



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

THERE IS A SECURITY REQUIREMENT
ASSOCIATED WITH THIS REQUIREMENT.

CE BESOIN COMPORTE DES EXIGENCES
RELATIVES À LA SÉCURITÉ.

Title - Sujet PAD - PRE-AUTHORIZED DEBIT RECEIPTS	
Solicitation No. - N° de l'invitation EN891-170392/A	Date 2016-11-22
Client Reference No. - N° de référence du client 20170392	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZG-408-30594	
File No. - N° de dossier 408zg.EN891-170392	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-01-18	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Moore, Jeff	Buyer Id - Id de l'acheteur 408zg
Telephone No. - N° de téléphone (873) 469-3336 ()	FAX No. - N° de FAX (819) 956-9235
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

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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 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 the Pricing Schedule, the Technical Criteria and the Additional Certification Required with the Bid.

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

1.2 Summary

- 1.2.1 The objective is to provide a single service provider, hereafter referred to as Contractor, to process all Pre-Authorized Debit (PADs) in Canadian funds on behalf of Canada. A PAD is a transaction initiated by a government department or agency to commence pre-authorized deductions for fixed or variable amounts, on a recurring or sporadic basis, directly from a payor's bank account. PADs are authorized through written or electronic agreements between the payor and the initiating government department or agency.

The Contract Period is from the date of Contract to March 31, 2022 while the services are to be delivered nationwide and are to be performed during the period of April 1, 2018 to March 31, 2022 inclusive, with an irrevocable option on the part of Canada to extend the period of the Contract, under the same terms and conditions, by two (2) additional one (1) year periods and one (1) additional six (6) month 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.

- 1.2.3 There is a security requirement associated with this requirement. Please refer to:

- article 6.1 Security Requirement, of Part 6, Security, Financial and Other Requirements;
- article 7.3 Security Requirement, of Part 7, Resulting Contract Clauses;
- Annex C, Security Requirements Checklist.

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Bidders 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. For any inquiries concerning any security requirements, bidders should contact CISD at 1-866-368-4646, or (613) 948-4176 in the National Capital Region (NCR), CISD Website: <http://ssi-iss.tpsgc-pwgsc.gc.ca/>.

1.3 Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

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 Public Works and Government Services Canada.

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 120 calendar days

2.1.1 SACC Manual Clauses

A7035T (2007-05-25) List of Proposed Subcontractors

2.2 Submission of Bids

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

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 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 Protection and Security of Data Stored in Databases

1. The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:
 - a. equivalent protections are given to personal information as in Canada under legislation such as the Privacy Act, R.S. 1985, c.P-21, and the Personal Information Protection and Electronic Documents Act, S.C. 2000, c.5, and under any applicable policies of the Government of Canada; and
 - b. the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.

In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

2. The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
3. The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.

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4. The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.
5. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.
6. Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

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 (2 hard copies)

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 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 the Basis of Payment in Annex "B", clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

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 should complete this pricing schedule and include it in its financial bid once completed. At a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted firm all inclusive fee (in Cdn \$) for each of the categories identified.

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. Value and volume estimated forecasts are provided in Annex A, Appendix 2 – Historical and Forecasted PAD Activity. Any estimated level of services specified in the pricing schedule detailed in Attachment 1 to Part 3 is provided for bid evaluation price determination purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee.

The only categories of fees that may be proposed are:

- A. PAD Transaction Fees;
- B. Returned/Rejected Item Transaction Fees.

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

1.0 Calculation of Total Evaluated Price (TEP)

For evaluation purposes only, the Total Evaluated Price (TEP) will be the arithmetic sum of the following categories A and B as described below.

Any grey fields are for evaluation purposes only and should not be completed by the bidder. Please note that the periods are defined as per below:

Period 1: April 1, 2018 - March 31, 2019
Period 2: April 1, 2019 - March 31, 2020
Period 3: April 1, 2020 - March 31, 2021
Period 4: April 1, 2021 - March 31, 2022

Option Period 1: April 1, 2022 - March 31, 2023
Option Period 2: April 1, 2023 - March 31, 2024

A. PAD Transaction Fees:

Firm all-inclusive transaction fee for each debit item included on the PAD file sent from the RG that passes the Contractor's initial edit and is ultimately included in the FI PAD files that are issued to respective Financial Institutions (FIs) for debit from client accounts (where applicable). This all-inclusive transaction fee must include all processing and reporting requirements.

Instructions

- a) Bidders must provide a firm all-inclusive transaction fee for each annual volume range and for each period in rows 1-3 of Table A1 (columns B, D, F, H, J, and L).
- b) If a Bidder wishes to offer a flat fee regardless of volume, it must enter the same fee for each volume range.
- c) The Evaluation Team will then multiply the volume weighting factor (column A) by the firm all-inclusive transaction fee identified by the Bidder to determine the Weighted Volume Range Price Factor for each volume range (columns C, E, G, I, K, and M).
- d) The annual weighted fee will be calculated as: (the arithmetic sum of the Weighted Volume Range Price Factors) * (the forecasted annual transaction volumes). This calculation will be completed in Table A2.

Table A1 – PAD Transaction Fees

	A	B	C	D	E	F	G	H	I	J	K	L	M
Annual Volume Range	Weight Factor	Period 1 Fees per Volume Range	Weighted Volume Range Price Factor (A*B)	Period 2 Fees per Volume Range	Weighted Volume Range Price Factor (A*D)	Period 3 Fees per Volume Range	Weighted Volume Range Price Factor (A*F)	Period 4 Fees per Volume Range	Weighted Volume Range Price Factor (A*H)	Option Period 1 Fees per Volume Range	Weighted Volume Range Price Factor (A*J)	Option Period 2 Fees per Volume Range	Weighted Volume Range Price Factor (A*L)
1	< 1M	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2	1M – 1.6M	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3	> 1.6M	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4	Total Weighted Fee per Volume Category (1 + 2 + 3)		\$		\$		\$		\$		\$		\$

Table A2 – Summary of Annual Firm All-Inclusive PAD Transaction Fees

	A	B	C	D	E	F	
	Period 1	Period 2	Period 3	Period 4	Option Period 1	Option Period 2	
1	Estimated PAD Transaction Volume	1,160,000	1,250,000	1,350,000	1,460,000	1,570,000	1,700,000
2	Weighted PAD Transaction Fee (Row 4 of Table A1)	\$	\$	\$	\$	\$	\$
3	Annual All-Inclusive Fee (1*2)						

B. Returned/Rejected Item Transaction Fees:

Firm all-inclusive fee for each transaction that is included on the PADR file(s) sent by the Contractor to the RG, including transactions returned to the Contractor from respective FIs as well as transactions rejected in the initial file edits by the Contractor. This Firm all-inclusive fee must include all processing and reporting requirements.

Instructions

- a) Bidders must provide a firm all-inclusive transaction fee for each period in Table B1 (columns A, B, C, D, E, and F).

Table B1 – Returned/Rejected Item Transaction Fees

		A	B	C	D	E	F
		Period 1	Period 2	Period 3	Period 4	Option Period 1	Option Period 2
1	Estimated Returned/Rejected Items Volume	13,900	15,000	16,200	17,500	18,900	20,400
2	Returned/Rejected Item Transaction Fee	\$	\$	\$	\$	\$	\$
3	Annual All-Inclusive Fee (1*2)						

C. Summary of Charges – Total Evaluated Price (TEP) – FOR EVALUATION PURPOSES ONLY

The Total Evaluated Price (TEP) will be the arithmetic sum of categories A and B as described above. Table C1 is for evaluation purposes only and should not be completed by the bidder.

Table C1 – TOTAL EVALUATED PRICE (TEP)

		1	2	3	4	5	6
		Contract Period 1	Contract Period 2	Contract Period 3	Contract Period 4	Option Period 1	Option Period 2
Item Description		Annual All-Inclusive Fee					
A	PAD Transaction Fees (Row 3 of Table A2)	\$	\$	\$	\$	\$	\$
B	Returned/Rejected Item Transaction Fees (Row 3 of Table B1)	\$	\$	\$	\$	\$	\$
Annual Evaluated Price =		\$	\$	\$	\$	\$	\$
		(sum of col.1)	(sum of col.2)	(sum of col.3)	(sum of col.4)	(sum of col.5)	(sum of col.6)
TOTAL EVALUATED PRICE (TEP) = (Sum of the Annual Evaluated Prices of columns 1,2,3,4,5, and 6)						\$ _____	

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

4.1.2.1 The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

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

4.2 Basis of Selection - Lowest Evaluated Price

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

The responsive bid with the lowest evaluated price will be recommended for award of a contract.

ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

1.1.1 Mandatory Technical Criteria

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

Bids which fail to meet the mandatory technical criteria will be declared non-responsive and will not be given further consideration.

Mandatory Technical Criteria (MT)		
Payments Canada Membership		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
MT1	The Bidder must be an Automated Clearing Settlement System (ACSS) direct clearer or ACSS group clearer member having direct clearing membership.	The Bidder must demonstrate proof of ACSS membership by providing one of the following: i. their membership certificate; or ii. their membership number; or iii. a letter of acceptance from Payments Canada.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications and Additional Information Required with the Bid

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment 1 to Part 5, Additional Certifications Required with the Bid.

5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/humanrights/employmentequity/federalcontractorprogram.page?&_ga=1.229006812.1158694905.1413548969#afed) (http://www.esdc.gc.ca/en/jobs/workplace/humanrights/employmentequity/federalcontractorprogram.page?&_ga=1.229006812.1158694905.1413548969#afed).

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

Solicitation No. - N° de l'invitation
EN891-170392/A
Client Ref. No. - N° de réf. du client
20170392

Amd. No. - N° de la modif.
File No. - N° du dossier
408zgEN891-170392

Buyer ID - Id de l'acheteur
408zg
CCC No./N° CCC - FMS No/ N° VME

ATTACHMENT 1 to PART 5 ADDITIONAL CERTIFICATION REQUIRED WITH THE BID

1. Canadian Content

Canadian Content Definition

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

1.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

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 sites 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 (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Financial Capability

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

PART 7 – RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Destination of Services

Public Works and Government Services Canada
National Capital Area (Gatineau)
Phase III, Place du Portage
11 Laurier Street
Gatineau, Quebec K1A 0S5
Canada

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2016-04-04) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications - Contract of 2035 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

7.2.2 Supplemental General Conditions

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

7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses provided by the [Industrial Security Program \(ISP\)](#)) 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**.
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 Works and Government Services Canada (PWGSC).

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 per-formed at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex C; and
 - (b) Industrial Security Manual (Latest Edition).

7.3.2 Contractor's Site or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Address:

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

City, Province, Territory / State

Postal Code / Zip Code

Country

7.3.2.2 The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and proposed individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The Period of the Contract is from the date of Contract to March 31, 2022 inclusive.

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 two (2) additional one (1) year periods 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 Annex B - 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 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 six (6) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

7.4.4 Termination on Thirty Days' Notice

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

7.4.5 Comprehensive Land Claims Agreements (CLCAs)

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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jeff Moore
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Business Management and Consulting Services Division
Address: 11 Laurier Street
Portage III, 10C1
Gatineau, Quebec, K1A 0S5
Telephone: (873) 469-3336
Facsimile: (819) 956-9235
E-mail address: jeff.moore@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority (will be identified at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____

Facsimile: ___ - ___ - ___
E-mail address: _____

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

7.5.3 Contractor's Representative (will be identified at contract award)

The Contractor's representative is:

Name: _____
Title: _____
Telephone: ___ - ___ - ___
Facsimile: ___ - ___ - ___
E-mail address: _____

7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm all-inclusive fee as specified in Annex B - Basis of Payment. Customs duty are included and Applicable Taxes are extra.

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

The Contractor must notify the Contracting Authority in writing when the total estimated cost on p.1 of the contract is 75 percent committed. Canada's total liability to the Contractor under the Contract must not exceed the total estimated cost on page 1.

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.

7.6.2 Method of Payment

7.6.2.1 Monthly Payment

SACC Manual Clause H1008C (2008-05-12) Monthly Payment

7.6.3 SACC Manual Clauses

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

7.6.4 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 any documents specified in the Contract;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses;
- (c) total PAD transactions per month
- (d) total returned item transactions per month

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 and Additional Information

7.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.8.2 Canadian Content Certification

SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

7.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (to be inserted at contract award)

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 (2016-04-04) 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 _____. (to be inserted at contract award)

7.11 Foreign Nationals

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

7.12 Insurance

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

7.13 Protection and Security of Data Stored in Databases

1. The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:
 - a. equivalent protections are given to personal information as in Canada under legislation such as the Privacy Act, R.S. 1985, c.P-21, and the Personal Information Protection and Electronic Documents Act, S.C. 2000, c.5, and under any applicable policies of the Government of Canada; and
 - b. the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.

In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

2. The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
3. The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.
4. The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.
5. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.
6. Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

ANNEX A – STATEMENT OF WORK

1.0 OVERVIEW

1.1 Introduction and Background

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

Although the RG collects remittances through many arrangements, the requirements described within this Statement of Work (SOW) are only for pre-authorized debit (PAD) services and are not to replace any other form of remittances made to the RG, such as cash; cheques; credit or debit cards; electronic funds transfers; or paper or electronic bill payments for which the RG has separate Contracts/arrangements.

A PAD is a transaction initiated by a government department or agency to commence pre-authorized deductions for fixed or variable amounts, on a recurring or sporadic basis, directly from a payor's bank account. PADs are authorized through written or electronic agreements between the payor and the initiating government department or agency.

The framework for processing PADs through the Canadian clearing system is set out in Payments Canada's Rule H1 which outlines the procedures for the processing of PADs. The Payments Canada Automated Clearing Settlement System (ACSS) Rules and Standards mentioned throughout this SOW, including Rules F1, H1, A4 and Standard 005, can be found on the Payments Canada website. Where there is inconsistency between the Payments Canada Rules and this document, the former will prevail.

1.2 Objective

A formal contract is sought with a single service provider, hereafter referred to as the Contractor, to process all PADs in Canadian funds on behalf of Canada.

1.3 Filenames and Data Element Definitions

Please refer to *Annex A, Appendix 1 - Definitions* for the definitions that are used throughout this document.

1.3.1 Filenames

- i. PAD File: File sent from PSPC to the Contractor containing a batch of PAD transactions. This file will be in accordance with Payments Canada Standard 005.
- ii. PADR File: File sent from the Contractor to PSPC containing PAD returns received from payor financial institutions (FIs) and/or transactions rejected as part of the Contractor's initial PAD File edits. This file will be in accordance with Payments Canada Standard 005.
- iii. FI PAD File: File sent from the Contractor to the direct clearing FIs that will execute the withdrawal instructions. This file contains a batch of PAD transactions and must be in accordance with Payments Canada Standard 005.

-
- iv. FI PADR File: File sent from the direct clearing FIs to the Contractor. This file contains a batch of PAD returns from payor FIs. This file will be in accordance with Payments Canada Standard 005.

1.3.2 Data Element Definitions

- i. Item Trace Number (ITN): A 22 digit number provided by the RG and included by the Contractor with each transaction in a PAD file (data element 09 from Payments Canada Standard 005 Logical Record "D"). The original ITN must also be included with each transaction in a PADR file sent from the Contractor to the RG.
- ii. Payment Reference Number (PRN): A reference number assigned to every PAD transaction by the RG (data element 15 from Payments Canada Standard 005 Logical Record "D"). The original PRN must also be included with each transaction in a PADR file sent from the Contractor to the RG.

1.4 Current Arrangements

There is currently a PAD contract in place with a Canadian FI. This arrangement is to expire on March 31, 2017, with the possibility of an extension to March 31 2018 due to a one year option period.

1.5 Statistical Information

Historical statistics and forecasted volumes are provided in *Annex A, Appendix 2 – Historical and Forecasted PAD Activity*. Although great care has been made to accurately predict the future volumes, there is no guarantee that these predictions will materialize. All statistics are estimated in good faith for informational purposes only and must not be construed to represent the amount that the Government of Canada will receive through the PAD service.

2.0 DETAILED SERVICE REQUIREMENTS

2.1 General Business Requirements

The Contractor must provide the following services:

- i. Act as the RG's Sponsoring Member for PAD services, as outlined in the Payments Canada H1 Rule. This shall include assistance with enrollment activities as outlined in the "Enrollment" Section (2.2).
- ii. Accept PAD files in Payments Canada Standard 005 format. The method of delivery of the PAD files is discussed further under the "RG File Exchange" Section (2.3), while the timing of the delivery is explained in the "Lead Time" Section (2.4).
- iii. Perform PAD file edits as outlined in the "Edit and Validation" Section (2.6) and process the rejected transactions in accordance with the "Procedure for PAD Rejects" Section (2.7).
- iv. Sort the valid debit transactions and forward FI PAD files, where applicable, to the direct clearing FIs that will execute the withdrawal instructions (or who will forward these transactions to the indirect clearing FIs with whom they have a relationship). These files must be sent no later than one business day before the due date to allow debits to occur on the due date. In the event that a PAD file containing transaction(s) with a due date in the past are received by the Contractor, FI PAD files containing these transactions must be sent immediately by the Contractor.
- v. Accept funds from payor FIs for all debit transactions sent.
- vi. Process PAD returns in accordance with the "Procedure for PAD Returns" Section (2.8).
- vii. Settle for PAD transactions and PAD returns/rejects as per the "Settlement" Section (2.10)

- viii. Process Notices of Change (NOCs) in accordance with the "Notice of Change" Section (2.12).
- ix. Respond to enquiries from the RG relating to PADs, PAD rejects, and PAD returns within the timeframe set out in the "Traces and Enquiries" Section (2.13).

2.2 Enrollment

Upon request by the RG, the Contractor shall be responsible for the review of forms and related processes that participating departments intend on using for the processing of PADs. This shall include the review of Paper and Electronic PAD agreements; review of Commercially Reasonable methods of verification for electronic payments; and review of departmental procedures and processes in the determination of their compliance with applicable Payments Canada rules.

2.3 RG File Exchange

PAD files shall be transferred to the Contractor via the Payments Canada Service Network (CSN).

The Contractor and RG shall periodically review the appropriateness and operation of the methods of delivery and must cooperate in implementing such changes or modifications to standards as may be agreed with the RG. If the standard adopted by the parties is officially changed, or modified by the issue of a new version or release, the Contractor must use its best efforts to agree on a program or schedule to change the instructions and information based on the new standard as promptly as practicable and must cooperate to effect the change in a commercially reasonable manner.

2.4 Lead Time

The RG will typically send the PAD within four (4) days or less of the due date. It is possible however that some transactions contained in the PAD files will have due dates up to 14 days in the past.

The RG will send the PAD file to the Contractor on each business day by no later than 09:30 EDT, except on days where the RG has no activity. If a delay is experienced, the RG will notify the Contractor's operational contact 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 make mutually agreeable arrangements.

If the Contractor has not received the PAD files from the RG by 09:30 EDT, then the Contractor must contact the RG's operational contact and inquire about the delay. Alternate arrangements to deliver the PAD files will be made, if necessary.

2.5 File Distribution, Processing and Retention of Records

The Contractor must:

- i. For tracing purposes, retain all PAD and returned/rejected transactions for a period of one year from the PAD due date.
- ii. Include a unique sequentially assigned file creation number for each FI PAD file and PADR File for tracing/reconciliation purposes.

2.6 Edit and Validation

Upon receipt of a file, the Contractor must promptly perform the following edits and validation. Edit and validation must occur on the individual transaction level. The Contractor must reject only those transactions that fail the edits and validation, without the need to reject the entire file.

- i. Perform PAD file edits/validation including:
 - a) Stale dated transactions (as per the Due Date requirements listed in Payments Canada Standard 005).
 - b) Validity of FI number and branch as per the Payments Canada financial institution file (FIF).
- ii. Perform FI PADR file edits as required including:
 - a) Originator other than federal government.
 - b) Invalid transaction type (only Payments Canada codes will be accepted).
 - c) Duplicate transactions where the original PAD transaction has already been returned.
 - d) Invalid transactions where the RG's ITN, RG's PRN and/or amount do not match the original PAD transaction.

2.7 Procedure for PAD Rejects

The Contractor must:

- i. Perform PAD file edits as stipulated in the "Edit and Validation" Section (2.6)
- ii. To initiate settlement for PAD Rejects, the Contractor must send a SWIFT MT299 message to the Bank of Canada (BoC) no later than 14:30 EDT (an MT199 or RG authorized equivalent shall also be accepted). The amount listed in the MT299 is the amount that the BoC will send to the contractor through a LVTS payment. The "Settlement of PADR files" Section (2.10.2) contains additional details regarding the settlement of PAD rejects. The required MT299 formatting can be found in the "Reject / Return Notification Requirements" Section (2.0) of *Annex A, Appendix 3 – Bank of Canada Notification Requirements*.
- iii. Return un-posted transactions to PSPC through a PADR file in accordance with the Payments Canada Standard 005. Each file must include the RG's ITN, PRN, institutional ID number, and a unique file creation number created by the Contractor for tracing/reconciliation purposes. These files must be sent by the Contractor and received by the RG prior to 19:45 EDT on the settlement date. The value of the PADR file(s) must match the amount reported in the corresponding MT299 message (or RG authorized equivalent) that was sent to the BoC as per step (ii) of this section.
- iv. PAD rejects may be included in a PADR file also containing PAD Returns or reported in a separate PADR file.

2.8 Procedure for PAD Returns

The Contractor must:

- i. Comply with Payments Canada rules regarding dishonored PADs for any reason such as, but not limited to, non-sufficient funds (NSF), stop payment, or account closed. Items must be returned within the time limitations set out in Rule A4 and the procedures set out in Rule F1;
- ii. Accept PAD returns (FI PADR files) from payor FIs no later than 90 calendar days for personal or funds transfer PADs, and 10 calendar days for business PADs after the posting date on the account statement as stipulated by the Payments Canada rules;
- iii. Perform FI PADR file edits as stipulated in the "Edit and Validation" Section (2.6);

-
- iv. Comply with Payments Canada Standard 005 for the reject codes, the record type identifier and the record file layout.
 - v. Send a SWIFT MT299 message to the BoC (or RG authorized equivalent) no later than 14:30 EDT. The amount listed in this MT299 is the amount that the BoC will send to the contractor through a LVTS payment. The "Settlement of PADR files" Section (2.10.2) contains addition details regarding settlement. The required MT299 formatting can be found in the "Reject / Return Notification Requirements" Section (2.0) of *Annex A, Appendix 3 – Bank of Canada Notification Requirements*.
 - vi. PADR file(s) containing all returned transactions must be sent by the Contractor and received by the RG prior to 19h45 EDT on the settlement date. Each file must follow the Payments Canada Standard 005 file layout and must include the RG's ITN, RG's PRN, and a unique file creation number created by the Contractor for tracing/reconciliation purposes. The value of the PADR file(s) must match the amount reported in the MT299 message (or RG authorized equivalent) that was sent to the BoC as per step (v) of this section.
 - vii. PAD Returns may be included in a PADR file also containing PAD Rejects or reported in a separate PADR file.
 - viii. Any returns by direct clearers beyond the time limits as stipulated in the Payments Canada rules for returns must be refused by the Contractor on behalf of the RG.

2.9 Procedures for Replacement of Electronic File

At the request of the RG, if a PADR file is unreadable, the Contractor must re-create and re-submit the file. This request, if made, must be made within 15 business days of the transmission date of the original file.

The Contractor has no more than 2 business days to re-create or re-submit a PADR file.

2.10 Settlement

2.10.1 Settlement of PAD Files

- i. The Contractor must initiate and send to the BoC before 15:00 EDT on the PAD transaction date a LVTS payment message MT103 in favor of the RG. Payment messages received after 15:00 EDT on the PAD transaction date shall be considered next business day settlement. The required MT103 formatting can be found in the "File Specifications for SWIFT MT103 Message" Section (3.0) of *Annex A, Appendix 3 – Bank of Canada Notification Requirements*.
- ii. The amount of the LVTS payment message MT103 must be for the full value of the PAD File(s). PAD Rejects and Returns should not be deducted from the value of the PAD File(s) as they are settled separately (see the "Procedure for PAD Rejects" Section (2.7), and the "Procedure for PAD Returns" Section (2.8) for further details on the settlement of PAD Rejects and PAD Returns.)

2.10.2 Settlement of PADR Files

The Bank of Canada (BoC) will initiate and send to the Contractor before 15:00 EDT on the settlement date an LVTS payment message MT103 in favor of the Contractor upon receipt of an MT299 message. The BoC will complete the mandatory fields and indicate "PAD Return" in the applicable field. The amount of the LVTS payment initiated by the BoC shall be equal to the amount that the Contractor reported on the MT299 message (or RG authorized equivalent) described in part (ii) of "Procedure for PAD Rejects" (Section 2.7) or part (v) of the "Procedure for PAD Returns" (Section 2.8). Please note that should an MT299 message be received after 14:30 EDT, the settlement of PADR files will be completed the following business day.

2.11 Float

The Contractor must pay float interest to the RG on any funds where the settlement date is later than the date the funds were received by the Contractor from the payor's FI. This float interest will be calculated in accordance with the rate specified in the Memorandum of Understanding (MOU) negotiated between the direct clearing FIs and the Government of Canada. This rate is currently calculated as the bank rate (as per the Bank of Canada) less one quarter of one percent (0.25%), although the rate is subject to change upon any renegotiations of the MOU. Any float interest will be billed through the existing MOU monthly float and compensation process.

2.12 Notice of Change

The Contractor must forward Notice of Change (NOC) information to the RG as per the procedures outlined in Payments Canada Rule F1. The record layouts for NOC reporting shall be as per the requirements listed in the Payments Canada Standard 005; and must contain both the RG ITN and RG PRN.

2.13 Traces and Enquiries

The expected service levels are such that the Contractor would resolve any enquiries and/or provide clarification of a PAD transaction within 5 business days when requested by the RG.

3.0 TRANSITIONAL ACTIVITIES

3.1 Implementation of Service

- i. Implementation activities must begin upon Contract award. These activities must include:
 - a) Meetings/conference calls, as required, of high level/operational/technical teams with the RG to ensure an organized implementation process and on-going operations;
 - b) A transition plan must be finalized and submitted to the RG within 2 weeks of date of Contract;
 - c) Transition phase must not take more than 90 calendar days and is to include:
 1. Contractor setup phase (technical requirements)
 2. Edits/formats as stipulated in the SOW
 3. Provide the PAD and PADR transaction details/files as stipulated in the SOW;
 4. Testing requirements for transmission of PAD and PADR files with the RG;
 5. Testing of electronic files in a test environment;
 6. Once approved by the RG, moving the electronic transmission into production;
 7. Provide the RG with a contingency plan for exchange points and time frames;
 8. Liaising with the BoC to finalize settlement arrangements;
 9. Any other requirements as per the SOW.
- ii. The Contractor must, no more than 2 weeks after date of Contract, provide a list of contacts (name, telephone number, e-mail address, fax number, and/or mailing address, where applicable) of the team leader, account manager and project manager to handle the issues associated with the administration of this Contract..

The Contractor's list of contacts of authorized personnel must include contacts for daily operations, security access issues, system/technical support for transition period and ongoing operations; and the delivery of the RG monthly invoice for services rendered.

3.2 Phase-out (Transition Period) Provisions

The Contractor must, at the end of the operational phase of the Contract or upon notification by the Contracting Authority of our intent to terminate the Contract, continue to provide the same level of service on a reduced volume basis, under the same terms, conditions and pricing as stipulated in the Contract for a period not exceeding 6 months to clear transactions. The total contract period includes the operational phase and does not include phase-out (transition) period.

The Contractor further agrees that, if required by the Project Authority at the end of the phase-out (transition) period, the Contractor must provide the Project Authority with an electronic data file containing all of the information collected during the Contract period.

4.0 OTHER REQUIREMENTS

4.1 Contingency and Disaster Recovery Plan

The Contractor must have a formal Contingency and Disaster Recovery Plan in place, in the event of power shortage, fire, labour disruption or any other situation that could lead to a disruption in provision of this service. In any such situation, the Contractor must use its best efforts to continue normal communications between them and the RG by alternate means that are mutually agreed upon between the parties.

4.2 Periodic Threat and Risk Assessments

At the Project Authority's request, the Contractor must provide information to assist Canada in the preparation of a Statement of Sensitivity and Threat and Risk Assessment pertinent to the Contract.

4.3 Language of Service

The Contractor must be capable of providing services in both official languages of Canada: English and French.

The Official Languages Act and Treasury Board Secretariat (TBS) policies and publications pertaining to this act can be viewed by accessing the following websites:

<http://laws-lois.justice.gc.ca/eng/acts/O-3.01/>
<http://www.tbs-sct.gc.ca/pol/index-eng.aspx>

4.4 Changing of Payment Standards during Contract

As a foundational piece of Canada's Modernization initiative, Payments Canada is working to bring ISO 20022 to Canada. Payments Canada has already begun publishing ISO 20022 messages and rules for the exchange of AFT payments between its participant financial institutions, based on a market driven approach. Given that the RG currently sends PAD files in Standard 005 format, should ISO 20022 be mandated by Payments Canada during the term of the Contract, or upon mutual agreement with the RG, the Contractor shall begin accepting and sending files in this new format.

ANNEX A – APPENDIX 1 DEFINITIONS

Business Day: Any day from Monday to Friday excluding national holidays as specified by Payments Canada definitions. Regional and civic holidays are considered to be business days.

Due Date: Date authorized by the payor for the withdrawal of funds from his account.

FIF (Financial Institution File): An electronic directory of the FIs and their branches that is maintained by Payments Canada.

File Presentation Date: The banking day that the PAD file is provided to the Contractor.

LVTS (Large Value Transfer System): A real-time payment transfer system that is owned and operated by Payments Canada to process large value payments and the electronic exchange of payment messages between LVTS participants.

PADR: Rejected or returned pre-authorized debit transactions.

PAD Transaction Date: Date the funds were debited from the payor's account.

Payor: A person or organization who pre-authorizes the withdrawal of funds directly from their bank account.

Reject: A transaction that fails the initial file edits by the Contractor and is returned to the RG.

Return: A transaction returned by the Payor's FI for reasons consistent with CPA rules/standards.

Settlement Date: For settlement of PAD Files, this is the date the RG receives value at the Bank of Canada. For settlement of PADR Files, this is the date that the Contractor receives value for PAD Rejects and PAD Returns.

SPS (Standard Payment System): A treasury system managed by the RG.

SWIFT: Society for Worldwide Interbank Financial Telecommunication.

ANNEX A – APPENDIX 2 HISTORICAL AND FORECASTED PAD ACTIVITY

1.0 Historical PAD Volumes and Values For the 2013/2014 to 2015/2016 Fiscal Years

FY 2013/2014	Transactions		Returns	
	Volume	Value (\$)	Volume	Value (\$)
2013-04	74,397	\$ 130,070,005	977	\$ 403,449
2013-05	71,032	\$ 124,970,327	943	\$ 434,611
2013-06	99,587	\$ 208,134,660	1,251	\$ 1,759,484
2013-07	72,141	\$ 127,220,635	1,024	\$ 543,211
2013-08	71,386	\$ 115,694,761	845	\$ 534,292
2013-09	102,622	\$ 214,220,158	1,292	\$ 2,785,671
2013-10	69,675	\$ 123,974,264	883	\$ 539,058
2013-11	68,895	\$ 112,562,278	737	\$ 340,283
2013-12	104,101	\$ 223,783,496	1,224	\$ 2,568,265
2014-01	71,130	\$ 130,038,599	852	\$ 498,508
2014-02	66,479	\$ 116,047,883	720	\$ 494,129
2014-03	102,014	\$ 212,567,385	1,168	\$ 2,244,333
Totals	973,459	\$ 1,839,284,451	11,916	\$ 13,145,296

FY 2014/2015	Transactions		Returns	
	Volume	Value (\$)	Volume	Value (\$)
2014-04	71,601	\$ 134,792,057	898	\$ 638,288
2014-05	75,569	\$ 130,760,003	870	\$ 915,717
2014-06	103,071	\$ 214,619,886	1,207	\$ 2,442,556
2014-07	71,080	\$ 126,713,418	953	\$ 647,165
2014-08	69,932	\$ 111,966,303	796	\$ 672,352
2014-09	103,309	\$ 226,978,530	1,283	\$ 3,119,106
2014-10	72,644	\$ 124,708,827	846	\$ 477,365
2014-11	65,649	\$ 109,792,377	776	\$ 485,322
2014-12	103,582	\$ 238,569,388	1,291	\$ 3,459,003
2015-01	70,354	\$ 124,675,337	816	\$ 616,837
2015-02	65,061	\$ 118,698,201	739	\$ 453,570
2015-03	105,692	\$ 229,023,563	1,212	\$ 2,778,111
Totals	977,544	\$ 1,891,297,890	11,687	\$ 16,705,392

FY 2015/2016	Transactions		Returns	
	Volume	Value (\$)	Volume	Value (\$)
2015-04	80,482	\$ 154,111,671	924	\$ 1,035,486
2015-05	78,134	\$ 138,354,704	889	\$ 822,452
2015-06	111,489	\$ 237,459,873	1,305	\$ 1,782,715
2015-07	80,413	\$ 141,060,709	942	\$ 662,993
2015-08	74,888	\$ 127,731,153	893	\$ 950,236
2015-09	105,719	\$ 243,764,901	1,350	\$ 4,703,335
2015-10	79,435	\$ 143,812,716	896	\$ 877,599
2015-11	80,193	\$ 158,662,508	869	\$ 1,793,472
2015-12	109,242	\$ 287,132,176	1,202	\$ 4,029,876
2016-01	77,379	\$ 168,255,126	911	\$ 1,170,105
2016-02	80,016	\$ 180,789,443	890	\$ 740,768
2016-03	111,290	\$ 274,525,425	1,358	\$ 4,281,760
Totals	1,068,680	\$ 2,255,660,405	12,429	\$ 22,850,799

2.0 Forecasted Volumes

Contract Period	Transactions	Returns
2018/2019	1,160,000	13,900
2019/2020	1,250,000	15,000
2020/2021	1,350,000	16,200
2021/2022	1,460,000	17,500
2022/2023 (Option Year 1)	1,570,000	18,900
2023/2024 (Option Year 2)	1,700,000	20,400

ANNEX A – APPENDIX 3 BANK OF CANADA NOTIFICATION REQUIREMENTS

1.0 PAD Notification Requirements

1.1 File Specifications for SWIFT MT299 Message

SWIFT field code	SWIFT field name	BOC Required Information
20	Client Reference	PAD Settlement
21	Related Reference	Receiver General
32A	Value date, Currency, Settlement Amount	
79	Narrative	ATTN: Payment and Settlement Operations Government PAD Settlement Settlement date: YYYY-MM-DD Details of Settlement Value: <ul style="list-style-type: none"> i. Due Date ii. Originators Identification Number iii. File Creation Number iv. Number of Debit Payments v. Payment Amount Total Settlement Value: CAD Contact Info Telephone Position

2.0 Reject / Return Notification Requirements

2.1 File Specifications for SWIFT MT299 Message

SWIFT field code	SWIFT field name	BOC Required Information
20	Client Reference	PAD Return
21	Related Reference	Receiver General
32A	Value date, Currency, Settlement Amount	
79	Narrative	<p>ATTN: Payment and Settlement Operations</p> <p>Government PAD Return / Reject</p> <p>Settlement date: YYYY-MM-DD</p> <p>Details of Settlement Value:</p> <ul style="list-style-type: none"> i. File Creation Number ii. Number of Debit Payments iii. Payment Amount <p>Total Return / Reject Value: CAD</p> <p>Contact Info Telephone Position</p>

Solicitation No. - N° de l'invitation
EN891-170392/A
Client Ref. No. - N° de réf. du client
20170392

Amd. No. - N° de la modif.
File No. - N° du dossier
408zgEN891-170392

Buyer ID - Id de l'acheteur
408zg
CCC No./N° CCC - FMS No/ N° VME

3.0 File Specifications for SWIFT MT103 Message

SWIFT field code	SWIFT field name	Bank of Canada Required Information
20	Client Reference	Govt PAD
23B	Bank Operation Code	CRED
32A	Value date, Currency, Settlement Amount	
50A	Ordering Customer	BIC of Contractor
57A	Account with Institution	BOC BIC
59	Beneficiary Customer	RG Account No. With BoC Receiver General
72	Bank to Bank Information	/ACC/560: or /BNF/560: or /REC/560:

ANNEX B – BASIS OF PAYMENT

Contract Period: The Period of the Contract is from the date of the contract to March 31, 2022 inclusive. The services must be provided for a period of four (4) years beginning on April 1, 2018 to March 31, 2022 inclusive.

During the Period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

1.0 PAD Transaction Fee

Firm all-inclusive transaction fee for each debit item included on the PAD file sent from the RG that passes the Contractor's initial edit and is ultimately included in the FI PAD files that are issued to respective Financial Institutions (FIs) for debit from client accounts (where applicable). This all-inclusive transaction fee would include all processing and reporting requirements.

Annual Volume Range	Period 1 (April 1, 2018- March 31, 2019)	Period 2 (April 1, 2019- March 31, 2020)	Period 3 (April 1, 2020- March 31, 2021)	Period 4 (April 1, 2021- March 31, 2022)	Option Period 1 (April 1, 2022- March 31, 2023)	Option Period 2 (April 1, 2023- March 31, 2024)
< 1M	\$	\$	\$	\$	\$	\$
1M - 1.6M	\$	\$	\$	\$	\$	\$
1.6M <	\$	\$	\$	\$	\$	\$

2.0 Returned/Reject Item Transaction Fee

Firm all-inclusive fee for each transaction that is included on the PADR file(s) sent by the Contractor to the RG, including transactions returned to the Contractor from respective FIs as well as transactions rejected in the initial file edits by the Contractor. This unit fee will include all processing and reporting requirements.

Period 1 (April 1, 2018- March 31, 2019)	Period 2 (April 1, 2019- March 31, 2020)	Period 3 (April 1, 2020- March 31, 2021)	Period 4 (April 1, 2021- March 31, 2022)	Option Period 1 (April 1, 2022- March 31, 2023)	Option Period 2 (April 1, 2023- March 31, 2024)
\$	\$	\$	\$	\$	\$

If a transition period is required, the fees for the transition period will be the same as the rates applicable at the time of the transaction period notice issuance.

Total Estimated Cost - Contract Period: \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

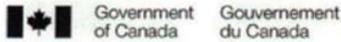
Total Estimated Cost - Extended Contract Period (From _____ to _____): \$ _____. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

ANNEX C – SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat EN89170392
		Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Works and Government Services / Canada	2. Branch or Directorate / Direction générale ou Direction BAD/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 To provide PAD services as detailed in the SCW, as well as to include a SRCL into the Contract.		
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"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (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? No Yes
 Non Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

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? No Yes
 Non Oui
 Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

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

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"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
 Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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? No Yes
 Non Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
 Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
 Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
 Non Oui

PRODUCTION

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

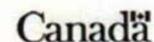
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

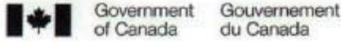
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
 Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
 Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED





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PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production		✓														
IT Media / Support TI IT Link / Lien électronique		✓														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).