



RETURN BIDS TO: RETOURNER LES SOUMISSIONS À :

Office of the Superintendent of Financial Institutions Canada
Procurement and Contracting
255 Albert Street, 12th floor
Ottawa, ON K1A 0H2
Email : Contracting@osfti-bsif.gc.ca

Bureau du surintendant des institutions financières Canada
Achats et contrats
255 rue Albert, 12^e étage
Ottawa, Ontario, K1A 0H2
Courriel : contracting@osfi-bsif.gc.ca

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Comments - Commentaires

Proposal To: The Office of the Superintendent of Financial Institutions Canada

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

On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:

1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;
2. This bid is valid for the period requested in the bid solicitation;
3. All the information provided in the bid is complete, true and accurate; and
4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.

Proposition au : Bureau du surintendant des institutions financières 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-annexées, au(x) prix indiqué(s).

En apposant ma signature ci-après, j'atteste, au nom du soumissionnaire, que j'ai lu la demande de propositions (DP) en entier, y compris les documents incorporés par renvoi dans la DP et que :

1. le soumissionnaire considère qu'il a les compétences et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la demande de soumissions;
2. cette soumission est valide pour la période exigée dans la demande de soumissions ;
3. tous les renseignements figurant dans la soumission sont complets, véridiques et exacts; et
4. si un contrat est attribué au soumissionnaire, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la demande de soumissions.

Title – Sujet	
Access to Information and Privacy (ATIP) Professional Services Omnibus	
Solicitation No. – N° de l'invitation	Date
20170932	September 19th, 2017
Client Reference No. – N° référence du client	
20170932	
GETS Reference No. – N° de référence de SEAG	
20170932	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à	02 :00 PM – 14h00
on – le	October 31st, 2017
Eastern Daylight Time (EDT) Heure avancée de l'Est (HAE)	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address inquiries to – Adresser toute demande de renseignements à :	
Isabelle Legault	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. / e-mail N° de télécopieur / courriel
613-990-6807	613-990-0081
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
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



Contents

PART 1 - GENERAL INFORMATION	4
1.1 <i>Security Requirement</i>	4
1.2 <i>Summary</i>	4
1.3 <i>Debriefings</i>	4
PART 3 - BID PREPARATION INSTRUCTIONS	6
3.1 <i>Bid Preparation Instructions</i>	6
Section I: <i>Technical Bid</i>	6
Attachment 1 to Part 4: <i>Technical Evaluation Criteria, contains additional instructions that bidders should consider when preparing their technical bid.</i>	6
PART 4 - EVALUATION PROCEDURES	8
4.1.2.1.....	8
4.1.2.2.....	9
4.1.2.3.....	9
ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION	10
1.1 MANDATORY EVALUATION CRITERIA.....	10
M-1 CORPORATE EXPERIENCE.....	10
M-2 PROPOSED RESOURCES.....	10
1.2 POINT-RATED EVALUATION CRITERIA	10
R-1 PROPOSED RESOURCES.....	11
APPENDIX A TO ATTACHEMENT 1 INSTRUCTIONS TO BIDDERS (PROPOSED RESOURCES).....	12
ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION - PRICING SCHEDULE	17
PART 5 – CERTIFICATIONS	18
5.1 <i>Certifications Required with the Bid</i>	18
5.1.1 <i>Integrity Provision – Declaration of Convicted Offences</i>	18
5.1.2 <i>Former Public Servant</i>	18
5.1.3 <i>Federal Contractors Program for Employment Equity</i>	18
ATTACHMENT 1 TO PART 5 – INFORMATION ON FORMER CANADIAN PUBLIC SERVANT	19
ATTACHMENT 2 TO PART 5 – FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION	20
ATTACHMENT 3 TO PART 5 – ADDITIONAL CERTIFICATIONS	21
PART 6 - SECURITY REQUIREMENT	22
6.1.1.....	22
6.1.2.....	22
6.1.3.....	22
PART 7 - RESULTING CONTRACT CLAUSES	23
2. STATEMENT OF WORK.....	23
5.2 <i>Option to Extend the Contract</i>	26
8.3 <i>Canada’s Total Liability</i>	28
8.5 <i>Method of Payment</i>	28
1. REQUIREMENT	31
2. BACKGROUND	31
2.1 OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS (OSFI).....	31
2.2 OSFI’S IM/IT ORGANIZATION.....	31
2.3 ENTERPRISE INFORMATION MANAGEMENT.....	32



3. SCOPE OF WORK.....	33
3.1 SUMMARY OF WORK	33
3.2 TASKS AND/OR ACTIVITIES	33
3.3 NUMBER OF COPIES AND FORMAT OF DELIVERABLES.....	34
3.4 CERTIFICATION OF BILINGUALISM (IF APPLICABLE TO THE TASK).....	34
4. RESOURCE CATEGORIES.....	34
4.1 RESOURCE CATEGORIES.....	34
4.2 INITIAL RESOURCE REQUIREMENTS	34
4.3 RESOURCE QUALIFICATIONS	35
<i>Senior ATIP Advisor</i>	<i>36</i>
ANNEX “B” – BASIS OF PAYMENT (TO BE INSERT AT CONTRACT AWARD).....	38
ANNEX “C” – SECURITY REQUIREMENT CHECKLIST.....	39
ANNEX D, TASK AUTHORIZATION FORM.....	43
ANNEX E DIRECT DEPOSIT ENROLMENT FORM FOR BUSINESSES	45
ANNEX “F” – CONFIDENTIALITY AGREEMENT	47



PART 1 - GENERAL INFORMATION

1.1 Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 7 - Resulting Contract Clauses.

1.1.1 Without limiting Canada's rights under article 18 of Standard Instructions 2003 – Goods or Services – Competitive Requirements the following private sector Company was engaged in the preparation of the solicitation:

David Peterson

IBISKA Telecom Inc.

130 Albert Street, suite 1500, Ottawa, ON K1P 5G4

1.2 Summary

This bid solicitation is being issued to satisfy the requirement of the Office of the Superintendent of Financial Institutions (OSFI) for the provision of Access to Information and Privacy (ATIP) Professional Services. It is intended to resulting in the award of one (1) contract for two (2) year(s), plus one (1) one-year irrevocable option allowing Canada to extend the term of the contract..

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

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 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 (SACC) 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.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/21>

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

- (i) Delete: sixty (60) days
- (ii) Insert: 120 days

In addition to the above mentioned validity period of 120 days, as per Section 9 of Annex A – Statement of Work, bids must remain valid for 120 days from the date of contract award.

2.2 *Submission of Bids*

Unless specified otherwise in the RFP, bids must be received by the Contract Authority at the location identified by the date, time and place indicated on page 1 of the solicitation. Bids must NOT be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will not be considered.

Bids must be submitted only to the location and by the date, time and place indicated on page 1 of the bid solicitation. Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

Email address for submitting your bid: contracting@osfi-bsif.gc.ca

For bid transmitted by electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

2.3 *Enquiries - Bid Solicitation*

All enquiries must be submitted in writing to the Contracting Authority no later than six (6) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 *Applicable Laws*

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

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



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 (1 soft copy via email)
- Section II: Financial Bid (1 soft copy via email)
- Section III: Certifications (1 soft copy via email)
- Section IV: Additional Information (1 copy via email)

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;
- (b) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry 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.

No prices must be indicated in the technical proposal.

Résumés for Proposed Resources: Where the experience, education or other qualifications (including professional designation or membership requirements) of proposed individuals will be evaluated, the résumé of each proposed individual should be included in the technical bid.

Personnel Security: Where there is a personnel security requirement, résumés should state the current level of personnel security held by the proposed individual(s) and their corresponding Canadian Industrial Security Directorate (CISD) file number(s).

Education: Where the education of a proposed individual will be evaluated, Canada will only consider academic credentials obtained from a recognized* Canadian university, college or high school, or the equivalent for credentials obtained outside Canada, as established by a recognized* Canadian academic credentials assessment service. (*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/2/home.canada>.)

Attachment 1 to Part 4: Technical Evaluation Criteria, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

1 Bidders must submit their financial bid in accordance with Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, as applicable.

2 Bidders must submit their rates FOB destination, as applicable, Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded.

3 When preparing their financial bid, bidders should review the basis of payment in Annex B – Basis of Payment.

Bidders should include the following information in their financial bid:

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



Section III: Certifications

Bidders must submit the certifications required under Part 5, including the attachments to Part 5.

Bidders must also submit Page 1 of this Request for Proposal, duly completed and signed and dated by a person authorized to sign on behalf of the Bidder (Vendor/firm).

Section IV: Additional Information

Bidder's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 4 under Security Requirement, the Bidder must provide the required information below, on the Bidder's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

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

City, Province, Territory / State

Postal Code / Zip Code

Country



PART 4 - EVALUATION PROCEDURES

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.

In addition to any other time periods established in the bid solicitation :

Requests for Clarifications : If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.

Requests for Interviews: If Canada wishes to interview the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirements of the bid solicitation, the Bidder will have two working days following notice by the Contracting Authority to make any necessary arrangements (at the Bidder's sole cost) for the interview to take place at a location specified by Canada.

Requests for Further Information: If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:

verify any or all information provided by the Bidder in its bid; or

contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,

The Bidder must provide the information requested by Canada within two working days of a request by the Contracting Authority.

Extension of Time: If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria (Step 1)

Refer to Attachment 1 to Part 4: Technical Evaluation Criteria.

4.1.1.2 Point Rated Technical Criteria (Step 2)

Refer to Attachment 1 to Part 4: Technical Evaluation Criteria.

Point-rated technical criteria not addressed will be given a score of zero.

4.1.2 Financial Evaluation (Step 3)

Refer to Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule.

Only compliant proposals meeting all of the requirements detailed in Steps 1 and 2 will be considered at this point.

Prices submitted will be evaluated to determine the bid evaluation price as defined in Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing and rates shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the Request for Proposal (RFP).

Failure or refusal to provide a price or rate for any item in Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule shall be considered as failing to meet a mandatory requirement of the RFP and therefore, the Bidder's proposal shall be given no further consideration.

4.1.2.1 The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties



4.1.2.2 The volumetric data included in the pricing schedule detailed in Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

4.1.2.3 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule.

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory criteria; and
 - c. Obtain the required minimum points specified for the technical evaluation.
2. Bids not meeting (a), (b) and (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1 st	3 rd	2nd

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



ATTACHMENT 1 TO PART 4 – TECHNICAL EVALUATION

1.1 Mandatory Evaluation Criteria

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be evaluated in accordance with the evaluation criteria subject to point rating.

M-1 Corporate Experience

The Bidder must demonstrate its experience in the provision of ATIP consulting services as required under this RFP by providing three Corporate Reference Contracts related to the provision of ATIP Professional Services resources in the National Capital Region (NCR). For the reference project to be considered:

- i. The project must have included the provision of at least two ATIP Advisor professional services resources, simultaneously, for at least four months in the NCR; and
- ii. The contract must have been completed in the last three years.

The Bidder must fully complete Table T1 - Corporate Reference Contracts provided in Appendix A to Attachment 1 – Bidder’s Response Tables of this RFP.

Note: The client reference contact must be an employee of the originating client organization.

M-2 Proposed Resources

The Bidder must propose a resource to fulfill the requirements associated with each of OSFI’s immediate ATIP consulting requirements as identified in the table below. For each proposed resource, the Bidder must fully complete the mandatory evaluation table T2 provided in Appendix B to Attachment 1 – Bidder’s Response Tables of this RFP.

Resource Category	# of Resources to be Proposed
Senior ATIP Advisor	3

Notes: (1) Refer to section 4.2 of Annex A, SOW for information regarding OSFI’s anticipated requirements. OSFI will confirm its initial requirements upon contract award through issuance of Task Authorizations(s). (2) There are additional evaluation criteria associated with the resources proposed in response to this requirement, refer to point rated criteria #R-1.

1.2 Point-Rated Evaluation Criteria

Proposals, that meet all of the mandatory qualifications, will be further evaluated against the following rated requirements.

Minimum pass marks have been assigned to each area of the technical evaluation criteria as specified in the table below. A Technical Proposal Score out of 70 points, subject to Validation, will be computed using the formulas below.



Table B-1

Technical Evaluation Criteria	Maximum Score	Technical Scoring Formula	Minimum Pass Mark
R-1 Proposed Resources	180		40 points (each resource)
Technical Proposal Score		70 points	N/A

R-1 Proposed Resources

The Bidder should demonstrate the qualifications of its proposed resources (proposed in response to M-2) by fully completing table T3 provided in Appendix B to Attachment 1 – Bidder’s Response Tables of this RFP, for each proposed resource.

Evaluation Criteria: Proposed resources will be evaluated, and a maximum of 180 points awarded, in accordance with the evaluation criteria in the T2 table provided in Appendix B to Attachment 1 – Bidder’s Response Tables of this RFP.

TBIPS Category	# of Resources to be Proposed	Maximum Points per resource
Senior ATIP Advisor	3	60
Total		180



APPENDIX A TO ATTACHEMENT 1 Instructions to Bidders (Proposed Resources)

1. The Bidder must use the Bidder Response Tables, contained in APPENDIX B TO ATTACHEMENT 1 Technical Evaluation, to respond to the mandatory and point-rated evaluation criteria.
2. **Resources**
 - i. Each client project used to demonstrate resource qualifications / experience in response to the mandatory requirements must include the following information to be considered:
 - a) Client Organization Name
 - b) Client Contact Name & Title
 - c) Client Contact Phone Number & Email Address
 - d) A brief description of the project and the resource's role on that project
 - ii. Each client project used to demonstrate resource qualifications / experience in response to the point-rated requirements must include the following information to be considered:
 - a) Client Organization Name
 - b) Client Contact Name & Title
 - c) A brief description of the project and the resource's role on that project.
 - iii. Overlapping time-periods will not be doubled counted. For example; project #1: Jan 2007 - November 2008 (11 months) and project #2: October 2008 - March 2009 (6 months), total experience = 15 months.
 - iv. Where projects are used to demonstrate resource qualifications / experience in response to the point-rated criteria, the resource must have supported the client project for a minimum duration of six months, on a full or part-time basis, for the project to be considered.
 - v. OSFI may, at any time during the solicitation evaluation, request additional client contact information to enable verification of the information provided by the Bidder.
 - vi. The client contact for any reference project (used to demonstrate experience) must be an employee of the originating client organization. The contact may not be an employee or sub-contractor of the Bidder's affiliate, prime contractor or other entity that does not deal at arm's length with the Bidder.
 - vii. The Bidder must sign section 1. Bidder Certification of the Mandatory Criteria tables (contained in Appendix B to Attachment 1 - Bidder's Response Table T2) for each resource proposed in response to this RFP. OSFI reserves the right to verify any information provided by the Bidder in response to the mandatory and point-rated requirements. This will be done by providing the identified client contact with a copy of the information submitted by the Bidder (applicable to that specific client only) for independent verification.
 - viii. Cutting and pasting wording from the RFP into the tables for the proposed resource does not constitute demonstrating the requirement. Experience must be demonstrated by citing specific examples of work performed by the resource that relate to the specific evaluation criteria.
 - ix. When a maximum number of projects is indicated (e.g. max 2), only the number indicated will be scored if the Bidder provides more than requested. Projects will be scored in the order they appear in the proposal (e.g. the first two project)



APPENDIX B TO ATTACHEMENT 1 - Bidder's Response Table T2

Senior ATIP Advisor

Resource Category: Senior ATIP Advisor Proposed Resource Name: _____						
Table T2: Mandatory Criteria						
1. Bidder Certification The Bidder must sign the following certifications for the proposed resource: <ul style="list-style-type: none"> i. The Bidder certifies that the information provided regarding the proposed resource is fully accurate. Further, the Bidder acknowledges that Canada may provide the Client Contact(s), identified by the Bidder, with a copy of the information submitted by the Bidder (related to the applicable Reference Project only) for independent verification. 						
_____ Name and Title of Authorized Representative	_____ Signature	_____ Date				
2. Security Clearance The Bidder must confirm that the proposed resource holds a valid security clearance at the SECRET (or higher) level: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">Resource Name: <insert></td> <td style="width: 50%;">Security Level: <insert></td> </tr> <tr> <td>File #: <insert #></td> <td>Expiry date: <insert></td> </tr> </table>			Resource Name: <insert>	Security Level: <insert>	File #: <insert #>	Expiry date: <insert>
Resource Name: <insert>	Security Level: <insert>					
File #: <insert #>	Expiry date: <insert>					
3. The Bidder must demonstrate that the resource has a minimum of eight (8) years' experience in Access to Information and Privacy.						
Bidder Response:						
< Insert complete project description in accordance with Instructions to Bidders in Annex B >						
4. The Bidder must demonstrate that the resource has a minimum of five (5) years' experience in Access to Information and Privacy within the Government of Canada.						
Bidder Response:						
< Insert complete project description in accordance with Instructions to Bidders in Annex B >						

Note: Replicate the above form for each proposed resource



APPENDIX B TO ATTACHEMENT 1 - Bidder's Response Table T3

Senior ATIP Advisor

Resource Category: Senior ATIP Advisor			
Proposed Resource Name: _____			
Table T3: Point-rated Criteria			
The Bidder should demonstrate the proposed resources' additional technical qualifications in any of the following areas:		Max. Points	Bidder Response
a)	<p>The Bidder should demonstrate that the proposed resource has experience in reviewing and analyzing highly complex***, sensitive access to information and privacy (ATIP) requests.</p> <p>The role and responsibilities of the proposed resources must be clearly specified for each file referred.</p> <p><u>Evaluation Criteria:</u></p> <ul style="list-style-type: none"> 5 points per file case demonstrated (to a maximum of three) <p>*** Complex is defined as for example, analysis of multiple exemptions including mandatory or discretionary exemptions with multiple stakeholders and/or a large volume of records.</p>	15	
b)	<p>The Bidder should demonstrate that the proposed resource has experience in preparing detailed analyses of files subject to review by the Office of the Information Commissioner of Canada and/or the Office of The Privacy Commissioner of Canada.</p> <p><u>Evaluation Criteria:</u></p> <ul style="list-style-type: none"> 5 points per file case demonstrated (to a maximum of three) 	15	
c)	The Bidder should demonstrate that the proposed resource	15	



Resource Category: Senior ATIP Advisor
Proposed Resource Name: _____

Table T3: Point-rated Criteria

	<p>has experience using AccessPro or AccessPro Case Management (APCM) Software within the last ten (10) years.</p> <ul style="list-style-type: none"> • 5 points - 1 to less than 2 years of experience demonstrated • 10 points - 2 to less than 4 years of experience demonstrated • 15 points - 4 years or more experience demonstrated 		
d)	<p>The Bidder should demonstrate that the proposed resource has experience in the production of publications required by ATIP legislation and related policies and directives – i.e. Personal Information Bank for InfoSource, summaries of completed Annual Access to Information requests for the web, Annual Access to Information and Privacy reports.</p> <ul style="list-style-type: none"> • 5 points - 1 to less than 2 years of experience demonstrated • 10 points - 2 to less than 4 years of experience demonstrated • 15 points - 4 years or more experience demonstrated 	15	
	Maximum score	60	<i>Minimum pass mark = 40 points</i>

Note: Replicate the above form for each proposed resource



ATTACHMENT 2 TO PART 4 – FINANCIAL EVALUATION - PRICING SCHEDULE

The Bidder must propose a firm Per Diem Rate for each contract period identified in the table below.

A	B	C	D	E	F
Required Resource Category	Proposed Per Diem Rate <i>Bidder Input Required</i>		Evaluation Weight		Evaluated Price [(B×D)+(C×E)]
	Initial Contract Period (2 years)	Option Period #1 (1 year)	Initial Contract Period	Option Period #1	
Senior ATIP Advisor	\$0.00	\$0.00	840	240	\$0.00



PART 5 – CERTIFICATIONS

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 Required with the Bid

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

5.1.1 Integrity Provision – Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<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 Former Public Servant

The Bidder must submit a duly completed Attachment 1 to Part 5 – Information on Former Canadian Public Servant, as part of their bid.

5.1.3 Federal Contractors Program for Employment Equity

The Bidder must submit a duly completed Attachment 2 to Part 5 – Federal Contractors Program for Employment Equity - Certification, as part of their bid.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the “FCP Limited Eligibility to Bid” list during the period of the Contract. The Bidder must include as part of their bid a completed Attachment 2 To Part 5 - Federal Contractors Program for Employment Equity - Certification. If the Bidder is a Joint Venture, the Bidder must include as part of their bid a completed Attachment 2 To Part 5 - Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.



ATTACHMENT 1 TO PART 5 – INFORMATION ON FORMER CANADIAN PUBLIC SERVANT

Former Public Servant

The Bidder must submit a duly completed **Attachment 1 to Part 5 - Information on Former Canadian Public Servant**, as part of their bid.

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 with FPS, bidders must provide the information required below before contract award.

A. 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.

B. Former Public Servant in Receipt of a Pension

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

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

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

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.

C. 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.



ATTACHMENT 2 TO PART 5 – FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

Federal Contractors Program for Employment Equity

The Bidder must submit a duly completed **Attachment 2 to Part 5 - Federal Contractors Program for Employment Equity - Certification**, as part of their bid.

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml).

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1 The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

- A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



ATTACHMENT 3 TO PART 5 – ADDITIONAL CERTIFICATIONS

Additional Certifications

Bidders must submit **Attachment 3 to Part 5 - Additional Certifications** as part of their bid.

A. 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, maternity and parental leave, 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. Failure to comply with the request may result in the bid being declared non-responsive

B. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.



PART 6 - SECURITY REQUIREMENT

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 or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 – Bid Preparation Instructions, Section IV: Additional Information.

6.1.2 Bidders are reminded to obtain the required security clearance promptly. The decision to delay the award of the contract, to enable the successful bidder to obtain the required security clearance, remains at the sole discretion of the contracting authority.

6.1.3 For additional information on security requirements, bidders should consult the "Security Requirements for Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.



PART 7 - RESULTING CONTRACT CLAUSES

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

1. Interpretation

In the Contract, unless the context otherwise requires:

"Articles of Agreement" means the clauses and conditions incorporated in full text or incorporated by reference from the Standard Acquisition Clauses and Conditions Manual to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Finance and any other person duly authorized to act on behalf of that minister;

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contracting Authority" means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Goods and Services Tax and Harmonized Sales Tax;

"Cost" means cost determined according to Contract Cost Principles 1031-2 as revised to the date of the bid solicitation or, if there was no bid solicitation, the date of the Contract;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and "Parties" means all of them;

"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

2. Statement of Work

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

2.1 Task Authorization

A. Work described at Annex A, Statement of Work will be performed under the Contract on an "as and when requested basis".

B. With respect to the Work mentioned under paragraph A of this clause,

1. an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
2. the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA,



inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

3. the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A Statement of work; and
4. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D Task Authorization Form. An authorized TA is a completed Annex D Task Authorization Form signed by the TA Authority.

C. TA Process

For each task of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex D Task Authorization Form containing as a minimum:

1. the task or revised task description of the Work required, including:
 - a) the details of the activities or revised activities to be performed;
 - b) a description of the deliverables or revised deliverables to be submitted; and
 - c) a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
2. the Contract security requirements applicable to the task or revised task;
3. the Contract basis (bases) of payment applicable to the task or revised task; and
4. the Contract method(s) of payment applicable to the task or revised task

D. Within five (5) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B Basis of payment;
3. for each resource proposed by the Contractor for the performance of the Work required:
 - the name of the proposed resource;
 - the resume of the proposed resource; and
 - a demonstration that the proposed resource meets the Contract security requirements;

E. TA Authorization

1. The TA Authority will authorize the TA based on:
 - the request submitted to the Contractor pursuant to paragraph C of this clause;
 - the Contractor's response received, submitted pursuant to paragraph D of this clause; and
 - the agreed total estimated cost for performing the task or, as applicable, revised task and, as applicable, the breakdown of that cost.
2. The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph D.3 of this clause.
3. The authorized TA will be issued to the Contractor by email.

F. Periodic Usage Reports - Contracts with TAs

The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

1. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit



to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs F.3 and F.4 of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a “NIL” report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

2. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - the TA revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra);
 - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
 - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total amount of Applicable Taxes invoiced;
 - the total amount paid, Applicable Taxes included;
 - the start and completion date of the task (as last revised, as applicable); and
 - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

3. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada’s Total Liability, Cumulative Total of all Authorized;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

3. 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.

3.1 General Conditions

2010B (2016-04-04) General Conditions - General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

3.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information

4008 (2008-12-12) Personal Information



4. Security Requirement

Contractor personnel requiring access to PROTECTED information, assets or work site(s) of Her Majesty must each hold a valid personnel security screening at the requisite level of SECRET or higher, granted or approved either by Canadian Industrial Security Directorate (CISD), PWGSC or by Departmental Security Officer (DSO) / delegated security authority for the Office of the Superintendent of Financial Institutions (OSFI). This screening must be maintained at all times during the performance of the Contract/Standing Offer.

The Contractor MUST NOT remove any PROTECTED information from OSFI premises, and must ensure that its personnel are made aware of and comply with this restriction.

Definitions:

Protected information refers to specific provisions of the Access to Information Act and the Privacy Act and applies to sensitive personal, private, and business information. (Source: Treasury Board of Canada Secretariat)

4.1. 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

5. Term of Contract

5.1 Period of the Contract

The period of the Contract is from date of Contract to October 31, 2019 inclusive.

5.2 Option to Extend the Contract

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

Canada may exercise these options at any time by sending a written notice to the Contractor at least ten (10) 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.

5.3 Termination on Thirty Days Notice

5.3.1 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.

5.3.2 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.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Isabelle Legault

Title: Senior Contracting Officer

Office of the Superintendent of Financial Institutions Canada
Directorate

Address: 255 Albert St. Ottawa, ON, K1A 0H8

Telephone: 613-990-6807

Facsimile: 613-998-0081

E-mail address: contracting@osfi-bsif.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.

6.2 Project Authority

The Project Authority for the Contract is: **to be inserted at contract award.**

Name: _____

Title: _____

Office of the Superintendent of Financial Institutions Canada

Directorate: _____

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.

6.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

7. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

8. Basis of Payment

8.1 Professional Services provided under a Task Authorization with a Maximum Price:

For professional services requested by Canada in accordance with a validly issued Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in Annex "B", Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: [\$_____]

8.2 Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Estimated Cost: \$0.00



8.3 Canada's Total Liability

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are _____ (*insert "included", "excluded" or "subject to exemption"*) and Applicable Taxes are extra.
2. 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:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

8.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

8.5 Method of Payment

Payment for Task Authorizations with a Maximum Price:

For each Task Authorization validly issued under the Contract that contains a maximum price:

Canada will pay the Contractor no more frequently than once a month in accordance with the Basis of Payment. The Contractor must submit time sheets for each resource showing the days and hours worked to support the charges claimed in the invoice.

Once Canada has paid the maximum TA price, Canada will not be required to make any further payment, but the Contractor must complete all the work described in the TA, all of which is required to be performed for the maximum TA price. If the work described in the TA is completed in less time than anticipated, and the actual time worked (as supported by the time sheets) at the rates set out in the Contract is less than the maximum TA price, Canada is only required to pay for the time spent performing the work related to that TA.

8.5.1 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 12 – Payment Period and Article 13 - Interest on Overdue Accounts, set out in 2010B General Conditions – Medium Complexity, Professional Services (2016-04-04).

9 Invoicing Instructions

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



9.2 Claims 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.

Office of the Superintendent of Financial Institutions
255 Albert St, 12th Floor
Ottawa, ON K1A 0H2

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

10. Certifications

10.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation 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.

10.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

11. Applicable Laws

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

12. 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) General Conditions 2010B (2016-04-04) Medium Complexity professional Services
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Taks Authorization form
- (g) Annex E, Direct Deposit form
- (h) Annex F, Confidentiality Agreement
- (i) The Contractor's bid dated _____, (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: "as clarified on _____." or "as amended on _____." and insert date(s) of clarification(s) or amendment(s)).



13. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such a process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

14. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the Contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Section 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



Annex “A” – Statement of Work

1. Requirement

The Enterprise Information Management (EIM) directorate of the Office of the Superintendent of Financial Institutions has a requirement for the provision of Access to Information and Privacy (ATIP) resources on an “as and when requested” basis, in the National Capital Region (NCR) to support the ongoing operations of the ATIP office, over the next twenty four months (with an option for an additional 12 month period).

2. Background

2.1 Office of the Superintendent of Financial Institutions (OSFI)

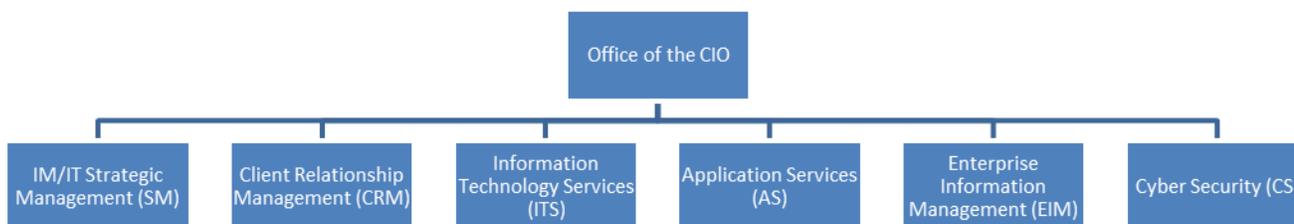
The Office of the Superintendent of Financial Institutions (OSFI) is the primary regulator of federally chartered financial institutions and federally administered pension plans. OSFI's mission is to protect the rights and interests of depositors, policyholders, pension plan members and creditors of financial institutions, and to advance and administer a regulatory framework that contributes to public confidence in a competitive financial system. OSFI supervises and regulates all banks, and all federally incorporated or registered trust and loan companies, insurance companies, cooperative credit associations, fraternal benefit societies and pension plans.

OSFI's federally legislated mandate and its key role in stewarding the health of Canada's financial services sector, have gained global attention due to the relatively small impact the recent financial crisis has had on the industry. While this has provided clear evidence of OSFI's present effectiveness as Canada's federal regulator, OSFI's senior management recognizes the need to proactively prepare for changes to its business resulting from anticipated business trends in financial services regulation and supervision and their impact on our enabling infrastructure.

Detailed information about the Office of the Superintendent of Financial Institutions (OSFI), including our mission and objectives, history, organization and how we regulate can be found at OSFI's website www.osfi-bsif.gc.ca.

2.2 OSFI's IM/IT Organization

OSFI's IM/IT organization is comprised of six directorates reporting to the Chief Information Officer (CIO) as depicted below.



An overview of each directorate follows:

IM/IT Strategic Management (SM)	Provides direction, development and implementation of OSFI's enterprise architecture, IM/IT plans, and IM/IT investment portfolio. In addition, SM is responsible for the development, implementation and oversight of IM/IT policies, standards and
--	--



processes. Plays a strategic role within IM/IT to ensure OSFI's IM/IT investments align to the Corporate goals and priorities.

Client Relationship Management (CRM)

Manages the IM/IT relationship with OSFI's business sectors and provides internal stakeholders insight in terms of organizational priorities and potential impacts. CRM manages the initiation of new proposed initiatives and reports on existing IM/IT initiatives. CRM is both a strategic and tactical level group.

Information Technology Services (ITS)

Provides infrastructure hardware and software architecture, standards and support across OSFI. Also provides Service Desk support to clients and oversees the Disaster Recovery site. ITS oversees OSFI's enterprise infrastructure of e-mail, desktop services, network services, and IT operations.

Application Services (AS)

Delivers and supports the application and technology solutions following standard industry practices of Information Technology Service Management (ITSM). AS is responsible to identify, develop, source and integrate cost-effective solutions to meet business requirements, including commercial software products (COTS), Software as a Service (SaaS), Government of Canada shared services and in-house developed applications as appropriate.

Enterprise Information Management (EIM)

Responsible for providing information and records management services, advice and training, in order to facilitate the effective management and use of OSFI's business records and information; which results in well-informed decision making, information sharing, and accountability. All ATIP processing falls under the purview of EIM.

Cyber Security (CS)

Works with management to establish the organization's IT security posture and ensures the appropriate security controls are in place and functioning effectively. The IT security posture is continuously maintained by monitoring threats and vulnerabilities, detecting malicious activity and unauthorized access, and taking both pre-emptive and response actions to minimize effects.

2.3 Enterprise Information Management

OSFI is subject to the legal framework surrounding the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions as set-out within the Government of Canada's [Privacy Act](#) and [Privacy Regulations](#).

In 2013 OSFI created an Enterprise Information Management (EIM) directorate, which helps to ensure investment in EIM systems and programs will meet evolving organizational business requirements, industry best practices and GC requirements. Further to this, the EIM directorate provides OSFI with the building blocks to make the best use of its' information resources in enabling effective program delivery and decision making. In addition to implementation of the five-year vision (i.e. executing against the EIM Roadmap), the EIM directorate has been working towards building the capacity of its organization through the modernization of ATIP processes; formalized establishment of EIM Governance, and development of processes in response to new GC legislative and policy requirements.



3. Scope of Work

3.1 Summary of Work

A Task Authorization (TA) – based contract will be awarded to supply the required professional services (PS) resources on an “as and when requested” basis, in the required resource categories, up to the maximum contract value (\$1,000,000.00) and/or contract period, in the following category:

- Senior Access to Information and Privacy (ATIP) Advisor

The ATIP Advisor’s main tasks are to provide day-to-day ATIP services, provide advice and guidance on the administration of the Access to Information and Privacy Acts, and to prepare ATIP-related publications as required. A thorough understanding, interpretation and application of related legislation, policies and regulations are required.

The work will be conducted on-site at OSFI in the National Capital Region (NCR). The Contractor’s resources will form an integrated delivery team with OSFI staff and other contract personnel as appropriate to deliver planned projects. In delivering the services under the contract, the Contractor’s resources will be expected to continue using already established and/or OSFI approved tools, methods and systems for project planning and management.

Each resource provided under the contract must meet the minimum “Mandatory Requirements” as stipulated in section 4.3 (below) of this SOW.

3.2 Tasks and/or Activities

The required Senior ATIP Advisor resources will provide operational support in the day-to-day activities of the organizational Manager, Privacy and Access to Information. Expected activities in relation to the role include, but are not limited to, the following:

- Developing, implementing and monitoring OSFI policies, procedures and practices for administering both the Access to Information Act and the Privacy Act. This includes processing and tracking incoming ATIP requests, ensuring adherence to legislative requirements;
- Ensuring accurate and timely responses to ATIP requests using OSFI’s automated processing system (AccessPro);
- Providing expert advice and guidance to all institutional employees and its requirements, especially the requirements concerning the collection, use, disclosure, handling, retention and disposal of personal information;
- Consulting with program managers, senior managers, legal counsel, the Treasury Board Secretariat, the Department of Justice and the Privy Council Office, as necessary, for the proper application of all provisions of related legislation and policy;
- Producing the institution’s input to publications required by legislation (i.e. InfoSource); and
- Ensuring the timely publication of completed Access to Information requests on OSFI’s public facing website.

Multiple TAs may be in process at any given time; as such, Contractor resources may be working on separate TAs related to different tasks and/or activities. The specific tasks and/or activities as well as their schedule, content and format, to be undertaken by the required resource, as well as any reporting requirements, will be identified in each TA.

Refer to “PART 7 Resulting Contract Clause 2.1 (C)” – TA Process of the RFP for further details.



3.3 Number of Copies and Format of Deliverables

As this contracting vehicle is “services” as opposed to “deliverables” based, the Task Authorization will indicate if any specialized deliverable is required.

3.4 Certification of Bilingualism (If applicable to the task)

The language requirement will be identified within a specific Task Authorization as one of the following:

English; or

Bilingual English and French.

Note: All written deliverables (e.g. Reports, Notes, Presentations, Memos, etc.) must be provided in the in the language of the request or in the language of the source documents.

4. Resource Categories

4.1 Resource Categories

The Contractor must provide, on an as and when requested basis, Professional Services (PS) resources in the NCR, in the following category:

- Senior Access to Information and Privacy (ATIP) Advisor

4.2 Initial Resource Requirements

OSFI currently has a backlog of ATIP requests due to dramatically increased volumes and levels of complexity. Once the backlog has been lessened, OSFI envisions that it will continue to require Senior ATIP Advisor resources on an ongoing part-time basis to support additional requirements throughout the period of the contract. Resources will be requested via the TA process.

OSFI anticipates an initial requirement for three resources as detailed in the table below. The proposed resources must be available to start work within 10 business days of request (via TA) by OSFI in accordance with the estimated start dates indicated below.



Resource	Estimated Utilization	Estimated Start Date
Senior ATIP Advisor #1	Full-time, minimum four -months	Within 10 days of contract award
Senior ATIP Advisor #2	Full-time, minimum four -months	Within 10 days of contract award
Senior ATIP Advisor #3	Full-time, minimum four -months	Within 10 days of contract award

Note: Target date for contract award is early November 2017.

4.3 Resource Qualifications

The Contractor must demonstrate, to the satisfaction of the Project Authority that any resource meets the requirements under the contract as follows:

- **“Replacement Resources”** - any resource proposed to replace an individual that was proposed and evaluated at the time of solicitation will be fully evaluated using the same mandatory and point-rated evaluation criteria. Proposed replacements must achieve a total score that is equal or superior to the resource being replaced and must be approved, in writing, by the Project Authority.
- **“Additional Resources”** refers to any resource supplied under the contract that is not deemed by to be a Replacement Resource. Additional Resources must meet the mandatory requirements set-out in Appendix A to Annex A, Resources Assessment Criteria And Response Table, as well as any additional requirements stipulated in the specific TA. If requested by the Project Authority, the applicable evaluation tables must be completed and submitted by the Contractor. The Project Authority will confirm acceptance of the proposed resource prior to issue of a TA.



**APPENDIX A TO ANNEX A
RESOURCES ASSESSMENT CRITERIA AND RESPONSE TABLE**

To facilitate resource assessment, Contractors must prepare and submit a response to a draft Task Authorization using the tables provided in this Annex. When completing the resource grids, the specific information which demonstrates the requested criteria and reference to the page number of the résumé should be incorporated so that Canada can verify this information. The tables should not contain all the project information from the resume. Only the specific answer should be provided.

Senior ATIP Advisor

Resource Category	Senior ATIP Advisor
Overview of Role	The Senior ATIP Advisor resource(s) will assist in the daily operations of the OSFI ATIP office, which includes (but is not limited to) the review of complex files related to the Access to Information and Privacy Acts requests.
Mandatory Requirements	<ul style="list-style-type: none"> i. The resource must hold a valid security clearance at the level of: SECRET. ii. The resource must have a minimum of eight (8) years' experience in Access to Information and Privacy. iii. The resource must a minimum of five (5) years' experience in Access to Information and Privacy within the Government of Canada.
Additional Qualifications (as stipulated by TAs)	<p>Additional qualifications will be stipulated on a TA by TA basis to support the specific work to be conducted and could include multiple qualifications for a single resource, such as:</p> <ul style="list-style-type: none"> a) Experience conducting consultations with other government departments, jurisdictions or 3rd parties. b) Experience developing and delivering ATIP training programs. c) Experience dealing with complaint files.





Annex “B” – Basis of payment (To be insert at contract award)



Annex "C" – Security Requirement Checklist



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
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 OSFI	2. Branch or Directorate / Direction générale ou Direction EIM - IM/TI - CORPORATE SERVICES	
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 SUPPORT FOR ATIP DAY TO DAY ACTIVITIES		
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 type="checkbox"/> No / Non <input checked="" 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 / 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 checked="" 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
--





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? No Yes

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? No Yes

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 type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" 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? No Yes

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

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? No Yes

11. b) Will the supplier be required to safeguard COMSEC information or assets? No Yes

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? No Yes

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? No Yes

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? No Yes

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
--





Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

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 / CONFIDENTIEL	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) JOANNE HAUCK DEMOREST	Title - Titre DIRECTOR, EIM	Signature <i>Joanne Demorest</i>
--	--------------------------------	-------------------------------------

Telephone No. - N° de téléphone 613-991-0822	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel JOANNE.HAUCKDEMAREST@OSFI-B	Date MARCH 28, 2017
---	-----------------------------------	--	------------------------

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) ISABELLE LEGAULT	Title - Titre SENIOR CONTRACTING OFFICER	Signature <i>Isabelle Legault</i>
---	---	--------------------------------------

Telephone No. - N° de téléphone 613-991-0807	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 18/09/2017
---	-----------------------------------	-----------------------------------	--------------------

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

ANNEX D, TASK AUTHORIZATION FORM

Contract Number		Enter the resulting contract number.
Task Authorization (TA) Number		Instructions to the TA Authority: Enter the number here.
Contractor's Name and Address		
Instructions to the TA Authority: Enter the name and address here.		
Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:		\$_____ Instructions to the TA Authority: Enter the amount here.
TA Revisions Previously Authorized		
Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed		
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
New TA Revision		
Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00.		
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
Total Estimated Cost of Task (Applicable Taxes extra) after this revision:	\$_____ Instructions to the TA Authority: Enter the amount here, as applicable.	
Contract Security Requirements (as applicable)		
This task includes security requirements. Check the applicable boxes. No Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.		
Remarks: Enter the remarks, if any, or enter : "N/A".		
Required Work		
Instructions to the TA Authority: The content of sections A, B, C and D below must be in accordance with the Contract. To view the instructions for Section A, click on the hyperlink.		
SECTION A – Task Description of the Work Required Instructions for Section A		

SECTION B – Applicable Basis of Payment [Instructions for Section B](#)

SECTION C - Cost Breakdown of Task [Instructions for Section C](#)

SECTION D- Applicable Method of Payment [Instructions for Section D](#)

Authorization - Authorization

By signing this TA, the Project Authority or the PWGSC Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet ou l'autorité contractante de TPSGC ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

Name of Contracting Authority -

Nom de l'autorité contractante _____

Signature _____

Date _____

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor

Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature _____

Date _____

ANNEX E DIRECT DEPOSIT ENROLMENT FORM FOR BUSINESSES



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Protected "B" when completed
Protégé « B » lorsque rempli

DIRECT DEPOSIT ENROLMENT FORM FOR BUSINESSES

PRIVACY NOTICE The personal information is collected under the Financial Administration Act, ss. 17(1) and 35(2). The information is used and disclosed to relevant federal program(s) and your financial institution for direct deposit purposes. Direct deposit payments can not be made without provision of information requested. Personal information is protected in accordance with the provisions of the *Privacy Act*. Under the Act, individuals and businesses have a right to request access and correct their personal information, if erroneous or incomplete.

FORMULAIRE D'INSCRIPTION AU DÉPÔT DIRECT POUR LES ENTREPRISES

AVIS DE CONFIDENTIALITÉ Les renseignements personnels sont recueillis en vertu de la *Loi sur la gestion des finances publiques*, par. 17(1) et 35(2). Les données sont utilisées et divulguées à des programmes fédéraux pertinents et à votre institution financière aux fins de dépôt direct. Les paiements par dépôt direct ne peuvent être effectués sans que les renseignements requis aient été fournis. Les renseignements personnels sont protégés conformément aux dispositions de la *Loi sur la protection des renseignements personnels*. En vertu de cette loi, toute personne ou entreprise a le droit de demander d'accéder à leurs renseignements personnels et à corriger ces derniers s'ils sont erronés ou incomplets.

Print clearly and in block letters. Please keep the appropriate federal government department informed of any changes to your mailing address. Should the department require clarification on the data you have provided, they will contact you.

Écrivez lisiblement et en lettres moulées. Veuillez informer le ministère fédéral approprié de tout changement d'adresse. Un représentant du ministère communiquera avec vous si des clarifications sur les données que vous avez fournies sont nécessaires.

PART A - PARTIE A

1) Business Name
Nom de l'entreprise

Business Address
Adresse de l'entreprise (Include Unit No., R.R. or P.O. Box - Indiquer le n° d'unité, la route rurale ou la case postale)

Province

City, Town
Ville

Postal Code
Code postal

2) Authorized Representative's Name
Nom du représentant autorisé

Email Address
Adresse courriel

Telephone
Téléphone

Fax
Télécopieur

PART B - PARTIE B

Branch No.
N° de succursale

Institution No.
N° de l'institution

Account No.
N° de compte

Name of Account Holder(s)
Nom(s), titulaire(s) du compte

Financial Institution's Stamp Here
Cachet de l'institution financière ici

PWGSC-TPSGC 8001-600 (2012-05)

Canada

How to complete Part B

See example below

- 1. Cheque number - not required.
- 2. Branch number - 5 digits.
- 3. Institution number - 3 digits.
- 4. Account number - as shown on your cheque.

Comment remplir la partie B

Voir l'exemple ci-dessous

- 1. Numéro du chèque - pas nécessaire.
- 2. Numéro de la succursale - 5 chiffres.
- 3. Numéro de l'institution - 3 chiffres.
- 4. Numéro de compte - comme il est indiqué sur votre chèque.

Name / Nom		Example / Exemple		Cheque No. / N° de chèque		0000000	
P.O. Box / C.P. 000							
City / Ville, Canada H0H 0H0							
Pay to the order of / Payez à l'ordre de		"Void"		\$			
		« NUL »				Dollars	
				Signature			
# 9999 #		: 999999 : 9999 :		9999 9999 9999		#	
1		2		3		4	

Instead of completing Part B, you can attach a blank cheque for your bank account with "VOID" written on it. DO NOT ENCLOSE ANYTHING OTHER THAN YOUR VOIDED CHEQUE WITH THIS FORM.

Au lieu de remplir la partie B, vous pouvez joindre un spécimen de chèque portant la mention « NUL » au recto. À L'EXCEPTION DE VOTRE SPÉCIMEN DE CHÈQUE, NE JOIGNEZ AUCUN AUTRE DOCUMENT AU PRÉSENT FORMULAIRE.

PART C - PARTIE C

Account Identifier (e.g. vendor code)
Identificateur de compte (p. ex. code de fournisseur)

NOTE:
If you are unsure what account identifier to use, contact the Government of Canada department with whom you do business.

NOTA :
Si vous ne savez pas quel identificateur de compte utiliser, communiquez avec le ministère avec lequel vous faites affaire.

PART D - PARTIE D

I, as an authorized representative of this business, grant the Receiver General for Canada the right to deposit future payment(s) directly into the bank account specified until further notice.

En tant que représentant(e) autorisé(e) de cette entreprise, j'accorde au receveur général du Canada le droit de déposer les prochains paiements directement dans le compte bancaire désigné, et ce, jusqu'à nouvel ordre.

Date (YYYYMMDD)
Date (AAAAMMJJ)

Signature of Authorized Representative
Signature du (de la) représentant(e) autorisé(e)

▶ Preferred Language
Langue de préférence

 English
Anglais Français
French



Annex "F" – Confidentiality Agreement

CANADA

CONTRACT NUMBER:

WHEREAS the undersigned is an employee (officer) (director) of the Contractor;

AND WHEREAS for the purpose of enabling the undersigned to carry out duties or functions as they relate to the work under the contract, the Contractor may from time to time disclose to him/her information.

NOW THEREFORE the undersigned undertakes and agrees as follows:

1. The undersigned agrees to treat as confidential the information and agrees not to disclose the information to any other person.
2. The confidentiality obligation imposed by section 1 shall not apply where:
 - (i) the information was known to the undersigned prior to disclosure under the contract by the Contractor;
 - (ii) the information is, at the time of disclosure under the contract, part of the public domain;
 - (iii) the information after the time of disclosure, becomes part of the public domain other than by disclosure by the undersigned;
 - (iv) the information is the same as information which has come to the undersigned from a third party who is not under a similar agreement or obligation of confidentiality to Canada;
 - (v) the undersigned is required to disclose the information by law, including pursuant to an order of a court of competent jurisdiction; or
 - (vi) Canada has approved the disclosure of the information.

The terms "work", and "Canada" shall have the meanings ascribed to them by the contract.

IN WITNESS WHEREOF the undersigned has executed this Undertaking this ____ day of _____, 2017.

CONTRACTOR

WITNESS

Signature

Signature

Name

Name



Bureau du surintendant des
institutions financières Canada

Office of the Superintendent of
Financial Institutions Canada