, Poland, Portugal, Romania, Singapore, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, Thailand, Turkey, United Arab Emirates, United Kingdom, and the United States of America.	The Bidder should provide supporting documentation as evidence of this capability.
MTC4	The Bidder must provide local currency cheque payment capabilities to all countries where local currency cheque coverage is mandatory. This includes Australia, Austria, Belgium, Cyprus, Czech Republic, Denmark, Ecuador, Estonia, Finland, France, Germany, Greece, Hong Kong (China), India, Ireland, Italy, Japan, Luxembourg, Malta, Monaco, Morocco,	The Bidder should provide supporting documentation as evidence of this capability.

	Netherlands, New Zealand, Norway, Pakistan, Philippines, Portugal, Singapore, Slovenia, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Thailand, United Arab Emirates, United Kingdom, and the United States of America.	
MTC5	Canada has an obligation to issue socio-economic payments abroad. In support of this requirement, the Bidder must be able to offer payment coverage, in the form of local currency cheque or AFT or CAD / USD cheque payments or wire, to all countries identified in <i>Annex A, Appendix 1 – Required Payment Coverage</i> .	The Bidder should confirm this capability by providing a signed attestation in the form of a letter.

Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the table below.

Any bid which does not pass all mandatory requirements or does not receive the minimum number of points on each of the rated technical criteria will be disqualified. Bids which fail to obtain the required minimum number of points specified below will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Point Rated Technical Criteria (RT) and Scores		Required Minimum Number of Points	Maximum Number of Points
RTC1	Program Approach	126	180
RTC2	Experience	105	150
RTC3	Implementation	49	70
RTC4	Service Delivery	42	60
RTC5	Proposed Solution	210	300
Overall Score		532	760

Where identified in the point rated technical criteria listed below, the Bidder's response to point rated evaluation criteria will be evaluated from 0 to 10 based on whether the response addresses the point rated technical evaluation criteria in a complete, logical, practical and applicable fashion.

The rating scheme of 0 to 10 will be assigned to the Bidder's response as follows:

Rating		Description
0=0%	Non-Responsive	The bid response does not address the requirement
1=10%	Not Acceptable	The bid response does not indicate an understanding of the requirement or an approach to meet the requirement.
3=30%	Somewhat Acceptable	The bid response somewhat addresses the requirement; the response somewhat demonstrates an understanding of the requirement.
5=50%	Practically Acceptable	The bid response addresses the requirement; the response is practical, yet not demonstrate complete understanding of the requirement.
7=70%	Meets	The bid response addresses the requirement; the response demonstrates understanding of the requirement; and, there is an acceptable degree of confidence in the Bidder's response.

8=80%	Exceeds	The bid response fully addresses all considerations of the requirement; the response proposed exceeds the requirement; and/or there is a high degree of confidence in the Bidder's response.
10=100%	Strongly Exceeds	The bid response greatly surpasses all considerations of the requirement and includes creative of cost-saving approaches, where applicable; the response proposed strongly surpasses the requirement; and/or there is a very high degree of confidence in the Bidder's response

Point Rated Technical Criteria (RTC)

For the purpose of the point rated technical criteria specified below the experience of the Bidder and its subcontractors and affiliates will be considered.

RTC1 Program Approach

No	Point Rated	Bid Preparation Instructions	Points
RTC1.1	Project Management Approach	The Bidder should describe its project management approach and its experience in managing requirements as stated in the SOW. Bidders must describe how the methodology would support project planning, coordinating and reporting.	For each element identified below, responses will be weighted based on the rating scheme of 0 to 10 (maximum 50 points). (1) Project management approach (maximum 10 points) (2) Potential to manage the requirement (maximum 10 points) (3) Methodology to support project planning (maximum 10 points) (4) Methodology to support coordinating (maximum 10 points) (5) Methodology to support reporting (maximum 10 points)
RTC1.2	Breadth of AFT Coverage	Canada desires a Contractor having the widest possible country coverage. The Bidder should provide the total number of non-mandatory countries to which it can offer AFT coverage. Refer to <i>Annex A, Appendix 1 – Required Payment Coverage</i> for a comprehensive list of acceptable countries and their associated tiers.	For each non-mandatory country provided, points will be awarded as follows (maximum 40 points): (1) 1 point per tier I country (2) ½ point per tier II country
RTC1.3	Breadth of Local Currency Cheque Coverage	Canada desires a Contractor having the widest possible country coverage. The Bidder should provide the total number of non-mandatory countries to which it can offer local currency cheque coverage. Refer to <i>Annex A, Appendix 1 – Required Payment Coverage</i>	For each non-mandatory country provided, points will be awarded as follows (maximum 40 points): (1) 1 point per tier I country (2) ½ point per tier II country

		for a comprehensive list of acceptable countries and their associated tiers.	
RTC1.4	Database Location	The Bidder should specify the country in which the database used to store government of Canada transaction data will be maintained.	Maximum 50 points (1) In Canada only = 50 points (2) In the United States only = 35 points (3) In OECD member countries = 20 points (4) In other countries not specified above (please specify) = 5 points
Minimum 126 points of a maximum of 180 points			
RTC2 Experience			
No	Point Rated	Bid Preparation Instructions	Points
RTC2.1	Experience in providing foreign banking services	The Bidder should identify the number of year for which it has provided foreign banking services.	Maximum 26 points (1) ≥ 10 years = 26 points (2) ≥ 6 to ≤ 9 years = 16 points (3) ≥ 3 to ≤ 5 years = 10 points (4) ≥ 0 to ≤ 2 years = 5 points
RTC2.2	Experience delivering comparable foreign banking services	The Bidder should provide descriptions of 3 recent projects (within the last 5 years) which have either been completed or have been ongoing for at least 1 year. The projects referenced should be similar in nature and complexity to the requirements described in Annex A – Statement of Work.	Maximum 39 points 13 points per project to be allocated on the basis of the rating scheme of 0 to 10. If more than three (3) projects are submitted, only the first three (3) will be evaluated, in order of presentation.
RTC2.3	Experience with the number of organizations	The Bidder should specify the number of corporate/business/government customers using its organization's Foreign Banking services.	Maximum 25 points (1) ≥ 6 : 25 points (2) ≥ 3 to ≤ 5 : 15 points (3) ≤ 2: 5 points
RTC2.4	Experience with types of organizations	The Bidder should specify the types of entities in its portfolio.	Maximum 25 points (1) Public Administration: 25 points (2) Manufacturing: 15 points (3) Services: 10 points (4) Wholesale Trade: 5 points
RTC2.5	Experience in operations and management	Describe in detail the experience providing operations and management of a large-scale, complex financial network involving government or commercial transaction processing similar in size, complexity and nature to this project.	Responses will be weighted based on the rating scheme of 0 to 10 (maximum 35 points).
Minimum 105 points of a maximum of 150 points			

RTC3 Implementation			
No	Point Rated	Bid Preparation Instructions	Points
RTC3.1	Implementation resources	Explain how many staff resources the Bidder proposes to assign to implementation activities (implementation team). The Bidder should provide an organizational chart of the key positions (titles only) they propose for the management of this requirement and an explanation as to why the proposed organizational structure would be efficient in meeting Canada's needs.	Responses will be weighted based on the rating scheme of 0 to 10 (maximum 30 points).
RTC3.2	Implementation Plan	Provide a detailed project implementation plan that describes the process and timeline for implementing the foreign banking services program, including tasks, milestones, deliverables, reviews and approvals as well as system development, file-exchange testing, volumes testing and developing cardholder material.	Maximum 40 points (1) Tasks: 10 points (2) Milestones: 5 points (3) Deliverables: 5 points (4) Reviews and approvals: 5 points (5) System Development: 5 points (6) File-exchange testing: 5 points (7) Volumes testing: 5 points
Minimum 49 points of a maximum of 70 points			
RTC4 Service Delivery			
No	Point Rated	Bid Preparation Instructions	Points
RTC4.1	Disaster Recovery	<p>The Bidder should provide its disaster recovery plan ensuring business continuity in the event that the Bidder's ability to provide the required services is affected.</p> <p>The following components are considered essential and information regarding each should be addressed:</p> <ul style="list-style-type: none"> • ability to provide full payment services in the same banking day in the event of a disaster. • ability to resume payment services within 48 hours of the event. • orders of succession for escalation. • process for notifying Canada when the ability to do business is 	Responses will be weighted based on the rating scheme of 0 to 10 (maximum 35 points).

		compromised.	
RTC4.2	Location of help desk	The Bidder should identify where the help desk will be physically located.	Maximum 15 points (1) Entirely in Canada: 15 points (2) Partially in Canada: 10 points (3) In the United States: 6 points (4) In OECD countries: 4 points (5) In other countries not specified above (please specify): 2 points
RTC4.3	Support help	The Bidder must identify how its desk support help will be provided.	Maximum 10 points (1) Entirely in-house: 10 points (2) Through a 3rd party centre (even if partially, please specify): 5 points
Minimum 42 points of a maximum of 60 points			
RTC5 Proposed Solution			
No	Point Rated	Bid Preparation Instructions	Points
RTC5.1	Categories of Payments	<p>The Bidder should provide a complete and detailed description of its solution's for each of the following categories of payments:</p> <ol style="list-style-type: none"> 1. Small-Value, Recurring CAD-Entitlement Payments, detailed in <i>Annex A – Statement of Work, Section 2.1</i>; 2. Small-Value, Non-Recurring CAD-Entitlement Payments, detailed in <i>Annex A – Statement of Work, Section 2.2</i>; 3. Small-Value, Non-Recurring Foreign-Entitlement Payments, detailed in <i>Annex A – Statement of Work, Section 2.3</i>; 4. Large-Value, Recurring CAD-Entitlement Payments, detailed in <i>Annex A – Statement of Work, Section 2.4</i>; 5. Large-Value, Recurring Foreign-Entitlement Payments, detailed in <i>Annex A – Statement of Work, Section 2.5</i>. <p>For each category, the Bidder should demonstrate how its approach meets Canada's requirements and contributes</p>	<p>Points will be awarded using the rating scheme of 0 to 10, for the solutions themselves and for the clarity and completeness of the descriptions provided to address the elements requested.</p> <p>Maximum 180 points, broken down as follows:</p> <ol style="list-style-type: none"> (1) Maximum 100 points (2) Maximum 20 points (3) Maximum 20 points (4) Maximum 20 points (5) Maximum 20 points

		towards achieving Canada's goals and objectives.	
RTC5.2	CAD, Wire Payments Destined Abroad	<p>The Bidder should provide a complete and detailed description of its solution for CAD, Wire Payments Destined Abroad, detailed in <i>Annex A – Statement of Work, Section 2.6</i>.</p> <p>The Bidder should demonstrate how its approach meets Canada's requirements and contributes towards achieving Canada's goals and objectives.</p>	<p>Maximum 20 points.</p> <p>Points will be awarded using the rating scheme of 0 to 10, for the solutions themselves and for the clarity and completeness of the descriptions provided to address the elements requested.</p>
RTC5.3	Daily Exchange Rate file and Foreign Exchange rate Confirmation Mechanism	<p>The Bidder should provide a complete and detailed description of its solution for a Daily Exchange Rate file and Foreign Exchange rate Confirmation Mechanism, detailed in <i>Annex A – Statement of Work, Section 2.10</i>.</p> <p>The Bidder should demonstrate how its approach meets Canada's requirements and contributes towards achieving Canada's goals and objectives.</p>	<p>Maximum 20 points.</p> <p>Points will be awarded using the rating scheme of 0 to 10, for the solutions themselves and for the clarity and completeness of the descriptions provided to address the elements requested.</p>
RTC5.4	Payment Files Between the RG and the Contractor	<p>The Bidder should provide a complete and detailed description of its solution for payment files between the RG and the Contractor, detailed in <i>Annex A – Statement of Work, Sections 2.11 & 2.12</i>.</p> <p>The Bidder should demonstrate how its approach meets Canada's requirements and contributes towards achieving Canada's goals and objectives.</p>	<p>Maximum 20 points.</p> <p>Points will be awarded using the rating scheme of 0 to 10, for the solutions themselves and for the clarity and completeness of the descriptions provided to address the elements requested.</p>
RTC5.5	Cheque Printing and Inserting	<p>The Bidder should provide a complete and detailed description of its solution for cheque printing and inserting, detailed in <i>Annex A – Statement of Work, Section 2.13</i>.</p> <p>The Bidder should demonstrate how its approach meets Canada's requirements and</p>	<p>Maximum 20 points.</p> <p>Points will be awarded using the rating scheme of 0 to 10, for the solutions themselves and for the clarity and completeness of the descriptions provided to address the elements requested.</p>

		contributes towards achieving Canada's goals and objectives.	
RTC5.6	Post-Payment Activities	<p>The Bidder should provide a complete and detailed description of its solution for post-payment activities, detailed in <i>Annex A – Statement of Work, Section 2.17</i>.</p> <p>The Bidder should demonstrate how its approach meets Canada's requirements and contributes towards achieving Canada's goals and objectives.</p>	<p>Maximum 20 points.</p> <p>Points will be awarded using the rating scheme of 0 to 10, for the solutions themselves and for the clarity and completeness of the descriptions provided to address the elements requested.</p>
RTC5.7	Miscellaneous Receipts and Deposits	<p>The Bidder should provide a complete and detailed description of its solution for miscellaneous receipts and deposits, detailed in <i>Annex A – Statement of Work, Section 2.20</i>.</p> <p>The Bidder should demonstrate how its approach meets Canada's requirements and contributes towards achieving Canada's goals and objectives.</p>	<p>Maximum 20 points.</p> <p>Points will be awarded using the rating scheme of 0 to 10, for the solutions themselves and for the clarity and completeness of the descriptions provided to address the elements requested.</p>
Minimum 210 points of a maximum of 300 points			
Total: Minimum of 532 points of a maximum of 760 points			

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions - List of Names

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

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

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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5.2.3 Additional Certifications Precedent to Contract Award

Refer to Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award .

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ATTACHMENT 1 TO PART 5 ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

1. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

6.1.1 Before award of a contract, the following conditions must be met:

- a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d. the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7- Resulting Contract Clauses; and
- e. the Bidder must provide the address of each proposed site or premise of work performance and document safeguarding as follows:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

If the information is not provided 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.

6.1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

6.1.3 For additional information on security requirements, Bidders should refer to [the Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (PWGSC) (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Financial Capability

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

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PART 7 – RESULTING CONTRACT CLAUSES

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

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A, and the Contractor's technical bid entitled _____, dated _____.

7.1.1 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

7.1.2 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the services described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

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

7.2.3 SACC Manual Clauses

K3002C (2008-05-12) Contractor to own IP: No explicit License Rights for Canada
K3030C (2010-01-11), License to Material Subject to Copyright

7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) apply and form part of the Contract:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved, Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B. (including an IT Link at the level of B).
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

7.3.2 Contractor's Site or Premises Requiring Safeguard Measures

The Contractor must diligently maintain up-to-date the information related to the Contractor's site or premises where safeguard measures are required in the performance of the Work, for the following addresses:

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is five years from the date of Contract award.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the

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Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 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 one year 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 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jocelyne C Gagnon
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Professional Services Procurement Directorate
Place du Portage, Phase III, 10C1
11 Laurier Street
Gatineau, Quebec K1A 0S5

Telephone: (819) 956-0575
Facsimile: (819) 956-2675
E-mail address: jocelyne.c.gagnon@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract will be identified in the Contract.

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

7.5.3 Contractor's Representative

The Contractor's Representative will be identified in the Contract.

7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Limitation of Expenditures

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

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

7.6.2 Canada's Total Liability

- A. For the Work described in the Statement of Work in Annex A, Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included, and Applicable Taxes are extra.
- B. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
1. when it is 75 percent committed, or
 2. four (4) months before the Contract expiry date, or
 3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- C. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.6.3 Method of Payment

H1008C (2008-05-12), Monthly payment

7.6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department

7.6.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.7 Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract; and
- (b) a copy of the invoices, receipts, vouchers for all direct expenses.

Invoices must be distributed as follows:

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

7.8 Certifications

7.8.1 Compliance

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

7.9 Applicable Laws

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

7.10 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 (2015-07-03), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List; and
- (g) the Contractor's bid dated _____.

7.11 Insurance

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

7.12 Protection of Information

Without limiting the generality of s. 22 of General Conditions 2035,

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a) The Contractor may only disclose information to employees or sub contractors with a need to know the information to perform the Contract and advise them of the Contractor's obligations with respect to the information.

b) Canada may require that any employee or sub contractor who will be given access to the information enter into a non-disclosure agreement.

7.13 Compliance with Laws for Foreign Currency Bank Notes

1) Canada and the Contractor must at all times comply with all laws and regulations applicable to such party ("Applicable Law") including without limitation economic sanctions, anti-terrorism, and anti-money laundering laws and regulations. Both parties recognize that the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* (S.C. 2000, c. 17) ("PCMLTF"). Subsection 9.4(2) of the PCMLTF provides that "No person or entity shall enter into a correspondent banking relationship with a shell bank as defined in the regulations.

2) Canada may use the services provided by the Contractor under this Contract, but Canada may not allow any third party to use such services.

3) Canada acknowledges they will only purchase bank notes from the Contractor.

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ANNEX A STATEMENT OF WORK

(See attached)

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ANNEX B BASIS OF PAYMENT

The following prices, fees and rates include any and all costs required to satisfy the requirements of the contract. Any services not explicitly identified in the Contractor's bid that are required to satisfy the requirements of the contract are included in such prices, fees and rates and must be provided to Canada at no additional cost.

1.0 Period of Service

1.1 Contract Period (Year 1 to Year 5)

During the period of the Contract, the Contractor will be paid the firm, all-inclusive fees and (or) rates and (or) other prices as specified below, for Work performed in accordance with the Contract and the Statement of Work in Annex "A". Customs duties are included.

1.2 Option to Extend the Term of the Contract (Year 6 to Year 8)

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the option periods of the Contract, the Contractor will be paid the firm, all-inclusive fees and (or) rates and (or) other prices as specified below, for Work performed in accordance with the Contract and the Statement of Work in Annex "A". Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

1.3 Transition Period

For any required transition period as per Article 4.3 Option to Extend - Transition Period of the Contract, the Contractor must provide the same level of services on a reduced-volume basis and at the same prices, rates and fees as contained in the last year of the contract.

2.0 Prices, Fees and Rates

2.1 Markup Rates Applied on Currency Conversion

Unique markup rates are provided for major currencies, including USD, EUR, BPS, AUD, CHF, JPY, and NZD. A common markup rate is provided for exotic currencies, which includes all other currencies, not identified above.

2.1.1 Markup Rates Applied to RG Payments

For each payment issued by the Contractor, the Contractor will be paid a firm, all-inclusive markup (net of returns), added to the wholesale rate applied during the payment's currency conversion, based on the following markup rates for the initial five (5) year contract period and the subsequent three (3), one (1) year option periods:

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Table 1 – Markup Rates (in BPS) for Canadian-Entitlement Cheque, AFT and Wire Payments

Currency	Contract Period			Option Periods		
	Cheque	AFT	Wire	Cheque	AFT	Wire
USD						
EUR						
GBP						
AUD						
CHF						
JPY						
NZD						
Exotic						

Table 2 – Markup Rates (in BPS) for All Foreign-Entitlement Small & Large-Value Payments

Currency	Contract Period		Option Periods	
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD
USD				
EUR				
GBP				
AUD				
CHF				
JPY				
NZD				
Exotic				

2.1.2 Markup Rates Applied to RG Receipts

For each remittance received by the Contractor, the Contractor will be paid a firm, all-inclusive markup (net of returns), added to the wholesale rate applied during the remittance's currency conversion, based on the following markup rates for the initial five (5) year contract period and the subsequent three (3) one (1) year option periods:

Table 3 –Markup Rates (in BPS) for Cheque Receipts

Currency	Contract Period	Option Periods
USD		
EUR		
GBP		
AUD		
CHF		
JPY		
NZD		
Exotic		

Table 4 –Markup Rates (in BPS) for Wire Receipts

Currency	Contract Period	Option Periods
USD		
EUR		
GBP		
AUD		
CHF		
JPY		
NZD		
Exotic		

2.1.3 Markup Rates Applied to Other Foreign-Currency Services

For other foreign currency services provided by the Contractor, the Contractor will be paid a firm, all-inclusive markup (net of returns), added to the wholesale rate applied during currency conversion, based on the following markup rates for the initial five (5) year contract period and the subsequent three (3) one (1) year option periods:

Table 5 – Markup Rates (in BPS) for Foreign-Currency-Banknote Orders

Currency	Contract Period		Option Periods	
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD
USD				
EUR				
GBP				
AUD				
CHF				
JPY				
NZD				
Exotic				

Table 6 – Markup Rates (in BPS) for Foreign-Currency-Banknote Deposits

Currency	Contract Period		Option Periods	
	<\$100,000 CAD	≥\$100,000 CAD	<\$100,000 CAD	≥\$100,000 CAD
USD				
EUR				
GBP				
AUD				
CHF				
JPY				
NZD				
Exotic				

2.2 Fees for Post-Payment Activities

For post-payment activities provided by the Contractor, the Contractor will be paid a firm, all-inclusive fee per activity performed, based on the following rates for the initial five (5) year contract period and the subsequent three (3) one (1) year option periods:

Table 7 – Fees (in \$) per Post-Payment Activity

Activity	Contract Period	Option Periods
Cheque Inquiries		
Cheque Stop Payments		
AFT Recalls		
AFT Traces		

2.3 Fees for Other Services

2.3.1 Fees for Armoured-Car Transportation

For the transportation of foreign currency by the Contractor, the Contractor will be paid a firm, all-inclusive fee per activity performed, based on the following rates for the initial five (5) year contract period and the subsequent three (3) one (1) year option periods:

Table 8 – Fees (in \$) per Armoured-Car Transportation Activity

Activity	Contract Period		Option Periods	
	<\$25,000 CAD	≥\$25,000 CAD	<\$25,000 CAD	≥\$25,000 CAD
Armoured Car Cash Pickup				
Armoured Card Cash Delivery				

2.3.2 Monthly Maintenance Fees for Foreign-Currency Bank Accounts

For the provision of foreign currency bank accounts by the Contractor, the Contractor will be paid a firm, all-inclusive, monthly maintenance fee, based on the following markup rates for the initial five (5) year contract period and the subsequent three (3) one (1) year option periods:

Table 9 – Monthly Maintenance Fees (in \$) for Foreign-Currency Bank Accounts

Bank Account	Contract Period	Option Periods
U.S. Account		
China Account		
India Account		
Philippines Account		
Taiwan Account		
UK Account		
France Account		

3.0 Float Interest and SPS Differences on Return Payments

The responsibility and calculation for float interest is determined as per *Annex A, section 2.2.1 – Settlement*.

The responsibility and calculation for SPS differences on returned payments is determined as per *Annex A, sections 2.7 AFT Payment Process, 2.8 Cheque Payment Process, 2.9 Foreign Currency Wire Payment Process*.

Solicitation No. - N° de l'invitation
EN891-161475/B
Client Ref. No. - N° de réf. du client
EN891-161475

Amd. No. - N° de la modif.
File No. - N° du dossier
EN891-161475

Buyer ID - Id de l'acheteur
410zg
CCC No./N° CCC - FMS No./N° VME

ANNEX C SECURITY REQUIREMENTS CHECK LIST

(See attached)

DRAFT

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1.0 Overview

1.1 Background

The Minister of Public Works and Government Services Canada (PWGSC) is the Receiver General for Canada (RG). The RG is responsible for controlling the inflows and outflows of the Consolidated Revenue Fund (CRF) by directing and controlling the issuance of payments and by opening and managing RG bank accounts.

Federal government departments and agencies are responsible for the administration of the programs and services defined in their respective statutory legislation. The delivery of these programs and services often include the need to make payments abroad or to accept foreign currency payments.

Canada is looking for a leading provider of cross border payments, capable of supporting payments globally. Payments abroad are required as a result of contractual obligations, socio-economic benefits and other programs, and obligations under treaties and trade agreements. They have a wide range of values, some are recurring such as pension payments, and some are non-recurring such as for supplier accounts. Currently, these payments are made by cheque, Automated Funds Transfer (AFT) and by wire.

In some cases, there is a contractual obligation to make payments in a foreign currency. This is most often for payments to suppliers. In the majority of cases, there is a Canadian dollar (CAD) entitlement for payments that are to be made in a local currency. When such payments are destined abroad, the RG converts them to a foreign currency and delivers them in a manner which benefits the recipient in terms of advantageous currency exchange rates, reduced banking fees and charges, prompt access to funds, and choice with regards to payment methodology where practical. Typical examples are payments made on behalf of Employment and Social Development Canada (ESDC), which administers socio-economic programs such as the Canada Pension Plan and Old Age Security. The department reviews applications, determines entitlements, and then requisitions payments through the RG, providing the necessary payment information and instructions.

The RG issues close to 2.77 million foreign payments per year for a value of approximately \$6 billion CAD. These payment are issued in various currencies to one-hundred, seventy-seven (177) different countries, though 94% are made in USD, EURO, BPS and AUD. The RG issues payment via wire, cheque and AFT. Respectively, these payment methods represent 1%, 32% and 67% of Canada's total

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payment volumes. AFT is currently supported in sixty-six (66) countries, however, as the RG looks to increase the uptake of direct deposit amongst payment recipients, there may be a requirement for expanded AFT coverage. Similarly, the RG may have a future requirement to make foreign currency cheque and wire payments to additional countries.

The ongoing capability to make socio-economic and other program payments in a timely and accurate manner is a mission critical responsibility of the RG. In many cases, these payments are the only source of income for recipients, and their livelihood depends on the payments. The criticality of payments to suppliers is also significant as failure to make payments accurately and on time can result in Canada not meeting its contractual obligations. In addition, Canada cannot rely solely on the infrastructure in place to support operations in emergencies and crises. In particular, the Department of National Defence (DND) and the Department Foreign Affairs and Trade Development (DFATD) may have unanticipated needs requiring a rapid response.

There is also a requirement for the acceptance, processing and settlement of foreign currency receipts. There are an increasing number of federal departments that now operate on a cost recovery basis and therefore generate revenue for the goods and services that they sell. Receipts can also be the result of various treaties or international agreements. In some instances, Canada has large value foreign currency receipts, for which it requires a spot exchange to be applied, due to their size and sensitivity. The most notable example being the sale of its London high commission in 2013. Foreign currency receipts total close to \$2.23 billion CAD per year, though such volumes can vary drastically from year to year. The majority of these funds are received by wire, but currently DND and the Canada Revenue Agency (CRA) also receive cheques. Foreign currency receipts must be settled for and deposited into an RG account in CAD. Reporting on receipts must include sufficient details to direct information to the appropriate department or program within the government.

Program departments and their clients want to take advantage of advancements in technology and new developments in international payment standards. In addition, some countries present unique challenges because of the particularities of their banking system, or the volatility of the local currency. Strategically, the RG has chosen to rely on the expertise of the financial services industry to deliver these services. This industry is better positioned to keep up with evolving international standards (such as compliance with Office of the Superintendent of Financial Institutions (OSFI), Office of Foreign Assets Control (OFAC) and Specially Designated Nationals (SDN)), with the introduction of new payment technology, and the development of customized solutions where required.

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1.2 Goals and Objectives

The Contractor is responsible for the provision of all foreign banking services on behalf of the RG. The RG does not use any financial instruments, such as forwards, swaps, futures or options to manage its exposures to foreign exchange variations. The scope covers the issuance of payments in foreign currency with a foreign or Canadian destination and the acceptance of foreign currency receipts.

The RG's primary goals and objectives are to:

- a. maintain or improve current levels of service provided to recipients of RG payments outside of Canada, with an emphasis on minimizing the cost to recipients for receiving and cashing RG payments and enhancing the options available to recipients, bearing in mind the cost to Canada and unique or unusual conditions in the destination country;
- b. meet the requirements of federal government departments and agencies in terms of breadth of coverage, availability of payment options, and provision of operational support;
- c. integrate the provision of foreign banking services into the RG's domestic processes to the extent possible, taking into consideration differences in national banking processes and cost to Canada;
- d. increase efficiency through automation and best practices while fully ensuring payment system integrity, privacy of information and that federal identity requirements are met;
- e. maintain or improve current levels of service for the handling of foreign currency receipts; and,
- f. utilize AFT to the greatest extent to make government payments and receipts in each country as efficient, fast, convenient, cost-effective and secure as possible.
- g. Facilitate the use of new technology-enabled business models, such as mobile money, mobile point-of sale systems, and card-less ATM access to reduce costs and enhance access to remittances, particularly for Canadians residing in remote areas.

1.3 Current Challenges and Possible Future Needs

Cross-border payments are intrinsically inefficient because there is not one single ubiquitous global payment system. There are three challenges that must be overcome in order to improve the cross-border process:

- a. Most payment systems are based on local laws and practices within existing domestic banking and financial structures.

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- b. Lack of a common global standard and variations between systems have reduced the ability of both bank and corporate treasury systems to pass data between each other.
- c. Government regulations are changing how payments are made. Payments are subject to domestic regulations which compound the challenges of cross-border payments because often rules vary between an originating and receiving country.

Governments and regulators increasingly favour payments being executed in local currency and discourage the use of CAD dollars to settle local obligations (in a non-dollar country).

This stems from a desire for greater control and transparency. Local governments find greater ease in monitoring financial activity in their own, rather than someone else's currency. Further, the payment is often cheaper and more direct and easier to trace, avoiding chains of correspondent banks not involved in the transaction itself.

In the current economic and regulatory environment, financial institutions are hesitant to build their own infrastructure to cover all the countries around the world. The burden of building a correspondent banking network to be able to pay to all of these countries is prohibitive. Bank relationships need to be established and bank (Nostro) accounts opened and reconciled. Many banks do not have a presence in country and find that handling the task from far away is daunting. Additionally, the bank has to ensure compliance with both local and international regulations and registration and has to stay on top of changes and modifications.

Banking institutions can often see the potential growth in the sector but have difficulties justifying creating this infrastructure for existing payment volumes. If the number of transactions in a given country is low and this infrastructure has to be retained, the cost of doing so can easily outweigh the potential profit, rendering it uneconomic for the bank and/or their client.

In recent years non-bank payments companies have focused on remittance and P2P payments, with some companies starting to develop payment channels that make the transfer of these smaller payments more cost efficient. However, in the G2P space, where beneficiaries maintain their accounts with banks, innovation has been slower to develop as any solution used still needs access to a reliable infrastructure to complete the final mile of the payment. The only model to make the process more cost efficient is pooling

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of payments and sharing correspondent banking infrastructure cost among a number of banks or institutions.

Such pooling allows for a economies of scale that are hard to achieve individually, creating better foreign exchange conversion rates and a reduction in fees charged by correspondent banks. Connectivity in country between Swift and local ACH payment systems and the development of other technologies that make the process across all these different payment platforms more cost effective, can now be shared, and the investment made by the local banks in new technology can be justified by the increased payment volumes.

Correspondent banking is still the primary channel to deliver cross-border banking services. While this model was designed for high-value, highly secure payments, today's payments are increasingly low-value, retail-oriented.

Where Canada exercises an option in accordance with Clause 1.1 of the resulting Contract, the Contractor must also be responsible for delivering additional services similar to those described in the Statement of Work which may include:

- services to enhance or provide additional coverage to countries or services not already listed;
- services to give Canada access to new technologies, processes and innovative solutions to accommodate increasing use of automation or to overcome particular challenges;
- services to standardize, and make available processes and services for, foreign banking requirements to additional federal government departments and agencies (if required) that will reduce Canada's costs, improve efficiencies and/or quality of services provided to Canada.

1.4 Emergency Requirements

Under exceptional circumstances (e.g. an urgent need to provide disaster assistance abroad), the Contractor must initiate action on the same business day or mutually agreed timeframe in response to an emergency where unanticipated, yet related services are required or have to be delivered through processes or mechanisms not specified in this contract. The circumstances surrounding these crises may be such that immediate actions will be necessary - and in this exceptional circumstance only, the Contractor could be asked to act on the basis of verbal authorization from the Project Authority with a formal signed amendment to the contract to immediately follow.

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1.5 Standard Payment System (SPS)

In executing its payment responsibilities the RG uses the Standard Payment System (SPS) to manage payments, report to departments, interface with the Government's general ledger and provide for an ongoing inquiry mechanism to report on the status of individual payments. The SPS is an internally developed, custom-built system that runs on a large mainframe. Using CIVS, DB2 and Websphere, it supports all payments issued from the CRF. Departments have direct online access to the SPS for inquiries, payment requisitioning and payment status changes. With the advent of the Truncation and Electronic Cheque Presentation (TECP) initiative, which is the equivalent of Check 21 in the USA, departments will have access to cheque images through the SPS. In most cases, the SPS is integrated into departmental business processes and some departments have full system integration with the SPS and their business systems. All RG payments must be issued through the SPS. Therefore, the solution for foreign payments must be able to interface with the SPS for the acceptance of payment files and for reporting back on the status and disposition of payment instructions. There is flexibility within the system to produce multiple types of file formats and media. The SPS's current standards are:

- CPA 005 for direct deposit
- ANSI X12, 820 for EDI
- SWIFT for LVTS
- ISO 8859-1 for cheque image delivery

A Concept of Operations paper for the SPS can be found in *Annex A, Appendix 2 – SPS Concept of Operations*.

Other information on current technical standards and file structures can be found in *Annex A, Appendix 3(a) – Technical Standards* and *Appendix 3(b) – File Structure Information*.

1.6 Government Banking System (GBS)

In executing its responsibilities for the management of receipts, the RG uses the Government Banking System (GBS). GBS is an in-house, custom-built application which uses the same technology foundation as the SPS. The GBS interfaces with contractors who provide receipt services to the RG for bank statement information purposes, with program departments for deposit detail information, with the Bank

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of Canada for reconciliation purposes and with the Government's general ledger for accounting purposes. The solution for foreign receipts must include the provision of a bank statement. The RG has a strong preference for an electronic interface with the GBS. The standard electronic interface currently used by the RG for bank statement reporting (EDI 821) can be found in *Annex A, Appendix 4(a) – Current Protocol for Electronic Reporting of Bank Statements, Appendix 4(b) – 821/152 Envelope Specifications, and Appendix 4(c) – 821 Mapping*.

1.7 Summary

In addition to those outlined in *Annex A, Section 1.2 – Goals and Objectives*, the Contractor must provide payment and receipt services that achieve the following objectives.

- 1.7.1** Continuation of services without interruption from the previous Contractor for foreign banking services to the Contractor under this RFP is mandatory. There must be no disruption in services to recipients and minimum disruption, from an operational perspective, for departments and agencies during the transition period.
- 1.7.2** All RG payments will be processed through the SPS. Departments will interface with the SPS and will have no direct interface with the Contractor for payment requisitioning. SPS provides for an on-line inquiry mechanism for departments to view the status of payments, the exchange rate used and the foreign value of payments issued. The Contractor must provide the SPS with an electronic feed to support this capability such as post-payment reports on rejected, returned or recalled payments and the use of reject codes as provided by the RG to the Contractor for identifying the reason for the rejects.

Program departments are responsible for deducting the necessary taxes as applicable and for the related reporting requirements.
- 1.7.3** The Contractor must support all payment activity currently carried out in the countries identified in *Annex A, Appendix 1 – Required Payment Coverage*.
- 1.7.4** The Contractor must cover all foreign currency receipt activities currently being carried out. Detailed volume and value information for RG foreign receipts can be found in *Annex A, Appendix 5 – Volume and Value Information*.

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2.0 Detailed Requirements

A mandatory payment means a payment that must be made in the named country.

2.1 Small-Value, Recurring, CAD-Entitlement Payments

The Contractor must provide for continuance of payment services for small-value recurring payments based on CAD-entitlement. These payments are made by cheque or AFT and are converted to the currency of the country of destination. The RG's intent in converting these payments to the local currency is four-fold: (i) provide recipients with a better exchange rate than they would be able to obtain on their own, (ii) reduce banking charges payable if they were depositing or cashing CAD cheques, (iii) prompt access to funds, and (iv) offer local currency AFT payments, where available. These payments are mostly socioeconomic in nature and accuracy, timeliness, advantageous exchange rates and overall service quality are, therefore, critically important. The frequency for the majority of these payments is either monthly or quarterly.

2.1.1 AFT payments must be deposited in beneficiary accounts by due date.

2.1.2 Cheque payments must be delivered into the mail system of the country of destination so that, in the normal course of events, due dates are met.

2.1.3 The Contractor must provide for continuance of the AFT service into the countries where AFT payment coverage is mandatory and use the processes described in *Annex A, Section 2.7 – AFT Payment Process*.

2.1.4 At the request of the RG, the Contractor must work with the RG to introduce the AFT service in other countries where this service is available.

2.1.5 The Contractor must provide for continuance of local currency cheque payments in countries where cheque payment coverage is mandatory and use the general processes described in *Annex A, Section 2.8 – Cheque Payment Process*.

2.2 Small-Value, Non-Recurring, CAD-Entitlement Payments

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2.2.1 The Contractor must provide for continuance of payment services for small-value, non-recurring payments based on a CAD-entitlement and destined to recipients in the countries specified in *Annex A, Appendix 1 – Required Payment Coverage*. These payments may be made by AFT, cheque or wire and are to be converted to a foreign currency and delivered to a foreign destination. The program department that initiates the payment requisition specifies the currency to be used for the payment, which may be different from the currency of the destination country. For instance, a supplier in Australia may have a contract that requires a payment in USD. Payments must be made as per the processes described in *Annex A, Sections 2.7 – AFT Payment Process, 2.8 – Cheque Payment Process and 2.9 – Foreign Currency Wire Payment Process*.

2.3 Small-Value, Non-Recurring, Foreign-Entitlement Payments

2.3.1 The Contractor must provide for continuance of payment services for small-value, non-recurring payments in foreign currencies (based on a foreign-entitlement and destined to recipients in the countries specified in *Annex A, Appendix 1 – Required Payment Coverage*.) These payments may be made by AFT, cheque or wire and, as previously noted, the program department initiating the payment requisition will specify the currency to be used for the payment, which may be different from the currency of the destination country. Some of these payments have a Canadian destination. Payments must be made as per the processes described in *Annex A, Sections 2.7 – AFT Payment Process, 2.8 – Cheque Payment Process and 2.9 – Foreign Currency Wire Payment Process*.

2.3.2 The Contractor must provide an exchange rate mechanism as described in *Annex A, Section 2.10 – Daily Exchange Rate File and Foreign Exchange Rate Confirmation Mechanism*.

2.4 Large-Value, CAD-Entitlement Payments

2.4.1 The Contractor must provide for continuance of payment services for large-value, foreign currency payments based on a CAD-entitlement and destined to recipients in the countries specified in *Annex A, Appendix 1 – Required Payment Coverage*. These payments may be made by AFT, cheque or wire and, as per our requirements, the program department initiating the payment requisition will specify the currency to be used for the payment, which may be

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different from the currency of the destination country. Payments must be made as per the processes described in *Annex A, Sections 2.7 – AFT Payment Process, 2.8 – Cheque Payment Process and 2.9 – Foreign Currency Wire Payment Process*.

2.5 Large-Value, Foreign-Entitlement Payments

2.5.1 The Contractor must provide for continuance of payment services for large-value, foreign currency payments based on a foreign entitlement and destined to recipients in the countries specified in *Annex A, Appendix 1 – Required Payment Coverage*. These payments are made by AFT, cheque or wire and the program department initiating the payment requisition will specify the currency to be used for the payment, which may be different from the currency of the destination country. They can be destined to foreign countries or to a Canadian address. Payments are to be made as per the processes described in *Annex A, Sections 2.7 – AFT Payment Process, 2.8 – Cheque Payment Process and 2.9 – Foreign Currency Wire Payment Process*.

2.6 CAD Wire Payments Destined Abroad

2.6.1 The Contractor must provide for continuance of payment services for CAD wire payments destined to recipients, holding CAD accounts, in the countries specified in *Annex A, Appendix 5 – Volume and Value Information*. These payments are not to be converted to a foreign currency. They are to be made using the following general processes:

- a. accept payment files from the SPS that contain banking information stored and maintained in government data bases;
- b. acknowledge receipt of and validate the format and content of payments files / transmissions including edits of the bank account information;
- c. execute payments to recipients, such that due dates are met; and
- d. ensure that wire instructions clearly indicate that any wire charges are to be paid by the Contractor and not be deducted from the amount of the wire or imposed on the recipient, and the Contractor will absorb all of these charges.

2.7 AFT Payment Process

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The Contractor must use the following general processes for direct deposit payments:

- a. accept payment files from the SPS, which will contain banking information stored and maintained in government data bases;
- b. acknowledge receipt of and validate the format and content of payments files/transmissions including edits of the bank account information;
- c. apply the exchange rate as defined in the Contract;
- d. execute payments to recipients through a member of the local clearing system, such that due dates are met and process all rejected, returned or recalled payments;
- e. provide an electronic file of rejects, returns, and recalls back to the SPS;
- f. provide a return file detailing as a minimum, the exchange rate used, the market rate on which the applied exchange rate was based, the date and time the market rate was set, as well as both the CAD and the foreign currency amount delivered to the beneficiary;
- g. transactions that could not be credited to beneficiary accounts must be returned at their original CAD value and any foreign exchange gains or losses from individual returns must be aggregated in a consolidated monthly report, any net gains for the monthly period must be paid by the Contractor to the RG, while net losses for the monthly period will be paid by the RG to the Contractor; and
- h. provide a mechanism to recover payments which have been misdirected.

Note 1: *Annex A, Appendix 3(a) – Technical Standards and Appendix 3(b) – File Structure Information* provides information on current technical standards and file structures.

Note 2: *Annex A, Appendix 6 – Daily Processing Schedule* provides information as to the time frames for exchanging files with the RG.

Note 3: A detailed Automated Funds Transfer Protocol can be found in *Annex A, Appendix 7 – Automated Funds Transfer Protocol*.

2.8 Cheque Payment Process

The Contractor must use the following general processes for cheque payments:

- a. accept payment files from the SPS that contain payment and stub information;

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- b. acknowledge receipt of, and validate the format and content of, payment file transmissions received from the SPS;
- c. apply the exchange rates as defined in the Contract;
- d. print the cheque and stub information in the prescribed format, at a Canadian printing facility, using the data delivered in the SPS file and for an amount derived from the application of currency exchange rate and markup specified in the Contract and deliver payments into the mail system of the country of destination so that, in the normal course of events, due dates are met;
- e. provide a post-issue file, detailing the status of payments issued, the exchange rate used, the market rate on which the applied exchange rate was based, the date and time the market rate was set, and both the foreign and Canadian currency equivalent amount; and,
- f. transactions that cannot be delivered must be returned at their original CAD value and any foreign exchange gains or losses from individual returns must be aggregated in a consolidated monthly report; any net gains for the monthly period will be paid by the Contractor to the RG, while net losses for the monthly period will be paid by the RG to the Contractor.

Note 1: *Annex A, Appendix 3(a) – Technical Standards and Annex A, Appendix 3(b) – File Structure Information* provides information on current technical standards and file structures.

Note 2: *Annex A, Appendix 6 – Daily Processing Schedule* provides information as to the time frames for exchanging files with the RG.

Note 3: Other than AFT, cheques constitute the main payment instrument. All cheques are MICR-encoded to a common standard, although bank account numbers are not standardized. The usage of cheques is dropping as electronic payment means continue to grow.

2.9 Foreign Currency Wire Payment Process

The Contractor must use the following general processes for wire payments:

- a. accept payment files from the SPS, which will contain banking information stored and maintained in government data bases;
- b. acknowledge receipt of and validate the format and content of payments files / transmissions including edits of the bank account information;
- c. apply the exchange rate as defined in the Contract

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- d. execute payments to recipients, such that due dates are met;
- e. provide a return file detailing as a minimum, the exchange rate used, the market rate on which the applied exchange rate was based, the date and time the market rate was set, and both the CAD and the foreign currency amount delivered to the beneficiary;
- f. transactions that cannot be credited to the account of the beneficiary must be returned at the original CAD amount and any foreign exchange gains or losses from individual returns will be aggregated in a consolidated monthly report; any net gains for the monthly period must be paid by the Contractor to the RG, while any net losses for the monthly period will be paid by the RG to the Contractor;
- g. ensure that wire instructions clearly indicate that any wire charges are to be paid by the Contractor and not be deducted from the amount of the wire or imposed on the recipient; and
- h. in the event that a wire payment cannot be successfully executed, the Contractor must have a process which allows the RG to fix the problem before converting the payment back to CAD and returning the funds.

Note 1: *Annex A, Appendix 3(a) – Technical Standards and Annex A, Appendix 3(b) – File Structure Information* provides information on current technical standards and file structures.

Note 2: *Annex A, Appendix 6 – Daily Processing Schedule* provides information as to the time frames for exchanging files with the RG.

2.10 Daily Exchange Rate File and Foreign Exchange Rate Confirmation Mechanism

Accounting, for Canadian government financial transactions, is done in Canadian dollars, so when a government department requisitions a payment for a foreign currency amount, the accounting for that transaction must be in Canadian dollars. For that to happen, the department needs an exchange rate to assign to the transaction, which it obtains from a table on the RG's website. There are times, however, when that exchange rate differs from the actual exchange rate used by the Contractor (when making the payment) because the currency fluctuated from the time of the requisition to the time when the Contractor received the payment file. If the equivalent Canadian dollar amount for a payment varies significantly because of currency fluctuations, then an adjustment to the original accounting entry needs to be made.

In order to resolve these problems, the Contractor must make the following available:

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2.10.1 The Contractor must provide a daily file to the SPS that will include exchange rates between the Canadian dollar and a number of foreign currencies required by Canada. The exchange rates in this file must be based on the wholesale, spot, market rate as of 7:00 am EST of that day and incorporate the respective markups quoted in the Contract. These rates are to be fixed and applied to all small-value payments contained in SPS payments files received that day by the Contractor.

2.10.2 Large-Value Payments and Exotic Currencies

The Contractor must provide an electronic rate confirmation process whereby departments can obtain confirmed foreign exchange rates through the SPS for foreign-entitlement payments equal to or greater than \$100,000 CAD and for all payments that are to be made in an exotic currency (regardless of the CAD equivalent) prior to submitting the requisition for processing. Departments who choose to do so may obtain the rate confirmation via the SPS. The exchange rate provided will be based on the spot market as of the time of the rate confirmation request and adjusted to reflect the exchange rate markup quoted in the Contract. Currencies not listed included in the Daily Exchange Rate File are considered to be “exotic”.

The Contractor must accept payment order information from the SPS and purchase the required amount of foreign currency. Rate Confirmation Numbers (RCNs) must be assigned to individual transactions. A foreign rate must be applied to each RCN and honored until payment details are sent, which will secure the foreign amount of that future payment. Payment details must be sent within five (5) banking days for each RCN. RCNs not used within this period must be canceled. Any gains or losses resulting from canceled RCNs must be reported and settled monthly with the RG. The RCN expires after 5 days. If a gain results from the cancellation of a RCN, the Contractor compensates PWGSC and if there is a loss, PWGSC compensates the Contractor. This is to be reported and settled through the Contractor’s monthly invoice.

A Contractor, as part of its solution, may build an XML interface with SPS. A Contractor does not need to provide a portal for all departments to see the rates as departments get rate quotes using SPS.

2.11 Payment Files from the RG

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The Contractor must receive and process one (1) regular payment file, up to two (2) priority payment files, and one (1) non-monetary file per day within the time frames specified in *Annex A, Appendix 6 – Daily Processing Schedule*. All payments entered through the SPS online process are considered to be priority payments.

These payment files will contain all the instructions necessary for the Contractor to execute the payment. For example, these instructions will include the payment method, the currency of the payment, the cheque / stub configuration, including the identification of the specific overlays to be used as well as payment details such as dollar amount, due date, name of the payee, address or account number. The Contractor should verify account and routing information to ensure that the data is accurate by validating whether account formats comply with local requirements.

The non-monetary file contains recall and trace instructions. The instructions are requests to trace or recall a payment and the file includes the details of the payment being recalled or for which a trace has been requested.

As stated in *Annex A, Sections 2.2.1 and 2.2.2* all payments in the “small-value non-recurring CAD-entitlement” category must be deposited or delivered by the due date. The earliest the RG can submit payment files for that category of payments is seven (7) banking days before due date. Shorter time frames for the receipt of these files may be specified, but keep in mind that due dates must be met.

The current technical standards and file structures can be found in *Annex A, Appendix 3(a) – Technical Standards* and *Annex A, Appendix 3(b) – File Structure Information*.

Canada has the capability of sending mixed payment files. Canada currently transmits two types of payment files, a regular and priority. The regular payment file has the payments submitted through batch files and includes cheques and direct deposits, but not wires. The priority payment file has the payments requested through SPS online as well as all the wires. The file format of these two files is the same. **Please note that the elimination of float for AFT payments may require changes to the settlement process and impede the one file concept.**

2.12 Files from the Contractor

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The Contractor must provide the following files to the RG's SPS within the timeframes specified in *Annex A, Appendix 8 – Daily Processing Schedule*.

- a. exchange rate file: this file contains the current day exchange rates to be applied to foreign-entitlement payments of less than \$100,000 CAD for the currencies identified in the Daily Exchange Rate File;
- b. issue file: this file provides the results of the SPS issue file processed by the Contractor; it contains information on payments contained in the previous day's SPS issue file (i.e. payment accepted or rejected, exchange rate for Canadian entitlement payments, modified exchange rate if the rate provided for the foreign-entitlement payment is out of date, revised CAD value where applicable, the market rate on which the applied exchange rate was based, the date and time the market rate was set, and the settlement amount of the requisition file);
- c. other file: this file contains data on valid and rejected prenotes, recalls and trace instructions received;
- d. return file: this file contains data on payments returned to the Contractor as undeliverable; and,
- e. post-issue file: this file identifies the cheques that have been redeemed and also includes trace and recall results.

The current technical standards and file structures can be found in *Annex A, Appendix 3(a) – Technical Standards* and *Annex A, Appendix 3(b) – File Structure Information*

2.13 Cheque Printing and Inserting

The Contractor must print cheques and stubs as per RG requirements. The RG uses two (2) cheque configurations: currently, approximately 80% of cheque payments use an "8 ½ x 11" configuration and the remaining 20% use an "8 1/2 x 14" configuration. The RG issues payments for a number of different products and the information to be printed on the cheque will vary from product to product. The RG has also developed numerous overlays for its different payment products.

The Contractor determines the different cheque formats based on the specific country's requirements. The size of the cheque may vary in line with regulatory requirements but the overall size of the cheque remain as specified. Canada sends the data; the Contractor handles the data accordingly.

Cheques will be printed on the Contractor's stock.

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The term overlay is a collection of constant data such as lines, text, images and boxes that are electronically composed in the host processor and stored in a library. Overlays can be merged with variable data during printing and are primarily used in place of preprinted forms.

Additional information related to the RG cheque printing requirements is included in the Printing Standards section of *Annex A, Appendix 3(a) – Technical Standards*.

The Contractor must meet RG insert requirements. The RG has a requirement to include inserts with cheque payments and inserts are provided by the RG to the Contractor for insertion. In some cases, an insert would be included for all cheque payments. However, in most cases, the RG needs to be able to target its inserts. The majority of inserts are Direct Deposit enrollment forms. For example, the RG may wish to promote direct deposit for a specific program in a specific country and therefore include an insert only for payments for that specific program destined to that country.

2.14 Transaction Fee for Cheque Payments

Transactions fees for cheque payments can be reflected in the Contractor's specific markup applied to cheques payments and incorporate the cost to print and mail each cheque.

2.15 Mail

The delivery of all mail generated in Canada must be initiated via Canada Post Corporation. The Contractor must use first class mail services for the delivery of RG cheques within Canada. The Contractor must adhere to the Canada Post Corporation Act with specific reference to clause 14 (1) with respect to the Corporation's exclusive privilege. Refer to link below.

“14. (1) Subject to section 15, the Corporation has the sole and exclusive privilege of collecting, transmitting and delivering letters to the addressee thereof within Canada.”

<http://laws-lois.justice.gc.ca/eng/acts/C-10/>

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For cheques generated (printed) outside Canada, the use of the mailing system in the country of destination should be used for delivery.

2.16 Monitoring of Exchange Rates

The Contractor must provide an automated mechanism whereby verification can be made by the RG to ensure that the exchange rates and markups used by the Contractor are as per the contract.

2.17 Post-Payment Activities

The Contractor must provide post-payment support activities for each type of payment. All payment transactions (Cheque, AFT, wire and cash) that cannot be delivered will be returned to the RG at their original CAD value. Any foreign exchange gains or losses resulting from the return must be reported and settled monthly with the RG. If a gain results from the return, the Contractor compensates PWGSC and if there is a loss, PWGSC compensates the Contractor. This is to be reported and settled through the Contractor's monthly invoice.

2.17.1 Cheques

- 2.17.1.1 Undeliverable Cheques: Cheques may be returned as undeliverable for a number of reasons. The address may have been wrong or the recipient may have moved or may have died. In some cases, there will be some correspondence attached to the returned cheque. There were a little over 34,479 cheques returned as undeliverable in 2015.

When mailing cheques, the Contractor must use an envelope that has a preprinted return address specified by the RG. The returned mail will be opened by RG employees so that attached correspondence can be processed. The cheques will then be forwarded to the Contractor. The Contractor must include the cheque details on the electronic Return file sent to the SPS. The Contractor must return the original CAD value of these cheques to the RG.

- 2.17.1.2 Cheque Stop Payments: Canada recognizes that the rule for processing cheque stop payments are determined by the requirements of the clearing country. Stop payments are requested from the Contractor through the SPS only if the status of the original

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payment is “unpaid”. The Contractor must ensure that the stop payment request complies with all applicable, local requirements.

The Contractor must initiate action on the same business day or within a mutually-agreed timeframe to process and execute stop payments. If the stop payment is successful, the original CAD value of the payment is returned by the Contractor and the related information is included on the electronic Return file sent by the Contractor to the SPS as specified in *Annex A, Appendix 3(b) – File Structure Information*. If the stop payment is unsuccessful the related information is included by the Contractor on the electronic post-issue file sent to the SPS. Canada is aware that in some countries, payment on a cheque is not required after the presentation period.

- 2.17.1.3 Stale-Dated Cheques: The RG recognizes that stale dating rules vary from country to country. The Contractor must operate as it would normally and cancel all items that become stale dated as per the rules of each country where these items are drawn. Funds for these canceled items must be returned to the RG at the original CAD value of the transaction and information on these items must be included in the Return file sent to the SPS.
- 2.17.1.4 Cheque Inquiries: There will be occasions where the program department will need to inquire about a cheque. For example, a recipient may claim that a cheque has not been received, yet the status of that payment will show that it has been paid. In these cases, the program department will want to see a copy of the cheque. Note that the requirement is for the information on the front and back of the cheque. The RG would ideally aim for a solution which permits cheque images, where available, to be automatically loaded into the SPS, where they will be available to program departments.
- 2.17.1.5 Cheque-Fraud Investigations: There will be situations where it has become apparent to the RG that a cheque was fraudulently endorsed. The Contractor must initiate action in order to respond to cheque fraud investigations on the same business day or mutually agreed timeframe, and attempt to recover the funds and reimburse the RG for the original CAD value of the cheques.

2.17.2 Automated Funds Transfer (AFT)

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- 2.17.2.1 Undeliverable AFT Payments: The Contractor must return AFT payments that could not be executed at their original CAD value and must include a return code in the Contractor's Return file sent to the SPS. This return code will explain why the payment could not be executed. Payments that are returned to the Contractor must be returned to the RG the following day. There were approximately 4,424 AFT's returned as undeliverable in 2015.
- 2.17.2.2 AFT Recalls: There may be circumstances where a program department wants to recall an AFT payment before it is executed. Recall requests can only be initiated before due date. The Contractor must process and execute AFT recall requests on the same business day or mutually agreed timeframes. If the recall is successful, the original CAD value of the payment must be returned and the related information must be included on the electronic Return file sent to the SPS. If unsuccessful, the information must be included on the electronic Post Issue file sent to the SPS.
- 2.17.2.3 AFT Traces: Occasionally, program departments receive inquiries from beneficiaries reporting that an AFT payment has not been received. This will result in a trace request created through the SPS for the purpose of determining what happened to the AFT payment. The Contractor must respond to such trace requests within ten (10) days or a mutually agreed timeframe. Results of traces must be reported to the RG through the Contractor's Post Issue file. The Contractor must action trace requests up to three (3) years after the date of the original AFT payment. Requests older than three (3) years will be done on a "best efforts" basis.

2.17.3 Wires

- 2.17.3.1 Undeliverable Wires: When the Contractor becomes aware that a wire payment cannot be executed as requested, the Contractor must have a process in place which provides the RG with an opportunity to fix the problem before returning the funds. If the problem cannot be fixed, the Contractor must cancel the payment, include this information on its electronic Return file, sent to SPS, and return the original CAD value of the payment. There were approximately 1,108 wires returned as undeliverable in 2015.

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- 2.17.3.2 Wire Recalls: There may be circumstances where a program department wants to recall a wire payment before it is executed. Recall requests can only be initiated before due date. The Contractor must process and execute wire recall requests on the same business day or mutually agreed timeframe. If the recall is successful, the original CAD value of the payment is returned by the Contractor and the related information is included on the electronic Return file sent by the Contractor to the SPS. If the recall is unsuccessful, the information is included by the Contractor on the electronic post-issue file sent to the SPS.
- 2.17.3.3 Wire Inquiries: Occasionally, program departments will receive inquiries from the intended recipient of a wire reporting that an anticipated wire has not been received. When this happens, the RG will request the Contractor investigate the situation and the Contractor must initiate action on the same business day or within a mutually agreed timeframe.

2.18 Change Management

The Contractor must implement routine systems change management requests. Typically, these routine changes relate to the addition of a new currency type, a change to an existing cheque stub or the update / change of banking information edits like changes in the structure of IBANs (International Bank Account Number). On average the RG has experienced five (5) to ten (10) of these types of changes per year. Required changes and implementation dates will be identified by the RG and discussed with the Contractor. The RG expects to jointly test these changes with the Contractor before implementation. The Contract will not charge fees to PWGSC for these changes.

2.19 Miscellaneous Receipts and Deposits

The Contractor must provide miscellaneous cheque and wire receipt and banknote deposit services.

Foreign currency receipts are received by wire or by cheque through the mail. On occasion, departments have a requirement to deposit excess foreign currency banknotes. The value of these receipts and deposits must be remitted to the credit of the RG on the same day or next day, if same day is not possible. The RG must direct reporting information, pertaining to these receipts / deposits, to the beneficiary department /

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program. There are numerous departments / programs that receive these types of payments and make such deposits; therefore, the quantity and quality of information accompanying the payment / deposits are of the utmost importance. Program departments will advise remitters that they are responsible for any wire charges, and the Contractor must not levy any charges on the principal amount of the remittance.

Currently DND and CRA receive foreign currency cheques. The Contractor must provide daily foreign exchange rates to be used in converting these items to a CAD value. Each banking day, the Contractor is advised by DND and CRA by 2:00 PM EST of the value of that day's cheque deposits. The Contractor must pick up these cheques at two (2) Ottawa locations between 2:30 PM and 3:00 PM EST each banking day. While there is a need for a daily pickup for CRA items, DND has much smaller volumes and pickups at its location are on an as required basis. DND will notify the Contractor when a pickup is required.

The deposit of excess foreign currency banknotes will require the use of an armoured-car service. The Contractor is required to make the necessary arrangements for an armoured car to pick up foreign currency banknotes from the department's headquarters in Ottawa and transport them to the Contractor's clearing center, on an as and when requested basis.

There are forty-one (41) departments that currently have foreign currency receipts coming by wire. Despite best efforts to ensure that incoming wires contain the necessary information, detailing whom and what the payment is for, a number of wires do not contain all of the pertinent information and investigations are thus required by the Contractor. The Contractor must make every effort to complete these investigations within five (5) banking days. The Contractor should provide solutions that will mitigate problems associated with wire payments that do not contain sufficient information to facilitate the reporting requirements.

2.19.1 RG Concentrator Account

The Contractor must open a Concentrator Account in Canada, in the name of the "Receiver General for Canada - foreign cheque and wire receipts", to which all receipts must be deposited.

2.19.2 Opening of Sub-Accounts

The Contractor may establish sub-accounts in various currencies for each departmental office. Receipts to these sub-accounts must clear daily to the Concentrator Account. This practice may

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facilitate the meeting of the reporting requirements specified in *Annex A, Section 2.20.5.2 – Departmental Reporting Requirements*.

2.19.3 Posting Receipts to the Concentrator Account / Sub-Accounts

- 2.19.3.1 The Contractor must post each remittance received to the Concentrator Account (or Sub-Account where applicable), each banking day, with a Concentrator Date equal to the Presentation Date.
- 2.19.3.2 For remittances posted to Sub-Accounts, the Contractor may post each remittance separately to the Concentrator Account or post a consolidated amount for each departmental office each banking day, with a Concentrator Date equal to the Presentation Date.
- 2.19.3.3 The Contractor must report the Authorization Number associated with the appropriate departmental office in the bank statement for each account posting.

2.19.4 Contractor Initiated Adjustments

The Contractor must post all adjustments separately to the Concentrator Account (Sub-Accounts where applicable). The Contractor must reverse the original incorrect entry and make the correct entry. On the same day as an adjustment to the concentrator account / sub-account is made, the Contractor must forward documentation to substantiate the adjustment to the RG and the appropriate departmental office.

2.19.5 Receipts Reporting

2.19.5.1 Receiver General Reporting Requirements

The Contractor must provide a daily bank statement of the Concentrator Account to the RG by 8:00 AM EST on the first banking day following the Concentrator Date. The RG has a strong preference for electronic reporting. The protocol and mappings for the electronic reporting of bank statements which the RG currently uses as a standard (EDI 821) are provided in *Annex A, Appendices 4(a) – Current Protocol for*

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Electronic Reporting of Bank Statements, 4(b) – 821 / 152 Envelope Specifications and 4(c) – 821 Mapping.

2.19.5.2 Departmental Reporting Requirements

- 2.19.5.2.1 The Contractor must provide advice and written instructions that will facilitate the complete and accurate reporting of remittance information, which departments require to identify the payer, the intended payee, and the purpose of the payment.
- 2.19.5.2.2 The Contractor must provide departments and the RG if requested with the information contained on the wire remittance within one (1) banking day.

2.20 Settlement

The manner in which settlement takes place will be dependent on the overall solution being proposed by the Contractor. Cheques are settled with the contractor upon receipt of the transmission file. Electronic payments are settled, depending on the proposed solution, either upon receipt of the transmission file, or on the payment due date as recorded in the RG's Standard Payment System.¹

The Contractor must propose a settlement mechanism to the RG, but the RG is not obligated to accept it. Float between the Contractor and the RG should be eliminated, where possible; but, where there is float, it will be compensated at the Bank of Canada rate minus 0.25%. If the contractor proposes a mechanism that does not eliminate float, then the contractor must clearly identify how its compensation is factored into its pricing.

The underlying principle behind float compensation between Canada and the Contractor is that compensation should be given to the party affected by "financially-adverse float." This will apply to Canada's or the Contractor's cash flows related to this contract. The settlement between the RG and the Contractor will be made via Large Value Transfer System (LVTS) payments between the RG account at the Bank of Canada and the contractor account held by the Contractor. Possible mechanisms can include, but are not limited to:

¹ If the file transmission date is greater than the payment due date, the payment shall be compensated using the file transmission date.

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Scenario 1

Assumptions or estimates would be made regarding an average transit time for payment files, possibly mixing unlike payments in this respect, so that float interest calculations could be done on cash flows of daily payment file totals, rather than conducting this exercise on individual payments.

Scenario 2

Float interest would be calculated on the daily balances of the Contractor's Concentrator Account (or, if included in its bid, any foreign currency accounts held by the Contractor) at the rates noted below. Balances on foreign currency accounts would be converted daily into Canadian dollars, at the Bank of Canada noon rate.

Scenario 3

Float interest would be calculated differently for varying payment types:

a. Calculation of float for cheques:

Calculation of float would be based on the rates noted above and on a negotiated or acceptable number of days for the average clearing of all cheques, regardless of the currency. It will be based on the payment data contained in the RG's Standard Payment System's tables.

b. Settlement of electronic payments on due date:

Calculation of float would follow the same principle. Separate files would be sent to the Contractor for electronic payments for settlement on due date and the process might involve a couple of different options. For example:

- (i) The Standard Payment System could send the Automated Funds transfer file to the Contractor with all new payments sorted by due date, and the Contractor would then only claim for the payments on their due date; or,
- (ii) The RG could send multiple files each day which would contain one payment due date. That way, the Contractor could claim for only the files that are issued that day.

2.21 Performance Reporting

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The Contractor's solution should include Reporting Services that will provide the RG with the tools to monitor and track operational statistics and performance during the course of the Contract.

The Contractor is therefore requested to provide a complete and detailed description of the reporting tools and reports it proposes to produce so that the RG can monitor and assess ongoing performance in the delivery of services. At a minimum, this information must include volume and value statistics for payments issued, broken out by:

- (i) type of payment (e.g., small-value, non-recurring, etc.);
- (ii) payment method (i.e. AFT / cheque / wire), country of delivery;
- (iii) Currency;
- (iv) product (e.g. Old Age Security); and
- (v) number of undeliverable payments.

It must also include annual volume and value statistics for receipts collected, also broken out by:

- (i) country of origin;
- (ii) Payment type; and
- (iii) currency.

2.22 Ease of Transition

The Contractor must ensure that there is no break in service from the current contract and that service levels as identified in the Statement of Work are maintained or improved for both; (a) the recipients of RG payments made outside of Canada and (b) the handling of foreign currency receipts. In addition, it must provide for a similar transition at the end of the contract period to a new foreign payment service provider should that be the case. This transition must include post-payment activities related to items handled during the contract period such as investigations, inquiries, stale dated items, etc.

The Implementation process is expected to take from six (6) to twelve (12) months to complete, from date of Contract award. The RG will have a dedicated project team in place, consisting of senior-level personnel from the RG's Payment Products and Services Directorate (PPSD) and the Strategic Systems Management Directorate (SSMD) to work with the Contractor to ensure implementation and transition to the new contract is achieved without any break in service. Resolutions to issues that arose from previous implementations will be communicated to the Contractor to assist in making the transition seamless.

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The RG project team will advise the Contractor of any issues and problems that may arise during the implementation period, and escalate issues as needed. For implementation, it is the Contractor's responsibility to ensure it meets the technical requirements as outlined in *Annex A, Appendix 3(b) – File Structure Information*. Enhancements to Canada's systems to integrate with the Contractor, as required by the RG, will be the RG's responsibility.

2.23 Contingency Plans

The ongoing capability of the RG to make payments in a timely and accurate manner is a mission critical responsibility and there cannot be any interruption in service. The RG, in conjunction with the Accounting, Banking and Compensation Branch of the Department, has formal Disaster Recovery and Business Continuity Plans in place that are reliable and ensure the RG's mandate would be minimally affected by a disaster or any unforeseen event. The Contractor must not only have a formal Disaster Recovery Plan in place but it must also work with the RG during the implementation phase to develop a formal contingency plan to ensure ongoing coverage of services provided by the Contractor. The Contractor must have alternative contingency routing arrangements. For example, if the AFT channel is unavailable, the payment could be rerouted via SWIFT.

2.24 Language Requirements

The Contractor must be capable of providing oral and written communication with PWGSC employees in both French and English. Tools, such as software, reporting tools or other tools provided by the Contractor for use by federal government employees must be in both French and English. Documentation must be provided in English and, when available, in French.

2.25 Federal Image

The Contractor must provide for the presence of a federal image on cheques. As a minimum, this must include the Canadian flag and the words: "Government of Canada / Gouvernement du Canada".

2.26 Department of Foreign Affairs and Trade Development Canada (DFATD) Requirements

The Department of Foreign Affairs and Trade Development Canada current international banking operations are decentralized in nature with local Missions largely responsible for arranging and managing

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their respective activities, related to disbursements receipts and account management. The Department uses more than thirty currencies to fund its various Mission needs, with U.S. Dollars and Euros being the two largest. It currently operates one hundred, seventy-two (172) service points outside Canada and has some two-hundred, ninety (290) operating accounts with more than eighty (80) different banks worldwide. In some instances, the Missions have arrangements with small local / regional banks while in others the Missions have individual arrangements with some much larger global institutions.

2.26.1 Payments

DFATD's existing arrangements are used to support Canadian foreign missions and other federal government departments that utilize the common services offered abroad by DFATD. The authority to open these accounts is provided to DFATD by the Receiver General (RG). The RG currently has no active involvement in the day-to-day operation of these accounts except to process payment requisitions from DFATD to fund them. On an annual basis, the payments out of the DFATD operating accounts in foreign banks represent 220,000 payments for a value of approximately \$750 million CAD. These payments are currently made in cash, by cheque, or by a variety of other electronic payment mechanisms, such as wire transfers, Automated Funds Transfer (AFT), giros and bank transfers.

DFATD's accounts payable payments are currently processed through the Standard Payment System (SPS) and the Department is working closely with the RG to migrate the foreign mission payments noted above to include in the RG's foreign banking services wherever its business requirements can be met. DFATD has agreed to migrate its payments through the RG's foreign banking contract for any given country where three types of payments (cheques, AFT and wires) are supported. In instances where the Contractor cannot support all three of these payment methods within the same country, DFATD will continue with its current arrangements for those particular cases / countries only – meaning that it will continue to deal with other international institutions outside the scope of this contract.

Addendum / payment information: DFATD's requirements will vary depending on the country; however, the Contractor must match the normal banking convention in the country in which payment is being issued. In the past, DFATD has requested up to forty-nine (49) characters of text to be forwarded to recipient directly from the Departmental Financial Management System to SPS. As a

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minimum, however, DFATD requires that AFT payments accommodate eighteen (18) to thirty (30) characters of addenda information where supported by local clearing rules.

Payments that are migrated through the RG contract will be made as per the processes and standards described in the Statement of Work. Cheque clearing in country should not result in recipient delays in receiving credit for cheques. Projected payment volumes and values are included as an appendix, but this information was prepared on a best efforts basis and does not represent a guarantee of future business volumes.

There are a limited number of payments that are required on same-day or next-day basis for any mission (e.g., DFATD's U.S. Missions issue approximately fifty (50) payments monthly that are required by the next day).

2.26.2 Receipts

Revenues are collected in over one-hundred (100) DFATD missions abroad on behalf of other federal government departments, which utilize the common services offered abroad by the department. In 2006, total revenues collected surpassed \$260 million CAD. The Contractor needs to have a network in place to accept revenues, either directly or through a partner bank, and communicate back to DFATD for reconciliation purposes. Citizenship and Immigration Canada (CIC) accounted for 96% of the revenues collected - citizenship application payments accounted for the vast majority of these revenues, ranging in price from \$30 CAD to \$30,000 CAD. The remaining balance is collected for passport fees and various consular fees, which typically range from \$12 CAD to \$200 CAD.

About 56% of these revenues are collected in the following seven countries: the United States of America, China, India, the United Kingdom, Philippines, France and Taiwan. These payments are normally from individuals and are usually made by cash or money order, but they can also include receipts from financial institutions. DFATD is seeking to consolidate as much of its revenue collection business as possible with this contract while meeting the following objectives:

- Offer clients more choices and convenience for making remittances.
- Offer solutions to alleviate security and control issues.
- Offer solutions that result in administrative efficiencies.
- Offer solutions that leverage existing banking infrastructures and technology.

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- Offer solutions that provide remittance information in an electronic format.

For the purposes of this contract, however, DFATD will contain receipt collection to the seven (7) countries that account for 56% of its revenue collection totals. From there, each additional or subsequent country will be assessed on a case-by-case basis. Consideration was given to parceling DFATD's receipts business on a regional basis given its local requirements, but the aforementioned approach is deemed more appropriate. DFATD's missions generally collect revenue on-site at the mission and the currencies accepted vary depending on the countries, although DFATD accepts CAD, local and sometimes USD.

2.26.3 Foreign Currency Bank Notes

The Contractor must meet requirements for foreign currency bank notes to DFATD and other departments and agencies ("Client") needed to support operations abroad. A bank note is often known as a bill, paper money, or simply a note. Foreign bank notes are to be delivered to the Client office across

Canada. Client has an arrangement to send the money through the mailroom in a classified diplomatic bag that is sent to its missions.

The purpose of this bank note is to allow the Client to purchase foreign denominations when required to fulfill operational requirements.

The provision of foreign currency banknotes will occur as per the following established procedures.

2.26.3.1 Booking a Transaction

The Contractor must provide the Client with a six-digit customer identification number (one customer identification number for each Client), which will be used by the Client when calling the Contractor to book its foreign currency transactions.

At the time of the transaction, the Contractor and Client must agree on:

- the currency of the bank notes;
- the amount of the bank notes;
- the exchange rate;

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- the value date of the transaction(s);
- the payment instructions regarding payment for the transaction of bank notes; and
- the terms of the delivery of such bank notes (including the physical address to which the bank notes must be delivered or picked-up).

2.26.3.2 Eligible Currencies / Collections

The Contractor must sell all traded foreign currency bank notes for which no applicable government regulation exists preventing the exchange or repatriation of such currencies. Shipments of coin currency and mutilated notes are not covered under this Contract. However, the Contractor must process mutilated and defaced notes on a “best efforts collection basis”.

2.26.3.3 Shipments to the Client's location from the Contractor

- a. The Contractor must arrange for door-to-door transportation by security carrier (armored or non-armored) with delivery to the Client’s designated physical address. The Contractor must bear all responsibility for the transport of the bank notes from, and including, the time that the bank notes leave the Contractor’s vault until the date and time that such bank notes arrive at Client’s designated physical address and Client’s authorized employees or agents receive the bank notes by signing the relevant delivery sheet evidencing the receipt thereof by the department.
- b. The Contractor must prepare all bank notes in the following manner:
 - (i) bundled in straps comprised of bank notes of the same currency and the same denomination. Partial straps must be packaged separately in sealed containers and be separately identified; and
 - (ii) clearly identifiable at the time of purchase by the Client and packed in a flat manner (i.e., not folded).
 - (iii) Each Strap and Partial Strap must be stamped with the Contractor’s name, have the bank notes facing up and not contain pins, clips, staples or tape or any other foreign objects.

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Partial straps will contain like denominations of the same currency and the total amount of currency contained in the partial strap must be clearly indicated on the packing slip. Straps must be bundled in bundles of ten (10) straps each and each such bundle must be secured by heavy-duty rubber elastic bands.

2.26.3.4 Discrepancies

- a. Discrepancies in the shipment should be reported within twenty-four (24) hours of receipt by telephone to the Contractor's Customer Service Center and no later than five (5) business days from day of placing the order.
- b. The Contractor must require the date and amount of shipment, amount of discrepancy, packing slip and or the strap from the bundle in which the discrepancy was discovered as well as all packaging materials.
- c. Upon notification of a discrepancy, the Contractor must initiate an investigation, which will determine liability for the discrepancy.
- d. The Contractor must assume responsibility in the event of any currency package(s) not shipped on the day of order provided the order is received before 15h30 Eastern Standard Time.
- e. Both Parties, the Contractor and Canada, agree to cooperate with the investigation of any content discrepancy. The Parties must provide the particulars of any discrepancy to each other which may include, the date and amount of the currency shipment or currency pick-up, the individual documents from the sealed package in which the discrepancy was discovered. Each party is required to keep all original packaging and contents for any discrepancy. Verification of the contents of the package is to be completed by both parties under dual custody. Clearing and settlements of all such discrepancies must be made within five (5) business days.
- f. The Contractor must debit or credit the Receiver General's concentrator account as appropriate for all discrepancies such as shortages, worthless currencies and overages under advice following post transaction investigations.

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2.26.3.5 Settlement

Settlement for sales to the departmental office will be reimbursed to the Contractor (in an account of the Contractor's choice) via wire transfer or direct deposit payment within two (2) business days of receipt of currency bank notes.

2.26.3.6 Reports

The Contractor must provide a quarterly report on the transaction of the foreign currency bank notes. The report must include the following information:

- the Client (name of the department or agency);
- the transaction date (i.e. the date on which the Contractor sells the currency bank notes to the Client;
- the currency bank notes;
- the amount of the currency bank notes;
- the exchange rate; and
- the transportation fee, if applicable.

The purpose of the report is to keep track of the usage of the bank notes by the Client. The report must be submitted electronically via e-mail to the Contracting Authority and Project Authority.

2.27 Customer Service Hours

Customer service from Monday to Friday between the hours of 7h00 and 17h00 EST must be provided by the Contractor on all banking days.

2.28 Acronyms and Definitions

Automated Funds Transfer (AFT): AFT refers to the transfer of money between accounts by electronic means. Direct Deposit is an AFT.

Bank draft: Means a cheque, drawn by a bank against its own funds deposited in another bank. Banks frequently use bank drafts when it is more convenient to write a bank cheque than to use a customer's cheque.

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Banking Day: Any day on which the Ottawa Agency of the Bank of Canada is open for business.

Concentrator Accounts: Accounts of the government of Canada into which funds deposited (transferred) from remote sources are concentrated at end of a period of time.

Concentrator Date: The date the RG receives value in the concentrator account.

Correspondent Bank: Is a bank or financial institution that provides payment and other services, not available at the respondent bank. In most cases, correspondent banks are physically located in regions different from the respondent. Cross border payments are normally made through correspondent banking.

CPA 005 (for Direct Deposit): Canadian Payments Association standard file format for AFT transactions.

CRA: Canada Revenue Agency

CRF: Consolidated Revenue Fund

ESDC: Employment and Skills Development Canada

DND: Department of National Defence

Foreign Draft: A cheque denominated in a specific foreign currency, usually drawn on a bank account in the country of the currency's origin.

GBS: Government Banking System

Giro: Is an electronic direct debit mechanism used by billing organizations (BOs) as a low cost means to collect payments.

IBAN: International Bank Account Number

Large-Value (Payment): Payment for which the value is greater than or equal to \$100,000 CAD.

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Large Value Transfer System (LVTS): The Canadian system of settlement for large value electronic payments.

OFAC: Office of Foreign Assets Control

OSFI: Office of the Superintendent of Financial Institutions

Overlay: The term overlay refers to a collection of constant data such as lines, text, images and boxes that are electronically composed in the host processor and stored in a library. Overlays can be merged with variable data during printing and are primarily used in place of preprinted forms.

Payment Products and Services Directorate (PPSD): RG directorate responsible for payment issuance.

Presentation Date: The date and time prior to which an AFT remittance must be submitted to the Contractor for same day value purposes; if a remittance is presented after this date and time, the Presentation Date defaults to the next Banking Date.

Pre-note: A pre-note is a small / zero-dollar test transaction initiated electronically to a bank account when account information is initially set up to confirm that the account information has been correctly entered.

PWGSC: The department of Public Works and Government Services Canada.

RCN: Rate Confirmation Numbers

RG: Receiver General for Canada

Same Day Value: When the Concentrator Date is the same as the Presentation Date.

SDN: Specially Designated Nationals

Small-Value (Payment): Payment for which the value is less than \$100,000 CAD.

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Socio-Economic Payments: Means federal government payments made to Canadians who meet specific qualifications; those who qualify are thus entitled to the payments such as Old Age Security, Guaranteed Income Supplement, and Canada Pension Plan.

SPS: Standard Payment System

Strategic Systems Management Directorate (SSMD): RG directorate responsible for the maintenance of RG treasury systems.

Sub-Accounts: Accounts established in the name of the government department that clear daily to the Concentrator account.

TECP: Truncation and Electronic Cheque Presentation

Wire payment: Means an order to pay funds electronically by wire instruction

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The use of a checkmark (✓) in the 4th and 5th columns of following grid indicates the countries where coverage is mandatory for corresponding payment types identified. The use of a checkmark (✓) in the 6th and 7th columns indicate a country's corresponding tier used for evaluation purposes.

Tier I refer to countries considered to be a short-term priority; whereas, tier II refer to countries that are not.

Country or territory	Currency	ISO-4217	Mandatory Coverage		Tier	
			AFT	Local Currency Cheque	I	II
Afghanistan	Afghan afghani	AFN				✓
Åland Islands (Finland)	European euro	EUR				✓
Albania	Albanian lek	ALL				✓
Algeria	Algerian dinar	DZD				✓
American Samoa (USA)	United States dollar	USD			✓	
Andorra	European euro	EUR			✓	
Angola	Angolan kwanza	AOA				✓
Anguilla (UK)	East Caribbean dollar	XCD				✓
Antigua and Barbuda	East Caribbean dollar	XCD				✓
Argentina	Argentine peso	ARS				✓
Armenia	Armenian dram	AMD				✓
Aruba (Netherlands)	Aruban florin	AWG				✓
Australia	Australian dollar	AUD	✓	✓	✓	
Austria	European euro	EUR	✓	✓	✓	
Azerbaijan	Azerbaijani manat	AZN				✓
Bahamas	Bahamian dollar	BSD				✓
Bahrain	Bahraini dinar	BHD				✓
Bangladesh	Bangladeshi taka	BDT				✓
Barbados	Barbadian dollar	BBD			✓	
Belarus	Belarusian ruble	BYR				✓
Belgium	European euro	EUR	✓	✓	✓	
Belize	Belize dollar	BZD				✓
Benin	West African CFA franc	XOF				✓
Bermuda (UK)	Bermudian dollar	BMD				✓
Bhutan	Bhutanese ngultrum	BTN				✓
Bolivia	Bolivian boliviano	BOB				✓
Bosnia and Herzegovina	Bosnia and Herzegovina convertible mark	BAM				✓
Botswana	Botswana pula	BWP				✓
Brazil	Brazilian real	BRL			✓	

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British Indian Ocean Territory (UK)	United States dollar	USD			✓	
British Virgin Islands (UK)	United States dollar	USD			✓	
Brunei	Brunei dollar	BND				✓
Bulgaria	Bulgarian lev	BGN			✓	
Burkina Faso	West African CFA franc	XOF				✓
Burundi	Burundi franc	BIF				✓
Cabo Verde	Cape Verdean escudo	CVE				✓
Cambodia	Cambodian riel	KHR				✓
Cameroon	Central African CFA franc	XAF				✓
Canada	Canadian dollar	CAD				✓
Caribbean Netherlands (Netherlands)	United States dollar	USD				✓
Cayman Islands (UK)	Cayman Islands dollar	KYD				✓
Central African Republic	Central African CFA franc	XAF				✓
Chad	Central African CFA franc	XAF				✓
Chile	Chilean peso	CLP			✓	
China	Chinese Yuan Renminbi	CNY			✓	
Christmas Island (Australia)	Australian dollar	AUD			✓	
Cocos (Keeling) Islands (Australia)	Australian dollar	AUD				✓
Colombia	Colombian peso	COP				✓
Comoros	Comorian franc	KMF				✓
Congo, Republic of the	Central African CFA franc	XAF				✓
Congo, Democratic Republic of the	Congolese franc	CDF				✓
Cook Islands (New Zealand)	Cook Islands dollar	NZD			✓	
Costa Rica	Costa Rican colon	CRC				✓
Cote d'Ivoire	West African CFA franc	XOF				✓
Croatia	Croatian kuna	HRK	✓		✓	
Cuba	Cuban peso	CUP				✓
Curaçao (Netherlands)	Netherlands Antillean guilder	ANG				✓
Cyprus	European euro	EUR	✓	✓	✓	
Czech Republic	Czech koruna	CZK	✓	✓	✓	
Denmark	Danish krone	DKK	✓	✓	✓	
Djibouti	Djiboutian franc	DJF				✓
Dominica	East Caribbean dollar	XCD				✓
Dominican Republic	Dominican peso	DOP				✓

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Ecuador	United States dollar	USD		✓	✓	
Egypt	Egyptian pound	EGP			✓	
El Salvador	United States dollar	USD				✓
Equatorial Guinea	Central African CFA franc	XAF				✓
Eritrea	Eritrean nakfa	ERN				✓
Estonia	European euro	EUR	✓	✓	✓	
Ethiopia	Ethiopian birr	ETB				✓
Falkland Islands (UK)	Falkland Islands pound	FKP				✓
Faroe Islands (Denmark)	Faroese krona	DKK			✓	
Fiji	Fijian dollar	FJD			✓	
Finland	European euro	EUR	✓	✓	✓	
France	European euro	EUR	✓	✓	✓	
French Guiana (France)	European euro	EUR				✓
French Polynesia (France)	CFP franc	XPF			✓	
Gabon	Central African CFA franc	XAF				✓
Gambia	Gambian dalasi	GMD				✓
Georgia	Georgian lari	GEL				✓
Germany	European euro	EUR	✓	✓	✓	
Ghana	Ghanaian cedi	GHS				✓
Gibraltar (UK)	Gibraltar pound	GIP				✓
Greece	European euro	EUR	✓	✓	✓	
Greenland (Denmark)	Danish krone	DKK			✓	
Grenada	East Caribbean dollar	XCD				✓
Guadeloupe (France)	European euro	EUR			✓	
Guam (USA)	United States dollar	USD			✓	
Guatemala	Guatemalan quetzal	GTQ				✓
Guernsey (UK)	Guernsey Pound	GGP			✓	
Guinea	Guinean franc	GNF				✓
Guinea-Bissau	West African CFA franc	XOF				✓
Guyana	Guyanese dollar	GYD				✓
Haiti	Haitian gourde	HTG				✓
Honduras	Honduran lempira	HNL				✓
Hong Kong (China)	Hong Kong dollar	HKD	✓	✓	✓	
Hungary	Hungarian forint	HUF	✓		✓	
Iceland	Icelandic krona	ISK				✓
India	Indian rupee	INR	✓	✓	✓	
Indonesia	Indonesian rupiah	IDR	✓		✓	
Iran	Iranian rial	IRR				✓
Iraq	Iraqi dinar	IQD				✓

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Ireland	European euro	EUR	✓	✓	✓	
Isle of Man (UK)	Manx pound	IMP			✓	
Israel	Israeli new sheqel	ILS	✓		✓	
Italy	European euro	EUR	✓	✓	✓	
Jamaica	Jamaican dollar	JMD			✓	
Japan	Japanese yen	JPY		✓	✓	
Jersey (UK)	Jersey pound	JEP			✓	
Jordan	Jordanian dinar	JOD				✓
Kazakhstan	Kazakhstani tenge	KZT				✓
Kenya	Kenyan shilling	KES				✓
Kiribati	Australian dollar	AUD			✓	
Kosovo	European euro	EUR			✓	
Kuwait	Kuwaiti dinar	KWD			✓	
Kyrgyzstan	Kyrgyzstani som	KGS				✓
Laos	Lao kip	LAK				✓
Latvia	European euro	EUR	✓		✓	
Lebanon	Lebanese pound	LBP				✓
Lesotho	Lesotho loti	LSL				✓
Liberia	Liberian dollar	LRD				✓
Libya	Libyan dinar	LYD				✓
Liechtenstein	Swiss franc	CHF			✓	
Lithuania	European euro	EUR	✓		✓	
Luxembourg	European euro	EUR	✓	✓	✓	
Macau (China)	Macanese pataca	MOP				✓
Macedonia	Macedonian denar	MKD				✓
Madagascar	Malagasy ariary	MGA				✓
Malawi	Malawian kwacha	MWK				✓
Malaysia	Malaysian ringgit	MYR	✓		✓	
Maldives	Maldivian rufiyaa	MVR				✓
Mali	West African CFA franc	XOF				✓
Malta	European euro	EUR	✓	✓	✓	
Marshall Islands	United States dollar	USD			✓	
Martinique (France)	European euro	EUR			✓	
Mauritania	Mauritanian ouguiya	MRO				✓
Mauritius	Mauritian rupee	MUR				✓
Mayotte (France)	European euro	EUR			✓	
Mexico	Mexican peso	MXN	✓		✓	
Micronesia	United States dollar	USD			✓	
Moldova	Moldovan leu	MDL				✓
Monaco	European euro	EUR	✓	✓	✓	
Mongolia	Mongolian tugrik	MNT				✓

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Montenegro	European euro	EUR				✓
Montserrat (UK)	East Caribbean dollar	XCD				✓
Morocco	Moroccan dirham	MAD		✓	✓	
Mozambique	Mozambican metical	MZN				✓
Myanmar	Myanmar kyat	MMK				✓
Namibia	Namibian dollar	NAD				✓
Nauru	Australian dollar	AUD				✓
Nepal	Nepalese rupee	NPR				✓
Netherlands	European euro	EUR	✓	✓	✓	
New Caledonia (France)	CFP franc	XPF			✓	
New Zealand	New Zealand dollar	NZD	✓	✓	✓	
Nicaragua	Nicaraguan cordoba	NIO				✓
Niger	West African CFA franc	XOF				✓
Nigeria	Nigerian naira	NGN			✓	
Niue (New Zealand)	New Zealand dollar	NZD			✓	
Norfolk Island (Australia)	Australian dollar	AUD			✓	
North Korea	North Korean won	KPW				✓
Northern Mariana Islands (USA)	United States dollar	USD			✓	
Norway	Norwegian krone	NOK	✓	✓	✓	
Oman	Omani rial	OMR			✓	
Pakistan	Pakistani rupee	PKR		✓	✓	
Palau	United States dollar	USD			✓	
Palestine	Israeli new sheqel	ILS				✓
Panama	United States dollar	USD			✓	
Papua New Guinea	Papua New Guinean kina	PGK				✓
Paraguay	Paraguayan guarani	PYG				✓
Peru	Peruvian nuevo sol	PEN			✓	
Philippines	Philippine peso	PHP	✓	✓	✓	
Pitcairn Islands (UK)	New Zealand dollar	NZD				✓
Poland	Polish zloty	PLN	✓		✓	
Portugal	European euro	EUR	✓	✓	✓	
Puerto Rico (USA)	United States dollar	USD			✓	
Qatar	Qatari riyal	QAR				✓
Reunion (France)	European euro	EUR				✓
Romania	Romanian leu	RON	✓		✓	
Russia	Russian ruble	RUB			✓	
Rwanda	Rwandan franc	RWF				✓
Saint Barthélemy (France)	European euro	EUR				✓
Saint Helena (UK)	Saint Helena pound	SHP				✓
Saint Kitts and Nevis	East Caribbean dollar	XCD				✓

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Saint Lucia	East Caribbean dollar	XCD				✓
Saint Martin (France)	European euro	EUR				✓
Saint Pierre and Miquelon (France)	European euro	EUR				✓
Saint Vincent and the Grenadines	East Caribbean dollar	XCD				✓
Samoa	Samoa tala	WST			✓	
San Marino	European euro	EUR			✓	
Sao Tome and Principe	Sao Tome and Principe dobra	STD				✓
Saudi Arabia	Saudi riyal	SAR			✓	
Senegal	West African CFA franc	XOF				✓
Serbia	Serbian dinar	RSD				✓
Seychelles	Seychellois rupee	SCR				✓
Sierra Leone	Sierra Leonean leone	SLL				✓
Singapore	Singapore dollar	SGD	✓	✓	✓	
Sint Maarten (Netherlands)	Netherlands Antillean guilder	ANG				✓
Slovakia	European euro	EUR	✓		✓	
Slovenia	European euro	EUR	✓	✓	✓	
Solomon Islands	Solomon Islands dollar	SBD			✓	
Somalia	Somali shilling	SOS				✓
South Africa	South African rand	ZAR	✓	✓	✓	
South Korea	South Korean won	KRW				✓
South Sudan	South Sudanese pound	SSP				✓
Spain	European euro	EUR	✓	✓	✓	
Sri Lanka	Sri Lankan rupee	LKR		✓	✓	
Sudan	Sudanese pound	SDG				✓
Suriname	Surinamese dollar	SRD				✓
Svalbard and Jan Mayen (Norway)	Norwegian krone	NOK				✓
Swaziland	Swazi lilangeni	SZL				✓
Sweden	Swedish krona	SEK	✓	✓	✓	
Switzerland	Swiss franc	CHF	✓	✓	✓	
Syria	Syrian pound	SYR				✓
Taiwan	New Taiwan dollar	TWD				✓
Tajikistan	Tajikistani somoni	TJS				✓
Tanzania	Tanzanian shilling	TZS				✓
Thailand	Thai baht	THB	✓	✓	✓	
Timor-Leste	United States dollar	USD				✓
Togo	West African CFA franc	XOF				✓
Tokelau (New Zealand)	New Zealand dollar	NZD				✓

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Tonga	Tongan pa'anga	TOP			✓	
Trinidad and Tobago	Trinidad and Tobago dollar	TTD			✓	
Tunisia	Tunisian dinar	TND				✓
Turkey	Turkish lira	TRY	✓		✓	
Turkmenistan	Turkmenistani manat	TMT				✓
Turks and Caicos Islands (UK)	United States dollar	USD			✓	
Tuvalu	Australian dollar	AUD				✓
Uganda	Ugandan shilling	UGX				✓
Ukraine	Ukrainian hryvnia	UAH				✓
United Arab Emirates	UAE dirham	AED	✓	✓	✓	
United Kingdom	Pound sterling	GBP	✓	✓	✓	
United States of America	United States dollar	USD	✓	✓	✓	
Uruguay	Uruguayan peso	UYU				✓
US Virgin Islands (USA)	United States dollar	USD			✓	
Uzbekistan	Uzbekistani som	UZS				✓
Vanuatu	Vanuatu vatu	VUV			✓	
Vatican City (Holy See)	European euro	EUR			✓	
Venezuela	Venezuelan bolivar	VEF				✓
Vietnam	Vietnamese dong	VND			✓	
Wallis and Futuna Islands (France)	CFP franc	XPF			✓	
Western Sahara	Moroccan dirham	MAD			✓	
Yemen	Yemeni rial	YER				✓
Zambia	Zambian kwacha	ZMW				✓
Zimbabwe	United States dollar	USD				✓

Please note that wire payment coverage is mandatory in all the aforementioned countries.

ANNEX A – APPENDIX 2

SPS Concept of Operations

1. INTRODUCTION TO THE SPS

The Standard Payment System (SPS) issues most Receiver General (RG) payments on behalf of all federal departments and agencies using the Consolidated Revenue Fund (CRF), and direct deposit payments for Employment Insurance. RG payments include pensions, pay for government employees, tax credits, and payments to students, farmers, fishermen, suppliers, provinces, and Indian bands.

The SPS is an integrated system that incorporates the entire payment process including: receipt and validation of the requisition for payment; payment issue; no it doesn't and processing of exceptions in issue and redemption. The SPS offers four (4) payment methods; cheque, direct deposit, Electronic Data Interchange (EDI), and Large Value Transfer System (LVTS). As well, program departments program can use the SPS priority payment facility to requisition and print cheques or produce urgent deposits.

2. SPS PROGRAM DEPARTMENT OPTIONS AND ALTERNATIVES

Overall, the SPS affords a standardized approach to the processing of payments and payment related forms; however, the system also provides options and alternatives that permit tailoring of the basic system to meet each program department's particular needs. Options are SPS functions that program departments can elect to do themselves. Alternatives are functions that the SPS must perform but that allow the program department to choose from several input, output, or processing methods. Among the functions that program departments are able to perform using the SPS are:

- A. Enquire online about any aspect of the payment process;
- B. Print priority (urgent and replacement) cheques and legal forms on their own premises;
- C. Intercept payments online;
- D. Input missing addresses and financial institution routing information online; and
- E. Process online Interdepartmental Settlements.

Program departments can choose all, some, or none of these options, which are designed to provide PWGSC program departments with greater involvement in the payment process and to enable them to offer improved services to payment recipients. PWGSC provides the training and support necessary to use the selected options.

3. SPS CHARACTERISTICS

The SPS is an integrated, generic system designed to accommodate all payment types noted below. It consolidates the best functions of the various payment process systems used previously and includes new functionality. The following are some SPS characteristics:

- A. Automation;
- B. Flexibility;
- C. Online interaction;
- D. Electronic authorization and authentication (EAA);
- E. Payment methods;
- F. Security and confidentiality; and
- G. Flexible non-payment printing.

4. SPS TAILORED TO PROGRAM DEPARTMENT NEEDS

Prior to SPS implementation, program department consultations are held by PWGSC to analyze each program department's existing system, determine its SPS requirements, and identify program-specific SPS options and alternatives. These consultations result in comprehensive product profiles.

A product profile comprises a series of tables that describe how that program department's product is to be processed by the SPS. The profile establishes the relationship between PWGSC sites and program department sites, the format and manner of input and output, and the program-specified actions to be taken by the SPS under particular circumstances, such as in the case of returned payments. The tables that make up the product profile are divided into four (4) categories:

- A. System tables;
- B. Product tables;
- C. Program tables; and
- D. Security tables.

5. LIFE CYCLE OF A PAYMENT

The life cycle of a Canadian government payment begins when an individual or an organization submits an application to a program department.

Once eligibility for a payment has been established, the program department identifies the amount and timing of the payment. The program department will then transmit the requisition and payment file to the SPS. The requisition must be accompanied by an EAA signature. It is either input by the program online or forwarded as part of the Auto Load Control File. The receipt of the auto load is a trigger to the SPS signaling that the payment file is ready to be edited and loaded.

PWGSC extracts and processes the payment on the basis of a predetermined schedule. Cheques are printed and released to Canada Post for delivery to the recipient. Direct deposit payments are produced as files that are delivered to the appropriate financial institutions for deposit into the payees' accounts.

Each day, the financial institutions compile the cashed cheques and the details of that day's government payments and send them to PWGSC, where the records of deposits and cashed cheques are matched against the issue files to confirm that they are legitimate claims against the CRF. The Bank of Canada then pays the financial institutions the value of the redeemed payments.

PWGSC notifies its program departments when payments have been issued. Program departments are responsible for reporting their financial accounting information separately, and they do their own payment scheduling and interest calculation.

This life cycle applies to more than 99.5% of the payments that PWGSC issues every year. However, for a very small percentage of cheques and direct deposits, this life cycle may be interrupted as a result of, for example, changed addresses or closed/changed bank accounts. In such cases, there are processes in place to handle these updates of information before the process continues.

6. SPS IN A PROGRAM DEPARTMENT

As mentioned in Section 4, each program department selects payment issue and post-issue options and alternatives which, once compiled, make up a product profile that instructs the SPS to take certain actions in various situations when processing a particular product. These predetermined actions vary, depending on the type of product involved.

6.1 INQUIRIES

Information about every aspect of the payment process can be accessed by program departments that choose this SPS option, as well as by PWGSC.

6.2 REGULAR PAYMENT PROCESSING

The requisition that a program department prepares for submission to PWGSC covers the total number of payments involved and is accompanied by a payment file that contains all of the necessary payment information related to the various payees.

After the requisition information has been entered into the SPS, the SPS edits the payment details to ensure that all relevant information is present. The SPS then loads and extracts the payments as direct deposits, cheques, EDIs or LVTS.

If any of the payment information fails the SPS edit, the SPS refers to the product profile to determine the type of action that the program department has specified should be taken.

6.3 ERROR CORRECTION AND PAYMENT INTERCEPTS

One (1) SPS option allows program departments to make certain types of corrections online if changes made by a payee are discovered before a payment has been extracted for printing or processing.

Other types of errors or changes in payment information might call for a payment to be intercepted, which the program department can do online if it chose the SPS intercept option.

If any of the financial institution routing information for a direct deposit is incorrect, program departments can choose one (1) of the SPS alternatives of converting the direct deposit to a cheque and sending it to the payee in the care of the financial institution or sending the cheque to the payee's home address.

Corrections, changes, etc. are performed before the extract so no impact on the Contractor.

6.4 PRIORITY PAYMENTS

The SPS makes it possible for a program department to issue payments on an urgent or priority basis, using either a hard copy or an EAA requisition.

The program department can input an EAA requisition containing an authorized electronic signature, along with the payment details, online directly into the SPS. In both cases, the SPS will then edit the payment details and, if all of the required information is present, produce the required payment.

After verification of the input, if the program department has on-site priority cheque printing capability, the cheque can be printed in the program department's office and handed to the waiting applicant. Otherwise, the cheque can be printed at a specified PWGSC site, where it can be held for

pickup.

6.5 REPLACEMENT AND DUPLICATE PAYMENTS

Using the SPS, program departments can go online and make an inquiry about missing payments.

If the payment is shown as having been returned for some reason and is being held, the program department can requisition a replacement payment immediately. If the payment is shown as having been sent out but it has not been returned or redeemed, a program department can go online, have a legal form printed for the applicant to sign, and quickly supply the intended recipient with a duplicate payment if warranted.

If a payment has been redeemed, a program department can elect not to issue a duplicate payment until the results of a forgery investigation by the Cheque Redemption Control Directorate (CRCD) are known.

6.6 RETURNED PAYMENTS

All returned payments, are processed by the CRCD, which updates the SPS. CRCD reports payments returned to program departments to the SPS. The SPS responds to returned payments according to predetermined actions identified by the program department's product profile.

7. FOREIGN PAYMENT ISSUE

The SPS directly processes input from the program departments, either online or batch, when the program asks for the foreign equivalent of a known Canadian amount or for a fixed foreign amount. These payments can be requisitioned as cheques, direct deposits or wires.

7.1 FOREIGN CURRENCIES

The SPS can issue a foreign payment in a large number of recognized currencies to most foreign countries. Other currencies that are not commonly used are identified as exotic currencies. The information concerning the eligibility of these currencies and countries is kept in system tables. These tables are used at the time the SPS edits the payment details to ensure the validity of the information provided.

7.2 METHODS OF PAYMENT

The SPS also keeps in its tables the methods of payment supported by foreign countries. Cheques and wires are supported for almost all countries. However, foreign direct deposits are currently limited to a number of countries. .

Due diligence is maintained for foreign payments by validating the foreign bank transit data prior to issuing a direct deposit payment.

7.3 FOREIGN EXCHANGE RATES

On every business day, the Contractor issues a file of the exchange rates for the most commonly used currencies. These rates are to be applied when requisitioning foreign entitlement payments valued at less than \$100K Canadian. The SPS uploads that information and uses it when processing payments.

The file is also made available to program departments to upload to their financial system. PWGSC posts these daily exchange rates on the Receiver General for Canada Web site.

Program departments can obtain a guaranteed exchange rate for foreign payments valued at more than \$100K Canadian or for any payment issued in an exotic currency. The rate is obtained by sending a request to the Contractor via an SPS Web screen. The rate remains valid for a predetermined period of time.

7.4 CANADIAN ENTITLEMENT PAYMENTS

The program department can have a known Canadian amount paid in any valid currency by identifying the corresponding ISO-Country Code when requisitioning the payment. The SPS will process the payment details provided by the program, either online or batch, and forward the payment request to the Contractor. The Contractor will apply the corresponding exchange rate adjusted by the markup specified in the contract between the RG and the Contractor and issue the payment to the recipient in the chosen currency.

7.5 FOREIGN ENTITLEMENT PAYMENTS

A program department can also have a payment issued for a fixed foreign amount by choosing valid ISO currencies and countries when requisitioning the payment. When the payment is requisitioned online, the SPS will apply the Receiver General posted daily rate for that currency. If a program department requisitions the payment by batch, the appropriate daily rate must be provided. The SPS will process the payment details and forward the data to the Contractor. The Contractor will validate the supplied exchange rate and issue to the recipient the foreign amount as requested by the program department.

ANNEX A – Appendix 3(a)

Technical Standards

The following details outline PWGSC's preferences regarding various products and standards that the Contractor would be asked to adopt. It also offers an overview of the data interchanges between PWGSC & the Contractor outlining the file layouts, and the timing of the exchanges.

These tools, products, standards and procedures have undergone both the test of time and the scrutiny of PWGSC's security audits. While other solutions and approaches are possible, they may impact the project timelines, costs and require formal accreditation of the final solution.

PWGSC Secure File Transfer (PSFT)

The PWGSC Secure File Transfer (PSFT) Facility is a software package that offers a secure file transfer service for electronic information over TCP/IP. The PSFT Facility was developed by PWGSC to allow secure data movement between users and/or applications. The two (2) main components of PSFT are a PSFT Server and a PSFT Client.

The PSFT Server is hosted by PWGSC and contains an access list of users registered to use the PSFT Facility. It also consists of a directory structure for transferring files, programs that control the flow of the files, and an underlying flow of receipts that form part of the non-repudiation.

The PSFT Client is an Application Programming Interface (API) that is available to be called by C++ or Java 1.4 and can run on any platform that supports these languages. This API would be made available to the Contractor at no cost. It provides functions or methods that allow the application program to authenticate, encrypt/decrypt, when sending or receiving files.

Also available with the PSFT Client is a standalone application that uses the API. Presently this thick client application is only available on Microsoft Windows systems, using the JRE 1.4.2 or above. This standalone version can run as either interactive providing a Graphic User Interface (GUI) interface for the manipulation of files, or unattended mode where files placed in a certain directory will be automatically delivered.

PSFT uses the Entrust Public Key Infrastructure (PKI) by incorporating the Entrust Toolkits. For the encryption/decryption and signing/verifying features, PSFT uses the Entrust PKI Toolkit and requires online access to the Entrust Certificate Authority (CA). PWGSC use the established services of the PWGSC PKI (Public Key Infrastructure) known as SAKMS. If the Contractor wishes to use his/her own PKI, the Contractor PKI must be cross-chained with the ITS PKI.

It is PWGSC's preference that the Contractor use this PSFT as the means to transfer all files between the two (2) sites.

Link connectivity is established by using private leased lines.

Router based IPSEC is mandatory.

Canada is responsible for link management.

The type of circuit that is required for redundancy purposes would be the Secure File Transfer (SFT) as specified in Annex A - Appendix 3 (a).

A Contractor does not need to do anything to switch to the redundant site. Canada takes care of routing the Contractor to the redundant site. There is no requirement for the Contractor to install a circuit on Canada's premises.

The contingency site has to be in Canada and good industry practices need to be followed.

The channel encryption type that is required should support SSL with the RC4_SHA_US_cipher.

Data retention requirements are based on normal financial institution standards. There are no other data encryption requirements for data in storage.

MQ Series

MQ is a commercial network communication technology offered by as part of the IBM as part of their WebSphere family of tools. MQ is a Message Oriented Middleware offering which PWGSC is leveraging for real-time messaging requirements such as requests for immediate currency quotations. MQ allows independent and potentially non-concurrent applications on a distributed system to communicate with each other. MQ is available on a large number of platforms (both IBM and non-IBM), including z/OS (mainframe), UNIX (AIX, HP-UX, Solaris), HP Non-Stop, OpenVMS, Linux, and Microsoft Windows.

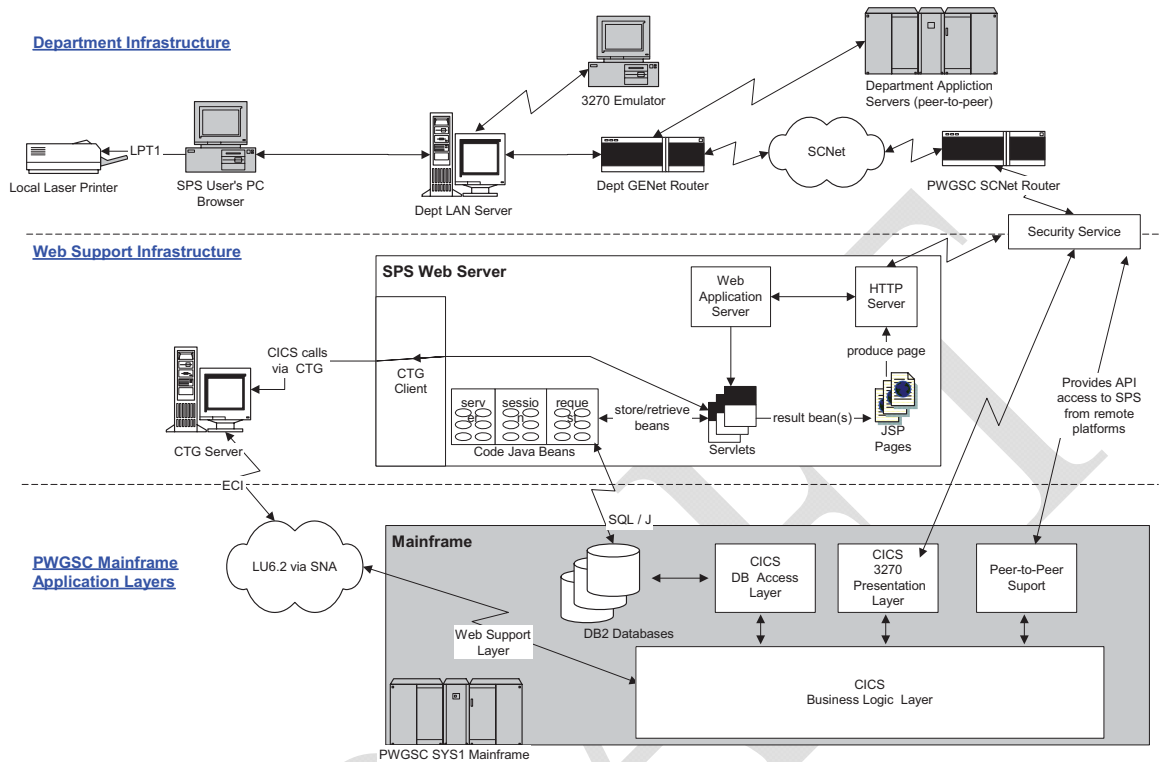
It is PWGSC's preference that the Contractor use this MQ as the means to send/receive real time message traffic between the two (2) sites.

PWGSC Infrastructure

PWGSC runs a sophisticated system environment with a wide range of different licensed software. Where possible, software is generally run on the IBM Series mainframes. This includes the DFATD teleprocessing environments such as CICS or the newer Unix extensions. While it is not expected that the Contractor will provide any software or utilities that need to run on the PWGSC infrastructure, should that become the case, then compatibility with the environments described here would be required. The mainframe Z/os environment is PWGSC's first choice with the second preferred alternative being one of the Unix configurations (Solaris, AIX, USS). Windows Server 2003 also being supported when necessary.

The information that follows is offered as context and information regarding the PWGSC infrastructure and the application architecture for SPS & GBS.

Application Architecture (SPS & GBS)



SPS – Standard Payment System

The SPS Application architecture has several layers:

Business Logic Layer

Has all the business rules and logic needed to support the application. This includes data validation logic so information presented through any input channel is dealt with in a consistent manner. Since it has full knowledge of all users, payments and rules, it also includes the application security.

- DB Access Layer** Provides access to all DB2 data. This storage subsystem like approach implements a high performance design with many parallel database structures. Each in turn supporting key clients and payment types. The Business Layer simply asks for a payment reference number, and the DB Access layer knows where and how to access it. Given the security is in the business layer, no access is granted to the data except via the business layer. (The exemption is the web presentation layer, which can access the static DB tables like Department Names to populate pull-down lists)
- 3270 Presentation Layer** The 3270 presentation layer is the original CICS interface. This remains the most widely used user interface. Its purpose is simply to present information to the users via their 3270 terminal or emulator.
- Web Presentation Layer** Using the web support infrastructure, this layer dynamically generates JSP pages. Its purpose is simply to present information to the users via their browser. This was added after the 3270 layer and while many JSPs are a one-to-one mapping with the 3270 screens, several new pages take better advantage of HTML flexibility and present data more convenient manner (e.g. presenting more data at once and permitting scrolling rather than needing to paging up & down). When cheque images are exchanged among the Canadian banks, these images will be made available via the SPS web interface. If images of foreign payments were made available to PWGSC, these too could potentially be made available to the SPS users.
- Peer-to-peer Support** This layer allows departmental applications, perhaps with their own presentation layers, to request services directly of the SPS business layer. This capability (implemented long before the advent of CORBA, Web Services, etc) has a proprietary set of APIs.

GBS - Government Banking System

GBS provides support to Banking and Cash Management Sector (BCMS). The GBS supports the day-to-day cash management, banking reconciliation and provides revenue collection services to all government departments. The GBS also helps with contracting and tendering activities for banking services, and managing agreements between PWGSC and the financial institutions (FIs).

Its three (3) principal functions include:

1. To support the cash management operations of the RG.
2. To manage agreements and arrangements between PWGSC and the FIs.
3. To provide revenue collection services to government departments.

Technically GBS was designed and developed as a centralized information technology system modeled after the SPS. Rather than build on the Cobol Netron development platforms with a web-presentation layer, GBS was built entirely using Java and the three (3) layers are more in keeping with a Model-View-Controller (MVC) concept.

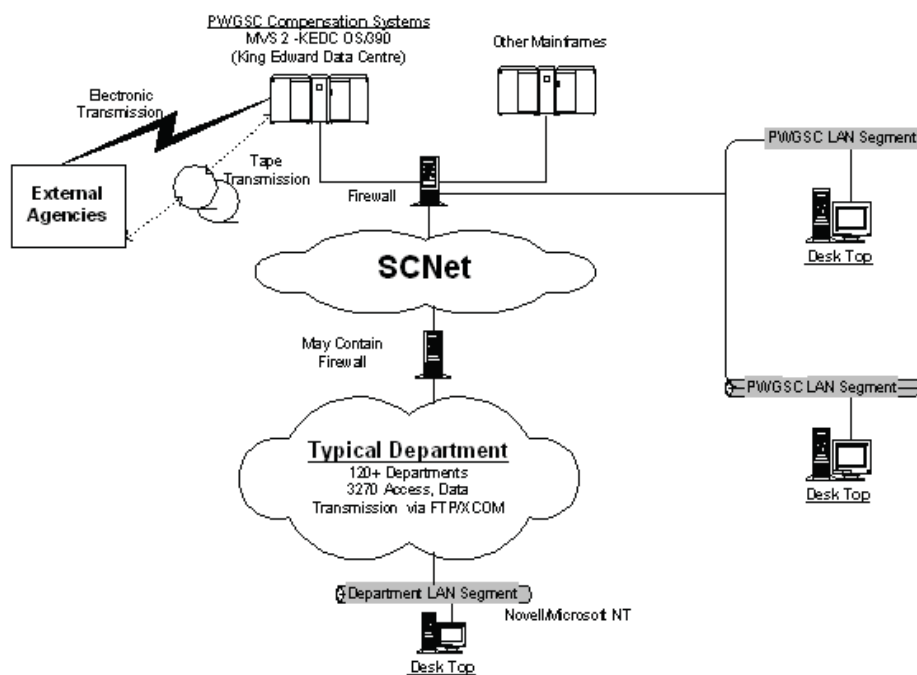
Mainframe Technical Architecture

The mainframe technical architecture describes the technical infrastructure used to develop and operate the RGSS Systems on the mainframe. This chapter is presented in three (3) sections: Systems Architecture, Security Architecture and Application Development Environments.

Systems Architecture

Within PWGSC, the Telecommunications and Informatics Services and Operations (TISO) and Application Management Services (AMS) Sectors (within the Information Technology Services Branch) operate a complex technical infrastructure servicing the needs of many PWGSC Branches. These Branches in turn support the requirements of over 120 federal government departments, agencies, boards and Crown corporations. The RG Systems are among the many applications that operate under the Information Technology Services Branch (ITSB) and serve these diverse communities.

Following is a diagram of the overall architecture and the RG systems.



Security Architecture

Security services are provided to the applications at both the network and application layers. These services control access to sensitive data.

Sensitivity of SPS & GBS Data

The SPS data on the payments is essentially the payee names and address. This still reflects personal information of Canadian citizens and businesses but this information is needed for the delivery of the payments. The cheque and their images are thus deemed protected-A.

The GBS has high-level aggregated accounting data. It too is deemed protected-A.

Network Security

Government-based desktops are connected to a departmental LAN/WAN, and so have access to the departmental Intranet and to the Secure Channel Network (SCNet). In general, SCNet serves as the Government of Canada TCP/IP-based extranet service and it is used by the Departments and suppliers to access common government applications and common information resources.

The RG Systems depend in SCnet to provide network communications to the user community.

SCNet provides a security environment suitable for information designated Protected A.

Access control to an application is managed by SCNet through the use of packet filtering routers and protection from Internet threats via firewalls. Similar types of network security features may be present on departmental LANs/Intranets.

Public Key Infrastructure (PKI)

Public Key Infrastructure enrolment is necessary to control web access to certain SPS screens and for the secure movement of files. A PKI was developed by Secure Applications and Key Management Service (SAKMS) in concert with the SPS & GBS personnel.

Entrust TruePass is approved by CSE for its encryption robustness in handling information designated as Protected B, can be provided by PWGSC to answer specific security requirements if needed. TruePass supports both the use of physical tokens and roaming profiles.

Digital signatures are to be completed by use of physical tokens to authorize and authenticate users electronically. PWGSC also uses roaming profiles to augment physical tokens. The benefit of roaming profiles is that the user does not need to worry about their token file. Entrust stores it securely within the infrastructure and it is retrieved by the profile server when required.

Security Layers

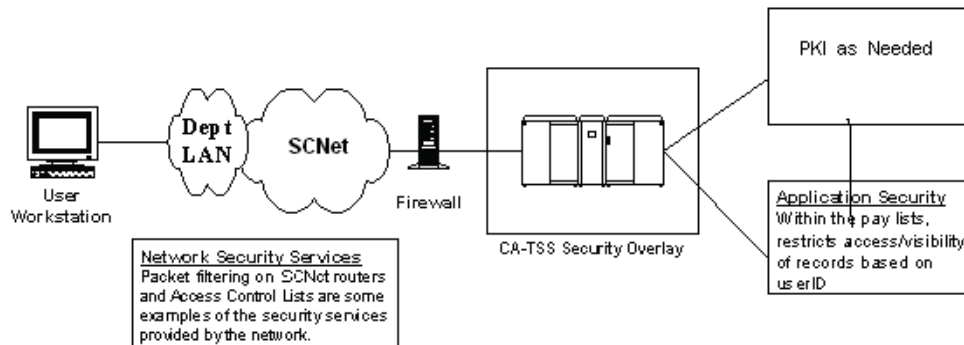
Beyond the network security described above, there are several other layers of security that control access to payment data.

Users will first login to their respective departmental Local Area Networks before the TN3270 package or browser on their workstation can establish a connection to the mainframe, unless the TN3270 package is installed on the workstation's hard drive. After establishing a connection, the user will logon to the mainframe using CA-Top Secret Security (CA-TSS). The next level of security is controlled by the Application. Application users are mapped to one of many types of possible "roles" (or profiles). Finally the application itself controls user access to payments or accounts based on the departments and roles to which they are assigned.

Provides the Application Architecture with the user information. This interaction controls the runtime environment and development access to specific users/groups. The application CA-Top Secret Security is an integral part of this process. It is a Licensed Software residing on the mainframe for access control as well as user identification and authentication. User permissions are established either uniquely or through group management within TSS, which is managed by TISO. The TSS security overlay also security layer also uses the TSS User id for restricting access to pay lists based on user responsibilities.

The SPS also uses a Public Key Infrastructure (PKI using Entrust) to digitally sign requests for payments and other sensitive transactions.

The following diagram depicts at a more physical level, the security services used by the RG Systems.



Application Development Environment

All development for the RG applications takes place on the MVS Mainframe. There are also off-mainframe development using PC-based development tools like Realia Cobol, Realia CICS, etc. Most programs are written in Netron with COBOL on the PC and migrated to the Mainframe.

Systems Development Methodology: initially DMR's Productivity Plus (P+).

Programs are migrated through the various environments using Harvest on PC/Web, Endeavour on Mainframe and IBM OS/390 dataset Copy utilities.

Development and Production Environments

There are several distinct environments that support development and deployment of the RG systems:

- TEST programs are coded/modified and unit/system tested
- QUAT quality assurance testing, user unit/system testing, user training
- PILL pre-implementation lab, volume testing on production image
- PROD production

Configuration Management

All production problems and new production changes will be entered into ITSB's Service Management tool, INFO/MAN. This mainframe tool is used to document and approve all problems through to resolution, as well as to control changes through to production.

Endeavour, Computer Associates Licensed Software, is used to programs and PROCLIBS from one environment to the next.

Version Control

With the exception of some of the current programs, modifications to the RG System programs are incorporated when creating a new version of the COBOL source code with a revised program name.

For batch, the program that is called is handled through the Job Submission System (JSS, a PWGSC in-house application).

In the PROD environment, there is no feature to handle multiple versions. The load modules of the previous versions of the programs are kept in the load libraries until it is decided to delete them. The decision to delete is normally based on the requirement to do a cleanup.

In the TEST and QUAT environments, multiple versions of most databases exist and the selection of the target database is done using the same screen as the choice of the CA control files (for online) or through JSS (for batch).

Printing Standards

As shown in a companion appendix there is a wide number of forms to be accommodated by the Contractor. The SPS uses Advanced Function Presentation (AFP) capabilities to address this need and format all the Canadian cheques. The Contractor must also be equally capable of producing similar cheques. As such the Contractor must have IPDS (Intelligent Printer Data Stream) capable printers. Either one (1) printer will be needed with a suitable backup; or a number of printers will be needed (perhaps geographically positioned to streamline delivery). Either way the total printing capacity must be capable of handling all the anticipated printing at peak loads.

Please note that the Contractor must have the technology to print using IPDS standards and this is a mandatory requirement.

Currently the AFP receives the SPS Issue file with all the data needed to format the cheques based on the target form design. The Contractor designs and maintains all the AFP resources needed to be able to generate any pre-approved cheque layout. In general, the AFP deals with the cheque face based on the banking standards in effect for the target country. The stub portion of the cheque remain the same regardless of the country, however the stub portion changes based on the cheque stock desired type (8 1/2x11" or 8 1/2x14".) and/or the payment type (e.g. Old Age security, Pension Payment, Accounts Payable ...).

This implies that whenever a PWGSC client department needs to make a change to a cheque stub design, (even if it is a static element like a modified Logo) the Contractor must react to the change and modify any page definitions impacted by the desired change.

Moving forward it might be possible to refine this process. This is only a consideration at this time and is only being presented for input and feedback. The concept is to introduce a Stub Frame. In short, using a Stub Frame, the Contractor gets the payment details for the cheque face and the mailing facer as plain text.

In this proposed scenario, SPS would now ensure that each cheque, to be printed by the Contractor, comes with a graphic object (such as GIF, TIFF, or JPG) that fits into a single frame, which represent the entire stub area for this cheque. There would only be 2 stub frame sizes: One (1) for 8 1/2x11" paper and the other to accommodate 8 1/2x14".

We believe this should approach streamline the Contractor's workload, reduce the need for changes and permit PWGSC to respond more rapidly to client department requests. It would however require a small change to the current file layout as it is presented below, and increase the overall size of the SPS Issue file.

Annex A – Appendix 3(b)

File Structure Information

SPS Generated Exchange Files

- There are two file types created by the SPS and sent electronically to the Contractor which are separated into files with monetary values and files used to exchange non-monetary information.
- The two file types use a common file layout and consist of:
 - **SPSISSUE** contains Payment Orders (monetary transactions) and associated stubs; each file contains either all Normal payments or all Priority payments; Normal file contains batch payments and no wires. Priority file contains online transactions and wires.
 - The same file format is used for AFT payments and wires.
 - Canada uses a single integrated file within which AFT, wires and cheques are sent to the Contractor.
 - **SPSOTHER** contains Requests (non-monetary transactions).
- The files contain a file header record, detail records applicable to the request/payment type, multiple stub details if required and a trailer record.
- File exchange occurs at predetermined times; if no data is available for exchange then empty files will be sent (containing only header and trailer records)
- SPSISSUE, SPSOTHER and their counterparts FSPISSUE and FSPOTHER will contain a one-to-one relation at the detail record level (not including the stub information records).
- SPSISSUE priority files will contain no more than 500 records

Stub Information

- SPS will produce stub records for payments requiring supplementary stub information (to be printed with the cheque in various predefined formats). These stub details will follow the payment detail record they refer to. The stub information will not be returned nor retained by the Contractor. If a payment containing stub information needs to be reissued the stub information will be resent to the Contractor.
- The Contractor should validate all the Advanced Function Printing (AFP) resources for the cheque face as well as for the front and back of the stubs.
 - The AFP resources are identified by a 2 character key and a 6-character name.
 - For each payment, a separate combination of AFP resources governs the look of the cheque front, the stub front and the stub back. (all cheque backs have an identical layout)
- SPS cheque and stub resources are product specific, every product having its own cheque and combinations of stubs.
- The stub records thus contain all the payment specific details required to be able to format and print a cheque including the stub content and the list of AFP resources which govern the payment format/layout. The AFP resources themselves are not part of the file exchange. The needed AFP resources must be preloaded in the Contractor's environment.
- If the payment is a first attempt then specific stub information is available. This is the regular approach to printing. At subsequent attempts ("redo's") if no stub is available then the cheque is printed with a generic stub or if the payment is the result of direct departmental input, then the cheque is printed with the Accounts payable stub.

- Canada supplies the Payment Reference Number (PRN) and the Contractor supplies the cheque number

Logical File Layouts
(for SPSISSUE & SPSOTHER)

File Header, one per file includes:

- Unique File number
- File creation date/time
- Treasury Requisition Number
- File type (Priority or Normal)

Detail Records - There are several types of detail records which collectively contain the information needed to produce each payment/request.

This includes:

- PRN (Payment Reference Number). Twelve characters (numeric) – first 4 characters (series), last 8 characters (sequential numbers).
- Payment/Request type
 - (Wire, Cheque, Direct Deposit or Prenote, Recall, Trace Request)
- Payment Due Date
- Payment Entitlement (i.e. pay as Canadian or Foreign equivalent)
- Canadian payment amount
- ISO payment currency code & country code
- Foreign payment amount
- Exchange rate
- Exchange rate date & quotation reference
- Foreign payee FI Account info (bank details & account number info for Direct deposit, wire)
- Beneficiary name and address (only in SWIFT valid characters)
- Any additional Cheque face text
- Cheque Number
- Insert Requirement Codes (if cheque, to trigger the addition of proper mailing inserts into cheque envelopes)
- Wire Transfer Instructions (if wire, has numerous lines of text)
- Overlay style (if cheque, denotes style/format of payment stub)
- Stub details (if cheque, has numerous lines of text to be formatted and placed on the stub in accordance with the Overlay style)

Trailer Record, one per file includes:

- Unique File number (and other details repeated from header)
- Control totals and record counts

Note 1: Overall record size is about 8000 bytes per payment. The size of the record is due to PWGSC stub records that are formatted with the same laser format modules used for domestic laser cheque printing.

Note 2: In addition to Payment Records, the detail records can also be a Prenote, Recall or Trace request (for US Direct Deposit).

Contractor Generated Exchange Files

- These files are created by the Contractor.
- The Contractor files (like the SPS file) are separated into files with monetary values and files used to exchange non-monetary information.
- There are four types of Contractor files:
 - **FSPISSUE** contains the results for Payment Orders file SPSISSUE (monetary transactions)
 - **FSPOTHER** contains the results for Requests file SPSOTHER (non-monetary transactions)
 - **FSPRETURN** contains the Post issuance results for monetary values
 - **FSPPOST** contains the Post issuance results for non-monetary values.
- The files share a common record layout, which consists of a file header record; various detail records as applicable and a number of trailer records.
- The types of details records currently in use include:
 - Payment or Pre-Note processed
 - Payment Returned (cheque, wire, pre-note, direct deposit)
 - Payment or Pre-Note rejected
 - Payment Paid
 - Reverse Paid Status
 - Notification of Change
 - Recall Rejected
 - Recall Acknowledgement
 - Trace Rejected
 - Trace Acknowledgement
 - Trace Results
- File exchanges occur at predetermined times; if no data is available for exchange then empty files will be sent (containing only header and trailer records)
- The purpose of FSPISSUE and FSPOTHER files is to inform SPS of the acceptance or rejection of requests received (in FSPISSUE) and to provide PWGSC with additional data available for the payment (i.e. - the calculated Canadian or foreign amount, rate used, Contractor reference number, totals to be debited/credited).
- SPSISSUE, SPSOTHER and their counterparts FSPISSUE and FSPOTHER must contain a one-to-one relation at the detail record level. Thus for every payment, pre-note, recall or trace there is an accepted or rejected result.
 - Stubs are part of a payment and consequently they do not need a separate result.
 - The Contractor will return these files to SPS following the processing of the received files SPSISSUE and SPSOTHER. This process may occur once or twice a day. The files will contain a header record, multiple trailer records and detail records in a one to one relationship with the received orders
- The purpose of FSPRETURN and FSPPOST files is to inform SPS of any changes in the status of the previously processed orders or as a result of payments redeemed, returned, or reconciled and also to inform PWGSC of the results of recall or trace requests.
- Amounts and totals to be debited/credited will be presented in file FSPRETURN.
- If an SPSISSUE or SPSOTHER file is aborted or empty no result FSPISSUE or FSPOTHR file will be returned.

Logical File Layouts

(for FSPISSUE, FSPOTHER, FSPRETURN and FSPPOST)

File Header, one per file includes:

- Unique File number
- File creation date/time
- Treasury Requisition Number
- File type (FSPISSUE, FSPOTHER, FSPRETURN or FSPPOST)
- Process Result link (cross reference to prior SPSISSUE or SPSOTHER file)

Detail Records - There are several types of detail records which collectively contain the information needed to produce each payment/request.

The various types and their data include:

Payment or Pre-Note processed	Original PRN, Time Stamp, CAD settlement amount, Foreign amount, Exchange rate provided, Contractor Reference number, Value date, Settlement Amount, Difference amount, Wire Payment Fees, Cheque Number,
Payment Returned (cheque, wire, pre-note, direct deposit)	Original PRN, Time Stamp, Foreign Amount Returned, CAD Amount returned as charged, CAD Amount equivalent of the return, Exchange Rate for the return, RIV Code for return, Returned Item Fees
Payment or Pre-Note rejected	Original PRN, Time Stamp, RIV Code for reject, CAD Amount for reject
Payment Paid	Original PRN, Time Stamp, Paid Date
Reverse Paid Status	Original PRN, Time Stamp, Re-open Date
Notification of Change	Original PRN, Time Stamp, Notification Text
Recall Rejected	Original PRN, Time Stamp, RIV Code for reject
Recall Acknowledgement	Original PRN, Time Stamp, Acknowledgement Code
Trace Rejected	Original PRN, Time Stamp, RIV Code for reject
Trace Acknowledgement	Original PRN, Time Stamp, Acknowledgement Code
Trace Results	Original PRN, Time Stamp, Trace Fee, Trace Results

Trailer Records

- The return files will contain different trailer records to communicate the amounts to be debited/credited to the PWGSC account and provide the amounts to be invoiced monthly.
- Trailer Record Types and their role:
 - **Total CAD Issue** - is designated to communicate to SPS the total charged for processing a batch of new payments. It is the total of payments accepted, which is the Total Debit to PWGSC for that batch.
 - **Total CAD Returns** - is designated to communicate to SPS the total of the amounts returned. This would represent the Total Credit to PWGSC for that day and it is the sum amounts in the Payment Returned transactions.
 - **Total Fee Trailer** - is designed to communicate the total of fees that are included in the current result file. It covers the total of all exchange rate adjustments for returns reported in this file, returned item fees, transactional wire fees and any item trace fees.
 - **Invoice Fee Trailer** – summarizes the above trailers and represents the amounts that will be invoiced to PWGSC.

- **File Trailer** - is the last record in file. The role of this record is to provide summary counts and to ensure that the communication ended correctly. It includes: Unique File number (and other details repeated from header) plus overall control totals and record counts.

Contractor Rate File

The last file is used to update PWGSC's exchange rate tables.

This file is prepared by the Contractor and sent electronically on a daily basis.

It consists of:

- 1 Rate header record
- N Rate details records (one per currency)
- 1 Rate Trailer record

Annex A – Appendix 4(a)

Current Protocol for Electronic Reporting of Bank Statements

The current protocol for electronic reporting of bank statements is via EDI ANSI X12 standard formats, as follows:

1. Transaction Sets

The following EDI Transaction Sets are exchanged between the parties:

- a. ANSI X12 Envelope Specifications (hereinafter called "Envelope");
- b. ANSI X12 821 Financial Information Reporting (hereinafter called "821");
- c. ANSI X12 997 Functional Acknowledgment (hereinafter called "997").

The Envelope and 821 mappings are attached as Annex A - Appendix 4(b) and Annex A – Appendix 4(c).

2. Data Elements for 821s

821s currently must include the following data elements:

- a. Financial Institution's Number as assigned by the Canadian Payments Association;
- b. Transit Number of the branch where the Concentrator Account is located;
- c. The Concentrator Account number being reported on;
- d. Transaction Code (Type):

i. As a minimum, separate codes are required for authorized transactions as follows:

- manual over the counter deposits (cheques) direct deposits (DD's);
- bank initiated adjustments associated with manual over the counter deposits;
- returned items associated with manual over the counter deposits;
- wire deposits;
- bank initiated adjustments associated with wire deposits;
- transactions associated with transfers to the Bank of Canada.

ii. unauthorized Postings

Action must be taken to stop unauthorized postings. Although the following transaction types are unauthorized for this Statement of Work, should they occur, as a minimum separate transaction codes are required for the following:

- direct deposits (DD's);
- bank initiated adjustments associated with DD's;
- electronic card deposits;
- bank initiated adjustments associated with electronic card deposits;
- returned items associated with electronic card deposits; and
- EDI 820/823 initiated deposits;
- bank initiated adjustments associated with EDI 820/823 initiated deposits;
- when appropriate (finality of payment is not requested and electronic charge backs are requested by the departmental office), returned items associated with EDI 820/823 initiated deposits;
- preauthorized debit (PAD) deposits;
- bank initiated adjustments associated with PAD deposits;

- returned items associated with PAD deposit.
- e. Transaction concentrator date;
- f. Transaction amount; and
- g. RR, ZZ, PQ, IT, IX, VR, DE Reference Numbers as specified in Annex A - Appendix 4(c).

3. Configuration and Test Period

Currently the RG requires contractors to:

- a. Provide at least six (6) weeks prior to the Implementation Date, all mailbox and other pertinent information for system configuration.
- b. Provide at least six (6) weeks prior to the Implementation Date, the list of mnemonic codes (along with their meanings) to be used as transaction codes (types).
- c. Provide to the RG's test mailbox, a transmission of:
 - i. General 821 test data (which has been fabricated, and agreed to with the RG) at least four (4) weeks prior to the Implementation Date and as requested by the RG thereafter; and
 - ii. Real (\$0) 821 data for the Concentrator Account on a daily basis, starting at least three (3) weeks prior to the Implementation Date and as requested by the RG thereafter.

4. Reporting process upon Implementation

Currently, the RG requires contractors to:

- a. Adhere to the RG Test Plan and Release Procedures unless otherwise mutually agreed. The RG Test Plans and Release Procedures will be provided upon request.
- b. Forward each banking day, in clear text, an 821 of the Concentrator Account to the RG's electronic production mailbox by no later than 8:00 a.m. Eastern Standard Time (EST), on the first banking day following the concentrator date.
- c. Accept either a positive or negative 997 from the RG in response to each 821 transmitted by the contractor, taking follow-up action should the contractor not receive a 997 following each transmission. Follow-up action must take place by 10:00 a.m. EST, on the same day of each 821 transmission. Follow-up action must consist of a telephone call to the RG.
- d. Upon receipt (ISA09 and ISA10 of the ANSI X12 envelope) of a negative 997, correct the 821 and retransmit within 2 hours from the time of such receipt.
- e. In the event of inability to report as above, upon request by the RG, provide, in lieu of an 821, either a hard copy or alternate electronic form of the data elements listed in section 2 above. The foregoing medium must be mutually agreed.
- f. Forward each banking day to the RG a copy of supporting documentation for any postings to the Concentrator Account not covered by this Statement of Work, to be received the same day as the 821.

Annex A – Appendix 4(b)

821/152 Envelope Specifications

VERSION 003010

Receiver General

Release 3.02

Receiver General Envelope Specifications

Interchange Control Version Number 00200

SEG.ID	Name	Required	Loop
ISA	Interchange Control Header	M	1
GS	Functional Group Header	M	GS 1 > 1
GE	Functional Group Trailer	M	GE 1 > 1
IEA	Interchange Control Trailer	M	1

(M = mandatory)

Note: Segments GS01 and GS08 have been significantly changed in this release 3.02.

ISA

Interchange Control Header

Indicates the beginning of an interchange

ISA	ISA01	I01		ISA02	I02		ISA03	I03		ISA04	I04		ISA05	I05
*	Authorization			Authorization			Security			Security			Interchange	
	Info. Qualifier			Information			Info Qualifier			Information			ID Qualifier	
	M	ID	2/2	M	AN	10/10	M	ID	2/2	M	AN	10/10	M	ID
	ISA06	I06		ISA07	I05		ISA08	I07		ISA09	I08		ISA10	I09
*	Interchange			Interchange			Interchange			Interchange			Interchange	
	Sender ID			ID Qualifier			Receiver ID			Date			Time	
	M	ID	15/15	M	ID	2/2	M	ID	15/15	M	DT	6/6	M	TM
	ISA11	I10		ISA12	I11		ISA13	I12		ISA14	I13		ISA15	I14
*	Interchange			Interchange			Interchange			Acknowl.			Test	
	Control			Control			Control			Requested			Indicator	
	Standards ID			Version #			Number							
	M	ID	1/1	M	ID	5/5	M	N0	9/9	M	ID	1/1	M	ID
	ISA16	I15												
*	Sub-Element													
	Separator													
	M	AN	1/1											

N
/
L

- ISA01 Authorization Information Qualifier
Code identifying the type of information in ISA02. Use “00” to indicate no authorization information is present.
- ISA02 Authorization Information
Used for additional identification or authorization of the sender or data contained in the interchange.
Not used
- ISA03 Security Information Qualifier
Code identifying the type of information in ISA04. Use “00” to indicate no security information is present.
- ISA04 Security Information
Identifies security information about the sender or data in the interchange.
Not used.
- ISA05 Interchange ID Qualifier
Designates the code structure used to identify the sender. Defined by the sender.
For example, use “12” for Phone Number or “01” for DUNS.
- ISA06 Interchange Sender ID
Published identification of the sender. Defined by the sender.
- ISA07 Interchange ID Qualifier
Designates the code structure used to identify the receiver.

For example, use “12” for Phone Number or “01” for DUNS.

- ISA08 Interchange Receiver ID
To be provided by the Receiver General (RG) in accordance with the Receiver General Test Plan and Release Procedures.
- ISA09 Interchange Date
Date the interchange was created. Format must be “**YYMMDD**”.
- ISA10 Interchange Time
Time the interchange was created. Format must be “**HHMM**”.
- ISA11 Interchange Control Standards ID
Code designating the standards body. Use “**U**”.
- ISA12 Interchange Control Version Number
Version number of the interchange control segments. Use “**00200**”.
- ISA13 Interchange Control Number
Unique identifier for the interchange. Created by the sender and must be the same as IEA02.
- ISA14 Acknowledgement Requested
Code indicating whether or not an acknowledgement is requested by the sender. Receiver General will disregard.
- ISA15 Test Indicator
Code indicating whether the interchange contains test or production data. Use either “**P**” for production or “**T**” for test.
- ISA16 Sub-element Separator
Separating character for data element subgroups. Receiver General will disregard.

GS

Functional Group Header

Indicates the beginning of a functional group of documents

GS	GS01	479	GS02	142	GS03	124	GS04	29	GS05	30
*	Functional ID Code	*	Application Sender's Code	*	Application Recv's Code	*	Group Date	*	Group Time	
	M ID 2/2		M AN 2/12		M AN 2/12		M DT 6/6		M TM 4/4	

GS06	28	GS07	455	GS08	480
*	Group Control Number	*	Responsible Agency Code	*	Version/Release IND. ID Cd.
M	N0	1/9	M	ID	½
			M	ID	1/12

N
/
L

GS01 Functional ID Code

Code identifying a group of application related transaction sets. Transaction sets and codes acceptable to the RG include:

Transaction Set	Code
821	FR
152	GR
820	RA
823	LB

GS02 Application Sender's Code

Code identifying the sender of the functional group.

GS03 Application Receiver's Code

Code identifying the receiver of the functional group. Use "**RECGEN**".

GS04 Group Date

Date the group was created. Format must be "**YYMMDD**".

GS05 Group Time

Time the group was created. Format must be "**HHMM**".

GS06 Group Control Number

Unique identifier of the group. Created by the sender and must be the same value as GE02.

GS07 Responsible Agency Code

Code identifying the standards agency used for this group. Value should be "**X**".

GS08 Version /Release /Industry Identifier Code

Receiver General's standard versions. Later versions may be supported if mutually agreed with the industry.

Transaction Set	Version
821, 820	"003010"
152, 823, 820	"003030"

GE

Functional Group Trailer

Indicates the end of a functional group of documents

GE	GE01 97				GE02 28		
	Number of Incl. Sets			*	Group Control Number		
	M	N0	1/6		M	N0	1/9

N
/
L

GE01 Number of Transaction Sets
Value must equal the number of transaction sets included in this functional group.

GE02 Group Control Number
must be the same value as GS06.

IEA

Interchange Control Trailer

Indicates the end of an interchange

IEA	IEA01			I16		IEA02			I12
	Number of Incl.				*	Interchange			
	F. Groups					Control #			
	M	N0	1/5			M	N0	9/9	

N
/
L

IEA01 Number of Included Functional Groups
Value must equal the number of functional groups contained in the interchange.

IEA02 Interchange Control Number
Unique identifier for the interchange. must be the same as ISA13.

Annex A – Appendix 4(c)

821 MAPPING

VERSION 003010

(Receiver General Financial Information Reporting)

Release 2.11

821 Financial Information Reporting (X.12 version 3010) Receiver General for Canada (release 2.11)

Upon mutual agreement with the industry, the Receiver General (RG) will support and supply mapping documents for versions above 3010

Table 1

SEG. ID	Name	ANSI Req.	Max	R.G. Req	Min	Max	Loop
ST	Transaction set header	M	1	M	1	1	
BGN	Beginning segment	M	1	M	1	1	
N1	Name (forwarder of info)	M	1	M	1	1	N1/1
PER	Admin Comm. Contact	O	>1	O		>1	
N1	Name (Receiver of info)	M	1	M	1	1	N1/>1
PER	Admin Comm. Contact	O	>1	O		>1	
ACT	Account Identification	O	1	M	1	1	ACT/1
CUR	Currency	O	1	O		1	
BAL	Balance details	O	>1	M	1	>1	
FIR	Financial information	O	1	O	1	1	FIR/>1
REF	Reference numbers	O	>1	C	0	2	
SE	Transaction set trailer	M	1	M	1	1	

(M = mandatory; O = optional; C = conditional)

Notes:

1. N1 (preferred first occurrence) is the forwarder of the 821
2. N1 (preferred second occurrence) is the receiver of the 821 (the Receiver General)

Segments and data elements

ST

Transaction set header

Indicates the beginning of the transaction set

ST	ST01 143	ST02 329	
*	Trans Set ID Code	* Trans Set Control No.	N / L
	M ID 3/3	M AN 4/9	

ST01 - Transaction set identifier code
Mandatory element with the value of "821"

ST02 - Transaction set control number
This control number is used to uniquely identify each document sent between trading partners. It is suggested that this number be incremented by one (1) greater than the previous transaction.

BGN

Beginning segment

To indicate the beginning of a transaction set.

BGN	BGN01 353	BGN02 127	BGN03 373	BGN04 337	
*	Trans Set Purpose Code	* Reference Number	* Date	* Time	*
	M ID 2/2	M AN 1/30	M DT 6/6	O TM 4/4	
	BGN05 623				
	Time Zone Qualifier				N / L
	O ID 2/2				

BGN01 - Code identifying purpose of transaction set.
Mandatory element with the value of "00" indicating income tax withholdings, installments or arrears or "22" indicating all other financial reporting.
Mandatory element for EDI standard but not used by RG.

BGN02 - Uniquely identifies the transaction set.
This number will be comprised of two (2) components:

1. Four (4) digit CPA Financial Institution (FI) ID indicating the originating FI
2. A combination of up to 26 digits, letters and or spaces that uniquely identifies the transaction.

BGN03 - Identifies the Banking Day when the account balance was noted.
(YYMMDD).

BGN04 - BGN05
Not used.

N1

NAME (preferred the 1st occurrence)

The first occurrence of the N1 segment identifies the Forwarder of the financial information.

N1	N101 98	N102 93	N103 66	N104 67	N105 68
	*	*	*	*	*
	Entity ID Code.	Name	ID Code. Qualifier	ID Code	ID Code
	M ID 2/2	M AN 1/35	C ID 1/2	C ID 2/17	C ID 2/17

N101 - Entity ID code
Mandatory element with the value "FW" indicating the Forwarder.

N102 - Name
Name of the FI that is forwarding the information.

N103 - N104
Not used.

N1

NAME (preferred the 2nd occurrence)

The second occurrence of the N1 segment identifies the Receiver of the financial information.

N1	N101 98	N102 93	N103 66	N104 67	N105 68
	*	*	*	*	*
	Entity ID Code.	Name	ID Code. Qualifier	ID Code	ID Code
	M ID 2/2	M AN 1/35	C ID 1/2	C ID 2/17	C ID 2/17

N101 - Entity ID code
Mandatory element with the value "AQ" indicating the "account of (destination party)".

N102 - Name

"REC GEN"	Deposit Facilities transactions, CRA electronic remittances.
"Receiver General for Canada"	

"205 REC GEN"	For all other remittances such as Bill Payment System (BPS).
---------------	--------------------------------------------------------------

N103 - N104
Not used.

PER

Administrative Communications Contact

To identify a person or office to whom administrative communications should be directed. RG will disregard any data sent within this segment.

ACT

Account identification

To specify account information.

ACT	<div> <div>ACT01 508</div> <div>* Account Number</div> <div>M AN 10/21</div> </div>	<div> <div>ACT02 93</div> <div>* Name</div> <div>O AN 1/35</div> </div>	<div> <div>ACT03 66</div> <div>* ID Code Qualifier</div> <div>C ID 1/2</div> </div>	<div> <div>ACT04 67</div> <div>* ID Code</div> <div>C ID 2/17</div> </div>
	<div> <div>ACT05 569</div> <div>* Account # Qualifier</div> <div>C ID 1/3</div> </div>	<div> <div>ACT06 508</div> <div>* Account Number</div> <div>C AN 1/35</div> </div>	<div> <div>ACT07 3</div> <div>* Free Form Message</div> <div>O AN 1/60</div> </div>	<div> <div>N / L</div> </div>

ACT01 - Account number
Identifies the FI, transit and account number for which the balance is reported.
The field is broken down as follows:

- CPA FI ID number char 1 - 4
- CPA Transit Number char 5 - 9
- Account Number char 10 - 21

Note: FI, transit and account number must be zero padded and right justified.

ex: CPA FI ID number 0001
CPA Transit Number 9999
RG's Account Number 1234

ACT01 = **000109999000000001234**

ACT02 - ACT07

Not used.

CUR
Currency

To specify the currency used in a transaction. The RG will disregard any data sent within this segment.

BAL
Balance details

To identify the specific monetary balances associated with a particular account.

BAL	BAL01 951	BAL02 522	BAL03 782	
*	Balance Type Code	* Amt. Qual. Code	* Monetary Amount	N / L
	M ID 1/2	M ID 1/2	M R2 1/15	

BAL01 - Balance type code
"Y" for "Year-to-date" to identify up-to-date/ current balance.

BAL02 - Qualifies the amount listed in BAL03
"IB" for "Investable Balance" (i.e. available balance) or "NL" Negative Ledger Balance.

BAL03 - Qualified by the code in BAL02
Monetary balance of the account.

FIR
Financial information

To summarize a number of credit or debit transactions for a given account.

FIR	FIR01 702	FIR02 782	FIR03 380	FIR04 380
*	Fin Trans Code	* Monetary Amount	* Quantity	* Quantity
	M ID 6/6	M R2 1/15	M R 1/10	M R 1/10
	FIR05 703	FIR06 478	FIR07 373	FIR08 337
*	Fin Info Type	* CR/DR Flag Code	* Date	* Time
	M ID 1/1	M ID 1/1	O DT 6/6	O TM 4/4
	FIR09 623	FIR10 100		
*	Time Code	* Currency Code		

O ID 2/2

O ID 3/3

FIR01 - Identifies the type of transaction. A List of codes and definitions must be provided. Separate codes must be provided for:

- Manual over the Counter Deposits
- Bank Initiated Adjustments Associated with Manual over the Counter Deposits
- Returned Items Associated with Manual over the Counter Deposits
- Electronic Card Deposits
- Bank Initiated Adjustments Associated with Electronic Card Deposits
- Returned Credit Card Items Associated with Electronic Card Deposits
- EDI 820/823 Initiated Deposits
- Bank Initiated Adjustments Associated with EDI 820/823 Initiated Deposits
- Returned Items Associated with EDI 820/823 Initiated Deposits (where permitted)
- Transactions Associated with Transfers to the Bank of Canada
- Large Value Transfer System (LVTS) Deposits
- Bank Initiated Adjustments Associated with LVTS Deposits
- Wire Transfers
- Bank Initiated Adjustments Associated with Wire Transfers
- Direct Deposits
- Bank Initiated Adjustments Associated with Direct Deposits

FIR02 - Amount of the transaction
must always be positive; FIR06 will flag credit or debit.

FIR03 - Quantity
Number of transactions included in the FIR02 account posting amount (deposit, etc.).

FIR04 - Recommend use "1".

FIR05 - Identifies whether it is a detail or summary level of financial information.
must equal "1" indicating "detail".

FIR06 - Identifies whether FIR02 was a credit or debit to the account.
"C" for Credit, D for Debit.

FIR07 - Value date of transaction (YYMMDD).

FIR08 -FIR09
Not used.

FIR10 - Currency code
Code for country in whose currency the charges are specified.

REF

Reference numbers

REF

REF01 128

REF02 127

REF03 352

N

* Reference # Qualifier	* Reference Number	* Description / L
M ID 2/2	M AN 1/30	C AN 1/80

The RG reconciles deposit information based on the contents of the REF segment and it is conditional on the type of data being transmitted. The only instance in which an REF segment is not required is for Transfers to the Bank of Canada. The following is a table of the requirements of each data type.

Type of Financial Information Reporting (821)	M or O	REF01 1st Occurrence	REF02 1st Occurrence	M or O	REF01 2nd Occurrence	REF02 2nd Occurrence
H6 compliant 820's or 823s where BGN = "22" (deposits, bank initiated adjustments reversing a deposit)	M	RR or ZZ	Unique cross reference tracer number also on the 820/823. May be variable in length.	M	PQ	8 digit CPA assigned "CCIN"
(returned items where permitted, bank initiated adjustments reversing a returned item)	O	IX	Unique tracer that may be variable in length (i.e. Customer client number)	M	PQ	8 digit CPA assigned "CCIN"
820's or 823s, other than above, where BGN01 = "00" / "22" (deposits, bank initiated adjustments reversing a deposit)	M	RR or ZZ	Unique cross reference tracer number also on the 820/823. May be variable in length.	M	IT	8 digit RG authorization number
(returned items where permitted, bank initiated adjustments reversing a returned item)	O	IX	Unique tracer that may be variable in length (i.e. Customer client number)	M	IT	8 digit RG authorization number
Electronic Card Transactions where BGN01 = "22" (deposits, bank initiated adjustments reversing a deposit)	M	IX	Unique tracer that may be variable in length (i.e. batch closure number)	M	VR	Merchant Number associated with transaction card type (may be variable in length)
(returned items, bank initiated adjustments reversing a returned item)	M	IX	Unique tracer that may be variable in length (i.e. Customer client number)	M	VR	Merchant Number associated with transaction card type (may be variable in length)
Deposit Facilities where BGN01 = "22"	M	PB		M	IT	

(deposits, bank initiated adjustments reversing a deposit)	M	PB	5 digit Transit Number from Originating Branch	M	IT	8 digit RG authorization number
(returned items, bank initiated adjustments reversing a returned item)			5 digit Transit Number from Originating Branch			8 digit RG authorization number
Transfer to the BOC	O					
Wire transfer / LVTS (deposits, bank initiated adjustments)	O	IX	Unique tracer that may be variable in length (i.e. SWIFT #)	M	IT	8 digit RG authorization number
Direct Deposits (deposits, bank initiated adjustments)	O	IX	Unique tracer that may be variable in length (i.e. Direct Deposit file #)	M	IT	8 digit RG authorization number

Tracer numbers

- RR A unique tracer number cross referencing an 820/823 deposit to the reporting 821.
RR indicates that the FI is capable of supplying a financial institution routing number that is unique among Canadian FIs.
- ZZ A unique tracer number cross referencing an 820/823 deposit to the reporting 821.

ZZ indicates a mutually agreed tracer number unique within one (1) FI only. Length is defined by the FI.
- IX A unique tracer number to be used by departments for reconciliation of remittance data.

Authorization, Merchant, Transit and Corporate Creditor Identification Numbers

Adjustments associated with the following element values must include the Tracer Number of the original deposit entry.

- IT Provides the RG with their 8 digit authorization number identifying the departmental office which must be notified of the transaction. This reference is supplied to the FI by the transaction originator. **NOTE:** adjustments and returned item must include the 8 digit RG authorization number of the original deposit entry.
- VR For use with Electronic Card transactions only. Provides the RG with the merchant number identifying the departmental office which must be notified of the transaction. **NOTE:** all transactions, adjustments and returned items for Electronic Card transactions must include this merchant number.
- PQ For use with H6 compliant arrangements only. Provides the RG with the 8 digit CPA assigned Corporate Creditor Identification Number (CCIN). **NOTE:** all transactions, adjustments and returned items for H6 compliant arrangements must include this 8 digit CCIN.
- PB Provides the RG with the transit number of the branch at which the transaction was originated. must be 5 characters in length.

NOTE: REF03 - Description for Card Acceptance Services.
On the 1st occurrence: If REF01 equals to "IX" then REF03 is blank.
On the 2nd occurrence: If REF01 equals to "VR" then REF03 must be card type "VISA, "M/C", "AMEX" or "DCARD".
For other services - not used.

SE

Transaction set trailer

Indicates the end of the transaction set.

SE	SE01 96	SE02 329	
	* Number of	* Trans Set	N
	Incl. Seg.	Control No.	/
	M NO 1/6	M AN 4/9	L

SE01 - Number of included segments
The value must equal the number of segments in the transaction set.

SE02 - Transaction set control number
Sender defined but it must equal the transaction set control number on the ST.

Annex A – Appendix 5

Volume and Value Information

1. Payment Information

The following tables detail the Government of Canada's foreign payment volumes and values for the period between January 1, 2015 and December 31, 2015.

Cheque Payments

Currency	Canadian Entitlement				Foreign Entitlement				Total \$ Value (CAD)	Total # Volume
	<\$100K		≥\$100K		<\$100K		≥\$100K			
	\$ Value (CAD)	# Volume	\$ Value (CAD)	# Volume	\$ Value (CAD)	# Volume	\$ Value (CAD)	# Volume		
AED	\$224,935.48	181			\$68,420.00	33			\$293,355.48	214
AUD	\$3,029,959.06	15,138			\$127,092.85	14		\$300,535.74	1	\$3,457,587.65
CHF	\$417,072.61	1,211			\$17,150.95	10			\$434,223.56	1,221
CZK	\$225,170.40	829							\$225,170.40	829
DKK	\$138,440.86	388			\$667.48	2			\$139,108.34	390
EUR	\$23,956,302.68	110,832		2	\$2,736,978.28	990		\$8,582,265.21	14	\$35,516,546.17
FJD	\$11,999.01	48			\$1,900.00	1			\$13,899.01	49
GBP	\$4,801,939.97	12,039			\$1,338,592.27	443		\$13,804,541.50	16	\$19,945,073.74
HKD	\$401,507.42	1,577			\$80,630.08	45			\$482,137.50	1,622
INR	\$214,316.71	1,045			\$168,772.07	139			\$383,088.78	1,184
JPY	\$1,854,699.05	4,648			\$302.69	1			\$1,855,001.74	4,649
KWD	\$37,505.37	50			\$8,299.96	4			\$45,805.33	54
LKR	\$69,817.05	301							\$69,817.05	301
MAD	\$21,690.55	87							\$21,690.55	87
NOK	\$152,890.21	508							\$152,890.21	508
NZD	\$831,806.97	3,648					5	\$3,533.58		\$835,340.55
										3,655

HKD	\$307,618.83	1,198			\$3,166,162.91	1,345	\$3,073,909.93	16	\$6,547,691.67	2,559
HRK	\$426,898.47	1,232			\$136,710.63	232			\$563,609.10	1,464
HUF	\$437,842.90	818			\$214,157.45	376			\$652,000.35	1,194
IDR	\$51,597.52	39			\$2,262,975.50	635			\$2,314,573.02	674
ILS	\$21,856.69	65							\$21,856.69	65
INR	\$328,496.60	1,311			\$3,379,758.99	1,588	\$2,283,443.63	17	\$5,991,699.22	2,916
JMD	\$40,093.25	104			\$1,887.72	3			\$41,980.97	107
MAD	\$8,318.35	29							\$8,318.35	29
MXN	\$728,158.10	2,132			\$3,393,947.76	1,308	\$957,462.31	6	\$5,079,568.17	3,446
MYR	\$33,101.00	73			\$217,359.90	260			\$250,460.90	333
NGN	\$8,450.00	11			\$12,178.10	4			\$20,628.10	15
NOK	\$309,773.14	1,530			\$206,907.99	84			\$516,681.13	1,614
NZD	\$1,951,210.69	7,748	\$412,075.02	3	\$624,638.80	383			\$2,987,924.51	8,134
PEN	\$10,250.28	8							\$10,250.28	8
PHP	\$1,567,578.72	2,741			\$2,791,075.17	641	\$604,517.68	2	\$4,963,171.57	3,384
PKR	\$52,528.48	72							\$52,528.48	72
PLN	\$339,991.88	1,231			\$1,407,807.70	784			\$1,747,799.58	2,015
RON	\$67,086.86	202			\$235,869.28	332			\$302,956.14	534
SEK	\$391,850.00	1,810			\$55,940.24	60			\$447,790.24	1,870
SGD	\$23,059.86	80			\$1,495,671.81	438	\$2,171,102.15	7	\$3,689,833.82	525
THB	\$260,830.24	386			\$2,043,876.59	459			\$2,304,706.83	845
TRY	\$96,559.19	185			\$1,040,867.37	1,431			\$1,137,426.56	1,616
TTD	\$16,899.48	47							\$16,899.48	47
USD	\$72,986,346.85	222,541	\$131,462.27	1	\$28,978,297.14	6,185	\$10,355,825.53	38	\$112,451,931.79	228,765
VND	\$15,639.40	24							\$15,639.40	24
ZAR	\$162,448.17	649							\$162,448.17	649
Grand Total	\$144,338,052.50	489,371	\$652,137.29	5	\$88,668,856.77	31,601	\$27,827,850.27	124	\$261,486,896.83	521,101

Wire Payments

Currency	Canadian Entitlement				Foreign Entitlement				Total \$ Value (CAD)	Total # Volume
	<\$100K		≥\$100K		<\$100K		≥\$100K			
	\$ Value (CAD)	# Volume	\$ Value (CAD)	# Volume	\$ Value (CAD)	# Volume	\$ Value (CAD)	# Volume		
AED	\$24,900.00	18			\$1,251,335.88	137	\$630,500.52	4	\$1,906,736.40	159
AFN					\$15,544.18	20			\$15,544.18	20
AUD	\$5,012.19	3			\$361,839.73	38	\$2,949,648.27	5	\$3,316,500.19	46
BRL					\$2,797.52	2			\$2,797.52	2
CAD	\$13,582,804.81	3,700	\$249,148,279.50	209			\$1,560,376.00	3	\$264,291,460.31	3,912
CHF	\$10,500.00	1	\$970,000.00	1	\$160,168.62	27	\$24,558,520.12	6	\$25,699,188.74	35
DKK					\$10,873.98	8	\$905,026.70	2	\$915,900.68	10
EGP	\$19,300.00	15							\$19,300.00	15
EUR	\$241,072.38	47	\$41,430,033.91	19	\$17,585,980.17	4,900	\$168,141,493.95	152	\$227,398,580.41	5,118
FJD					\$49,473.62	4			\$49,473.62	4
GBP	\$100,101.00	13	\$2,349,892.00	3	\$9,014,158.98	1,489	\$34,889,038.63	72	\$46,353,190.61	1,577
HKD					\$26,630.25	5	\$1,350,415.99	3	\$1,377,046.24	8
HRK	\$14,259.00	1							\$14,259.00	1
ILS	\$12,950.00	11			\$1,443,922.89	268	\$160,392.96	1	\$1,617,265.85	280
INR	\$81,800.00	65			\$52,845.81	4	\$519,921.99	1	\$654,567.80	70
JMD					\$10,424.70	2			\$10,424.70	2
JOD	\$13,250.00	10			\$1,994,441.24	550	\$107,540.23	1	\$2,115,231.47	561
JPY					\$2,802,354.08	983	\$300,061.92	2	\$3,102,416.00	985
KWD	\$7,750.00	6			\$1,677,270.91	239	\$328,101.63	2	\$2,013,122.54	247
LKR					\$541,286.25	240			\$541,286.25	240
MAD					\$2,725.38	2			\$2,725.38	2
MXN	\$3,650.00	2			\$8,796.72	1			\$12,446.72	3
MYR					\$721,900.13	70	\$306,268.71	3	\$1,028,168.84	73
NGN	\$13,500.00	13							\$13,500.00	13
NOK					\$39,963.25	10	\$740,137.81	2	\$780,101.06	12
NZD					\$95,162.02	4			\$95,162.02	4

PHP	\$44,921.82	42			\$31,751.97	1			\$76,673.79	43
PKR	\$100,545.41	36							\$100,545.41	36
PLN			\$613,823.00	1	\$788,867.37	172	\$104,770.06	1	\$1,507,460.43	174
RON					\$80,742.38	1			\$80,742.38	1
SAR	\$7,550.00	8			\$865,048.25	227	\$136,258.56	1	\$1,008,856.81	236
SEK	\$3,650.00	2			\$2,099,798.28	298	\$4,697,056.53	19	\$6,800,504.81	319
SGD	\$550.00	1			\$50,673.00	1	\$246,807.84	2	\$298,030.84	4
TRY	\$4,700.00	2			\$9,557.81	11			\$14,257.81	13
USD	\$3,141,102.21	1,423	\$188,758,424.41	91	\$44,115,116.76	4,126	\$743,410,997.95	628	\$979,425,641.33	6,268
VND					\$544,023.35	178	\$104,589.83	1	\$648,613.18	179
WST					\$23,457.60	3			\$23,457.60	3
ZAR	\$11,069.18	9			\$1,382,829.74	989	\$132,410.45	1	\$1,526,309.37	999
Grand Total	\$17,444,938.00	5,428	\$483,270,452.82	324	\$87,861,762.82	15,010	\$986,280,336.65	912	\$1,574,857,490.29	21,674

2. Receipt Information

The following table details the Government of Canada's monthly foreign receipts values for the period between January 1, 2011 and December 31, 2015.

Wire and Cheque Receipts

Year	Month	Wire Receipt \$ Value (CAD)	Cheque Receipt \$ Value (CAD)	Total \$ Value (CAD)
2011	January	\$43,952,705.93	\$18,025,611.79	\$61,978,317.72
	February	\$95,456,760.52	\$10,879,591.02	\$106,336,351.54
	March	\$41,685,922.75	\$19,687,229.52	\$61,373,152.27
	April	\$24,200,702.19	\$13,751,261.89	\$37,951,964.08
	May	\$20,712,426.72	\$19,561,702.91	\$40,274,129.63
	June	\$283,664,370.44	\$11,468,064.88	\$295,132,435.32
	July	\$121,173,163.84	\$15,376,889.69	\$136,550,053.53
	August	\$42,270,380.48	\$10,454,688.96	\$52,725,069.44
	September	\$25,574,220.94	\$12,634,023.89	\$38,208,244.83
	October	\$29,175,516.79	\$20,905,459.98	\$50,080,976.77

2012	November	\$27,025,986.70	\$9,784,057.52	\$36,810,044.22
	December	\$72,103,242.40	\$10,672,952.74	\$82,776,195.14
	Total	\$826,995,399.70	\$173,201,534.79	\$1,000,196,934.49
	January	\$16,422,371.14	\$19,053,630.86	\$35,476,002.00
	February	\$30,824,237.89	\$10,573,034.38	\$41,397,272.27
	March	\$49,874,357.25	\$14,667,915.02	\$64,542,272.27
	April	\$15,619,658.95	\$15,796,028.50	\$31,415,687.45
	May	\$27,743,634.23	\$16,756,673.50	\$44,500,307.73
	June	\$39,414,232.63	\$9,954,540.48	\$49,368,773.11
	July	\$26,665,649.01	\$16,547,958.11	\$43,213,607.12
	August	\$12,141,181.98	\$9,029,876.95	\$21,171,058.93
	September	\$18,177,623.71	\$13,814,910.92	\$31,992,534.63
	October	\$29,876,641.29	\$16,985,927.56	\$46,862,568.85
2013	November	\$11,342,332.21	\$14,336,107.64	\$25,678,439.85
	December	\$40,455,184.23	\$26,060,427.08	\$66,515,611.31
	Total	\$318,557,104.52	\$183,577,031.00	\$502,134,135.52
	January	\$202,028,396.69	\$52,179,762.45	\$254,208,159.14
	February	\$70,301,032.34	\$30,215,470.91	\$100,516,503.25
	March	\$42,208,174.46	\$27,851,710.96	\$70,059,885.42
	April	\$21,159,909.63	\$53,958,829.10	\$75,118,738.73
	May	\$37,344,670.15	\$33,815,356.76	\$71,160,026.91
	June	\$38,498,370.56	\$31,103,084.83	\$69,601,455.39
	July	\$107,585,639.38	\$61,044,619.32	\$168,630,258.70
	August	\$34,522,527.97	\$22,518,757.57	\$57,041,285.54
	September	\$776,151,810.39	\$28,460,996.51	\$804,612,806.90
	October	\$16,156,838.40	\$54,853,583.28	\$71,010,421.68
2014	November	\$19,277,727.62	\$29,974,581.27	\$49,252,308.89
	December	\$19,276,502.28	\$54,558,935.13	\$73,835,437.41
	Total	\$1,384,511,599.87	\$480,535,688.09	\$1,865,047,287.96
	January	\$85,739,195.19	\$27,321,441.89	\$113,060,637.08
	February	\$16,436,899.47	\$36,131,784.86	\$52,568,684.33

2015	March	\$589,019,572.84	\$39,105,802.89	\$628,125,375.73
	April	\$47,886,306.38	\$51,702,343.93	\$99,588,650.31
	May	\$25,297,933.19	\$28,830,836.42	\$54,128,769.61
	June	\$79,834,383.80	\$38,489,791.06	\$118,324,174.86
	July	\$29,058,575.72	\$51,159,192.95	\$80,217,768.67
	August	\$45,912,773.39	\$17,573,558.08	\$63,486,331.47
	September	\$45,618,289.19	\$36,881,090.41	\$82,499,379.60
	October	\$47,821,560.65	\$51,054,162.84	\$98,875,723.49
	November	\$39,259,477.46	\$24,383,220.40	\$63,642,697.86
	December	\$73,815,136.62	\$35,617,176.07	\$109,432,312.69
	Total	\$1,125,700,103.90	\$438,250,401.80	\$1,563,950,505.70
	January	\$340,167,324.93	\$58,903,930.77	\$399,071,255.70
	February	\$11,184,465.23	\$33,696,433.66	\$44,880,898.89
2015	March	\$44,566,684.51	\$61,408,338.61	\$105,975,023.12
	April	\$3,173,301,152.44	\$51,627,930.55	\$3,224,929,082.99
	May	\$39,775,635.83	\$41,953,775.77	\$81,729,411.60
	June	\$67,434,694.19	\$56,016,734.58	\$123,451,428.77
	July	\$28,494,376.15	\$68,630,960.88	\$97,125,337.03
	August	\$16,914,306.14	\$57,698,242.92	\$74,612,549.06
	September	\$65,082,348.17	\$23,251,162.22	\$88,333,510.39
	October	\$16,975,344.90	\$44,331,981.90	\$61,307,326.80
	November	\$28,987,315.19	\$26,579,495.68	\$55,566,810.87
	December	\$74,233,765.37	\$48,978,097.78	\$123,211,863.15
	Total	\$3,907,117,413.05	\$573,077,085.32	\$4,480,194,498.37
	Grand Total	\$7,562,881,621.04	\$1,848,641,741.00	\$9,411,523,362.04

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Daily Processing Schedule

FILE TRANSFERS FROM PWGSC TO CONTRACTOR

	Deadline	DESCRIPTION	DEFINITION
<i>PWGSC to CONTRACTOR</i>	7:00 a.m.	PWGSC Priority file 1 transmitted to the Contractor SPSISSUE/ Priority Payments 1	The priority file is the first file that the Contractor takes action on. This file contains foreign payments requested through the SPS on-line process (i.e. priority payments) from the day before until the cutoff time. It contains all the instructions necessary for the Contractor to execute the payment. This the first of two (2) priority payment files pulled to the Contractor each day.
<i>PWGSC to CONTRACTOR</i>	7:00 a.m.	PWGSC Regular payment file transmitted to the Contractor SPSISSUE / Regular Payments	This file includes all foreign payments requested through the batch process to the Contractor. It contains all the instructions necessary for the Contractor to execute the payment. This payment file is separate from the priority payment file.
<i>PWGSC to CONTRACTOR</i>	7:00 a.m.	PWGSC other file (non monetary) file transmitted to the Contractor SPSOTHER / Non monetary	This file contains non-monetary items such as prenote, trace and recall request for the previous business day. A prenote is a notification which is used to validate the \$ US direct deposit routing numbers (used only for the \$ US, does not apply to other currencies).
<i>PWGSC to CONTRACTOR</i>	2:00 p.m.	PWGSC Priority file 2 transmitted to the Contractor SPSISSUE / Priority Payments 2	This file contains foreign payments requested through the SPS on-line process (i.e. priority payments) between 7:00 am EST and 1:00 pm EST each banking day. It contains all the instructions necessary for the Contractor to execute the payment.

			<p>This the second of two (2) priority payment files pulled to the Contractor each day.</p> <p>Priority file 2 is triggered to be ready at 13:00 hrs.</p>
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FILE TRANSFERS FROM CONTRACTOR TO PWGSC

	Deadline	DESCRIPTION	DEFINITION
CONTRACTOR to PWGSC	7:00 a.m.	Contractor rate file transmission to PWGSC FSPRATE	File that provides the current day exchange rates to be loaded into SPS and applied to “foreign entitlement payments” from 7:00 am day one (1) to 6:50 am day 2. The exchange rates are provided for the currencies listed in the Daily Exchange Rate File.
CONTRACTOR to PWGSC	2:00 p.m.	Contractor Result for priority File 1 transmitted to PWGSC FSPISSE /Priority Payments 1	This file contains the results of the SPSISSE Priority Payment 1 file. It confirms the processing of priority payments requested by SPS between 1:00 pm the previous business day and 7:00 am the same business day. It contains information on payments accepted or rejected, exchange rate for Canadian entitlement payments, modified exchange rates if the rate provided for the foreign entitlement payment is out of date, revised Canadian value and the CAD settlement amount of the file.
CONTRACTOR to PWGSC	2:00 p.m.	Contractor Result file for regular file transmitted to PWGSC FSPISSE / Regular Payments	This file contains the results of the SPSISSE regular payment file. It confirms the processing of payments requested by SPS the previous business day. This file informs SPS of the acceptance or rejection of orders received. It contains information on payments accepted or rejected, exchange rate for Canadian entitlement payments, modified exchange rates if the rate provided for the foreign entitlement payment is out of date, revised Canadian value and the CAD settlement amount of the file. There are separate SPS issue files for regular and priority payments.
CONTRACTOR to PWGSC	2:00 p.m.	Contractor Result File for priority file 2 transmitted to PWGSC FSPISSE /Priority Payments 2	This file contains the results of the SPSISSE Priority Payment 2 file. It confirms the processing of all priority payments requested by SPS between 7:00 am and 1:00 pm each business day. It contains information on payments accepted or rejected, exchange rate for Canadian

			entitlement payments, modified exchange rates if the rate provided for the foreign entitlement payment is out of date, revised Canadian value and the CAD settlement amount of the file.
CONTRACTOR R to PWGSC	2:00 p.m.	Contractor other file reply to other file transmitted to PWGSC FSPOTHER / Non monetary	This file contains the results for the SPSOTHER file (non-monetary transactions). It confirms the non-monetary items that are completed or rejected such as prenotes processed on the previous day and contains data on recall/trace instructions were received.
CONTRACTOR R to PWGSC	11:00 p.m.	Contractor Return file transmitted to PWGSC FSPRETURN	This file contains data on payments returned as undeliverable as well as the charges for recalls. This file has a monetary value and results in a credit to the Receiver General.
CONTRACTOR R To PWGSC	11:00 p.m.	Contractor post file transmitted to PWGSC FSPPOST /Post Issue results	This file contains information on payments which have been redeemed and also includes trace and recall results.

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Annex A – Appendix 7

Automated Funds Transfer (AFT) Protocol

1. GENERAL

1.1 References

1.1.1 This is the administrative protocol which forms an integral part of the contract for foreign banking services.

1.1.2 This protocol must be read in conjunction with rules associated with the clearing guidelines of the country in which foreign direct deposits are being made now and in the future.

1.2 Definitions

1.2.1 Recipient is the intended payee of a government payment.

1.2.2 AFT transaction means a payment item exchanged on an AFT File as defined in the clearing rules and standards of the country in which it is being made on behalf of the Government of Canada.

1.2.3 AFT transactions are made by electronic media. Data transmission is used in the normal course of events and cartridges are used in contingency situations.

1.2.4 AFT File means a file containing one (1) or more AFT transactions.

1.2.5 AFT Exchange Point means the location from which the Contractor must deliver and receive AFT Files by cartridge in the event of a contingency situation.

1.2.6 Trace Request means a request by the federal government for the trace of an AFT transaction which has been delivered to the Contractor. The purpose of a trace is to obtain confirmation that the funds were deposited to the account intended by the payee.

1.2.7 Rejected transactions are transactions that do not pass the Contractor's validation edits. These must be returned immediately to the RG. The Contractor is not authorized to make any changes to an AFT transaction.

1.2.8 Returned transactions are transactions that pass the Contractor's validation edits but cannot be posted to the account intended by the payee.

1.2.9 Recall Request means a request by the RG to retrieve an AFT transaction. Recall requests can only be initiated before due date.

1.2.10 DTN is the Data Transmission Network, managed by the CPA and used by PWGSC to transmit payment files and reports to the Contractor and to receive data files and reports from the Contractor.

2. PROCESSING USING TRANSMISSION

2.1 RG Delivery Process

2.1.1 The RG will transmit an AFT File to the Contractor no later than 07:00 a.m. EST each banking day.

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2.1.2 Should a delay be experienced by the RG, the RG will notify the Contractor of the delay and the expected time of transmission. In the event that problems arise, and the file cannot be transmitted, the RG will contact the Contractor and the parties will work together to determine if the contingency process described in section 3 of the Appendix is required.

2.1.3 If the RG has not contacted the contact identified by the Contractor and the anticipated file has not been received by 08:00 a.m. EST, the Contractor must enquire about the expected time of transmission. AFT files received before 07:00 a.m. EST must be processed the same day. The Contractor must notify the RG of any situation such as power failures, natural disasters, strikes, etc. that could delay payment delivery.

2.2 Lead Time

2.2.1 AFT files will be transmitted to the Contractor within 7 banking days of due dates. The Contractor must ensure that payments are deposited on due date.

2.2.2 Each file may contain transactions covering a number of due dates including past due dates of less than 14 days old. In other words, if multiple due dates are involved in accounts payable payments, SPS rejects payments with due dates older than 14 days.

2.3 Manner of Authentication

2.3.1 The authentication process will be supplemented by various controls such as:

- use of dedicated lines between the RG and the Contractor;
- use of CPA and RG authorized software at all sites;
- access controls (both logical and physical) at all sites to restrict access to data, application program files, PSSK data and program files and the telecommunication facilities such as routers, firewalls etc.;
- use of standard (CPA 005) file identification and control information including the originator's ID.

2.3.2 A secure key management system, managed by the Contractor must be in place to ensure the integrity of all cryptographic processes that are relied upon by the Contractor and the RG. Keys must be held, and the execution of algorithms for authentication of the instructions for payment must take place within an IP Sec router secure device. New keys will be implemented on the second Saturday of April of each year. This refers to the authentication of files transmitted between the Contractor and Canada and does not involve the beneficiary. Canada encrypts using a private key and provides a public key to the Contractor to authenticate the file. Same process when the Contractor sends files to Canada.

2.3.3 All AFT payment transactions provided to Contractor by file transmission must be authenticated as described above.

2.4 RG Public Key Maintenance

2.4.1 General

2.4.1.1 The RG will change its Public Key once a year on the second Saturday of April or at anytime it deems necessary to preserve the integrity of the authentication process.

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2.4.1.2 The procedures concerning the transmission of the Public Key to the Contractor will be provided to the Contractor by the RG.

2.5 Rejects & returns

2.5.1 Delivery of returned and rejected transactions

2.5.1.1 On the banking day following edit day, the Contractor will transmit to the RG, a file containing rejects from the edit and returns from previous AFT files. The majority of returns should be on the file on the banking day following due date.

For wire payments, a list of return codes will be provided to the Contractor at the time of implementation.

2.5.1.2 The Contractor must transmit these files to the RG as soon as possible. If application or systems problems are experienced to prevent transmission to the RG before 12:00 p.m. EST, the Contractor must inform the RG and ensure files are then transmitted the next banking day.

3 PROCESSING USING CARTRIDGE (in case of contingency)

3.1 Delivery Procedures

3.1.1 In contingency situations, cartridges containing AFT Transactions and related documents must be delivered by a bonded courier.

3.1.2 Deviations from normal procedures will be reported by the RG to the Contractor's Daily Operations contact.

3.1.3 The cartridges containing the AFT file must be in locked carrying cases supplied by the RG.

3.1.4 The bonded courier hired by the RG will obtain the signature of a person designated by the Contractor acknowledging receipt of delivery and return the signed receipt to the RG.

3.1.5 If the AFT File has not been received by the anticipated time, the Contractor will contact the government daily operations representative to obtain the status of the delivery.

3.2 Lead Time

3.2.1 AFT files will be transmitted to the Contractor within 7 banking days of due dates. The Contractor must ensure that payments are deposited on due date.

3.2.2 Each file may contain transactions covering a number of due dates including past due dates of less than 14 days old.

3.3 Contractor Processing

3.3.1 The Contractor must edit the transactions on the day the file is received. For transactions which are rejected, the Contractor must take action as outlined in section 3.4 "Rejects and Returns" of this Appendix.

3.3.2 For those transactions which pass the initial edit, the Contractor must deposit the payment in order to make it available to the payee at the opening of business on due date. For transactions with past

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due dates, the Contractor must deposit the payment at the opening of business the day following receipt of the past due transactions.

3.3.3 Where the Contractor is unable to deposit the payment, action must be taken as outlined in section 3.4 Rejects and Returns.

3.4 Rejects and Returns

3.4.1 Re-routing

3.4.1.1 The Contractor must not re-route transactions

3.4.2 Delivery of returned and rejected transactions

3.4.2.1 The Contractor must deliver AFT files containing returns and rejects on the banking day following edit day. Unpostable transactions must be returned in the shortest time frame possible.

3.4.2.2 The cartridges containing the AFT file will be in locked carrying cases supplied by the Contractor.

3.4.3 Returns/Reject Cartridge unreadable by the RG

3.4.3.1 In the event that a Return/Reject File is received unreadable by the RG, the RG must advise the Contractor's Daily operations contact as soon as possible to have another file re-transmitted.

3.4.3.2 The Contractor must recreate the file within 3 banking days of being notified.

3.5 Ownership of Cartridges and Carrying Cases

3.5.1 When used in a contingency situation, cartridges and carrying cases are the property of the originator and shall be returned to the originator within five (5) business days of receipt, at the point of initial exchange.

4. TRACE REQUESTS

4.1 A trace request will be initiated on or after payment due date by the RG using an electronic post issue file, or, under unusual circumstances, by telephone. Trace requests will be sent to the contact identified by Contractor.

4.2 A trace request can be initiated at any time after the date of initial payment.

4.3 The purpose of the trace investigation is to obtain confirmation that the funds were deposited in the account intended by the payee.

4.4 For trace requests initiated up to 3 years after the date of the original payment, the Contractor must notify the RG of the results of the trace request by an electronic post issue file. This will be done:

- within 2 days for requests received within 30 days from payment due date
- within 5 days for requests received 30 days to 1 year after payment due date
- within 10 days for requests received 1 year+ after payment due date

Action on traces for items older than 3 years will be taken on a best efforts basis by the Contractor.

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4.5 If the trace reveals that the amount was credited to an account other than that of the intended payee, the Contractor will endeavor to recover the amount.

5. RECALLS

5.1 Payment recalls will be issued, by 12:00 noon EST on the day before due date. It will be initiated by the RG via an electronic file to the Contractor.

5.2 The Contractor must recall the payment before the transaction has been credited to the account intended by the payee.

5.3 The Contractor must notify the RG of the disposition of the recall request by return electronic file within four (4) banking days.

6. PROBLEM RESOLUTION AND ESCALATION

6.1 Problem Resolution:

6.1.1 File not received within the scheduled timeframe

6.1.1.1 The Contractor must notify the RG Service Desk as soon as possible in the event that the file has not been received. The RG will transmit a second file to the Contractor as soon as the problem causing the loss of file has been resolved.

6.1.2 Contractor experiences outages or file input errors

6.1.2.1 Should the Contractor be unable to process the PWGSC file on the scheduled receipt date, then the Contractor must contact the RG Service Desk.

6.1.3 Fifty rejects or more

6.1.3.1 Transaction Reject - The Contractor must notify the RG Service Desk within two (2) hours if there are more than 50 rejected items in a file.

6.2 Problem Escalation

6.2.1 Should there be difficulties in resolving problems, three (3) levels of officers must be identified by each of the RG and the Contractor provider for the purpose of escalation.

7. Changes to the protocol

7.1 Administering This Protocol

7.1.1 For inquiries concerning this Protocol, unless otherwise advised in writing, all correspondence is to be directed to the person identified at time of contract award.

7.1.2 The Contractor must designate a primary contact for the purpose of maintaining this protocol.

7.2 Computer Hardware/Software

7.2.1 The RG and the Contractor must notify each other at least 30 days in advance of any hardware/software upgrades or changes which may have an impact on the level of service.

7.3 List of Contacts

ANNEX A
STATEMENT OF WORK

7.3.1 The Contractor must provide the Director of PPSD with a Master contact list containing addresses, phone and fax numbers and email addresses. The Contractor will provide this list each time there is a change in contact personnel.

7.3.2 Likewise, PWGSC will advise the service provider contact of any change in contact personnel.

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

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

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(continued) (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : _____	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui <input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui

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(suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI		✓														
IT Link / Lien électronique		✓														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non ☐ Yes
Oui

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

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