

**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@osfi-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 complètes, 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 Control and Alarm Monitoring	
Solicitation No. – N° de l'invitation	Date
20180723	31-07-2018
Client Reference No. – N° référence du client	
20180723	
GETS Reference No. – N° de référence de SEAG	
20180723	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 02 :00 PM – 14h00	Eastern Standard Time (EDT) Heure Normale de l'Est (HNE)
on – le September 11 th , 2018	
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, Senior Contracting Officer	
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



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
PART 2 - BIDDER INSTRUCTIONS	4
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
ATTACHMENT 1 TO PART 4, PRICING SCHEDULE	12
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
PART 6 - SECURITY REQUIREMENT	19
PART 7 - RESULTING CONTRACT CLAUSES	20
ANNEX “A” – STATEMENT OF WORK.....	28
ANNEX “B” – BASIS OF PAYMENT	34
ANNEX “C” – MATERIAL AND REPLACEMENT PARTS PRICE LIST.....	35
ANNEX “D” – SECURITY REQUIREMENTS CHECK LIST (SRCL).....	36
ANNEX “E” TASK AUTHORIZATION FORM.....	40
ANNEX “F” – CONFIDENTIALITY AGREEMENT	43
ANNEX G, DIRECT DEPOSIT ENROLMENT FORM FOR BUSINESSES	44



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

(a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 requirements as indicated in Part 6 - 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;

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

1.2 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2018-06-21) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to the Office of the Superintendent of Financial Services (OSFI) by the date, time and place indicated on page 1 of the bid solicitation.

For electronic 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 delivered to the following email address by the time and date indicated on page 1 of the bid solicitation.

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.

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

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least two (2) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



2.3 Former Public Servant

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than two (2) business days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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



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) one soft copy via email.

Section II: Financial Bid (1) one soft copy via email.

Section III: Certifications (1) one soft 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.

Canada's Policy on Green Procurement: The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process See the [Policy on Green Procurement \(http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html). To assist Canada in reaching its objectives, bidders are encouraged to :

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

Section I: Technical Bid

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

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



Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Annex B - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

Bids which fail to meet the mandatory technical criteria, will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Requirements	Cross-Ref to Proposal	Complies Yes / No
M.1 The Bidder must demonstrate a minimum of three (3) years of experience providing technical service support to security system(s) owned and operated by Canadian Federal Government departments or Agencies.		
M.2 The Bidder must provide two (2) corporate references and contact information. OSFI reserves the right to contact the reference to validate recent experience in providing the services described in the statement of work.		
M.3 The Bidder must describe how they will address any sort of transition phase (e.g. from one supplier to another) and how the services will be provided. The Bidder’s response will be further evaluated under rated criteria R1.		
M.4 The Bidder must demonstrate a minimum of two (2) years’ experience supporting Closed Circuit Television (CCTV) software and equipment.		



<p>M.5 The Bidder must demonstrate that it has the ability to provide services across regions within Canada as applicable. This is demonstrated by having either a presence or the capability to subcontract in the following regions:</p> <p>Toronto Vancouver Montreal</p> <p>Bidder must provide a contact information for each subcontractor in the regions stated. The Bidder must demonstrate that they have been in a business relationship with the subcontractor(s) for a minimum of one (1) year.</p>		
<p>M.6 The Bidder must have physical presence in the National Capital Region.</p>		

4.1.1.2 Point Rated Technical Criteria

Rated Criteria	<i>Pass Mark</i>	<i>Score</i>
<p>R.1 The Bidder must sufficiently describe how they will address any sort of transition phase (e.g. from one supplier to another) and how the services will be provided.</p> <p>Proposal does not adequately describe possible transition and provision of service (0 point). Proposal minimally describes possible transition and provision of service (20 points). Proposal contains a sufficient level of detail regarding potential transition and service provision (30 points). Proposal provides comprehensive details regarding any sort of transition and how the services will be provided (50 points).</p>	30	
<p>R.2 The bidder should have experience in supporting an access control solution, using WinPak Software within the Canadian Federal Government departments or Agencies. The experience must have been acquired within the last three (3) years.</p> <p>Bidders must provide the following details as to, where, when and how the stated experience was acquired:</p> <ol style="list-style-type: none"> 1. Where (client name, organization name and address); 2. When (start and end dates of the engagement); 3. How (details about the work performed during the engagement) the stated experience was obtained; <p>10 points per Canadian Federal Government departments or Agencies. Up to a maximum of 50 points.</p>	20	
<p>R.3 The bidder should have experience supporting a CCTV using VideoXpert OpsCenter version 1.11 and Kantech software The</p>		



<p>experience must have been acquired within the last three (3) years.</p> <p>Bidders must provide the following details as to, where, when and how the stated experience was acquired:</p> <p>1. Where (client name, organization name and address); 2. When (start and end dates of the engagement); 3. How (details about the work performed during the engagement) the stated experience was obtained;</p> <p>0 – 12 months experience = 10 points 13-24 months experience =20 points 25-36 months experience = 30 points.</p>		
<p>TOTAL out of 130 points</p>	<p>70 points</p>	

4.1.2 Financial Evaluation

Refer to Attachment 1 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 1 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 1 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 1 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 1 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; and
 - b. meet all mandatory criteria; and



- c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 130 points.
 - d. Obtain the minimum pass mark of 30 points for point rated R1.
 - e. Obtain the minimum pass mark of 20 points for point rated R2.
2. Bids not meeting (a), (b), (c), (d) and (e) 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.
 7. 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.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

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	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$
Combined Rating	84.18	73.15	77.7
Overall Rating	1st	3rd	2nd



ATTACHMENT 1 to PART 4, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive hourly rates (in Can \$).

The Bidder must include a material and replacement parts price list in its financial bid.

Bidder's Firm, All-Inclusive Prices					
Alarm Monitoring (including CCTV) Annual fixed price ⁽¹⁾	Initial Contract Period (A)	Option Period 1 (B)	Option Period 2 (C)	Option Period 3 (D)	Total 1 (A+B+C+D)
	\$	\$	\$	\$	\$
Firm Hourly Rate	Initial Contract Period (A)	Option Period 1 (B)	Option Period 2 (C)	Option Period 3 (D)	Total 2 (A+B+C) X 50 hours⁽⁴⁾
Hourly Rate for Corrective maintenance and Hardware installation (Vancouver) ⁽²⁾	\$	\$	\$	\$	
Hourly Rate for Emergency Corrective maintenance (Vancouver) ⁽³⁾	\$	\$	\$	\$	
Hourly Rate for Corrective maintenance and Hardware installation (Toronto and Ottawa) ⁽²⁾	\$	\$	\$	\$	
Hourly Rate for Emergency Corrective maintenance (Toronto and Ottawa) ⁽³⁾	\$	\$	\$	\$	
Hourly Rate for Corrective maintenance and Hardware installation (Montreal) ⁽²⁾	\$	\$	\$	\$	
Hourly Rate for Emergency Corrective maintenance (Montreal) ⁽³⁾	\$	\$	\$	\$	
Evaluated Price (Total 1 + Total 2) =					



(1)The above annual fixed price include replacement batteries, annual comprehensive review and preventive maintenance, Quarterly operational testing, on-site training and all work specified as per section 5.1, 5.2, 5.3 and 5.4 and 5.5 of Annex A Statement of work for all four offices.

(2)Should OSFI request services as described in section 5.6 Corrective maintenance and 5.7 Hardware installation the contractor will be paid for labour at this submitted hourly rate.

(3) Should OSFI request services as described in section 5.8 – Emergency Corrective maintenance, the contractor will be paid for labour at this submitted hourly rate. Only time spent on the repair is to be charged.

(4)The sum of the hourly rates submitted for each contract period will be multiplied by 50, for evaluation purposes only.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 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

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 – ADDITIONAL CERTIFICATIONS

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:

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013;

"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 the 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, the 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. Task Authorization:

The portion of the Work for corrective maintenance and installation of hardware will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in



accordance with the scope of the Contract as per Annex "A" Statement of Work and the Material and Replacement Parts price list.

2.1 Task Authorization Process for corrective maintenance and installation of hardware:

1. Contracting Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the replacement and Materiel, the level of effort, and a schedule indicating completion dates for the major activities.
3. The Contractor must not commence work until a TA authorized by the Contracting Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.
4. For urgent situations such as on statutory holidays or outside regular hours or for emergency corrective maintenance, an email from the Security Technical Authority authorizing the work is suitable, with the Task Authorization being completed and signed on the next business day.

3. Security Requirement

The following security requirements apply and form part of the Contract.

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor holds a valid security clearance at the required level.

- Unscreened Contractor personnel **MUST NOT** have access to any **PROTECTED** information and must be escorted at all times while on OSFI premises, and must ensure that its personnel are made aware of and comply with this restriction.
- 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 **Reliability Status** or higher, granted or approved either by Canadian Industrial Security Directorate (CISD), PSPC 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).

Classified information relates to the **national interest**. It concerns the defence and maintenance of the social, political, and economic stability of Canada.

4. Statement of Work

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



5. Standard Clauses and Conditions

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

5.1 General Conditions

2010C (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

5.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information
4008 (2008-12-12) Personal Information

5.3 Annexes

All Annexes apply to and form part of the Contract.

6. Term of the Contract

6.1 Period of Contract

The Work is to be performed during the period of *from Contract award to December 31, 2019*.

6.2 Options

6.2.1 Option to extend the contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

7. Authorities

7.1 Contracting Authority

The Contracting Authority for the Contract is:
Name: Isabelle Legault
Title: Senior Contracting Officer



Office of the Superintendent of Financial Institutions
Contracting, Procurement and Asset Management
255 Albert Street, 12th Floor
Ottawa, ON K1A 0H2

Telephone: 613-990-6807
Facsimile: 613-990-0081
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.

7.2 Project Authority

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

Name: [REDACTED]
Title: [REDACTED]
Office of the Superintendent of Financial Institutions
Address: [REDACTED]

Telephone: [REDACTED]
Facsimile: [REDACTED]
E-mail Address: [REDACTED]

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

7.3 Contractor's Representative

Name: [REDACTED]
Title: [REDACTED]
Telephone: [REDACTED]
Facsimile: [REDACTED]
E-mail address: [REDACTED]

8. 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.



9. Payment

9.1 Basis of Payment

9.1.1 Professional Services for Alarm Monitoring and Preventive Maintenance

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid an annual fixed price of \$ _____ (*insert amount at contract award*) for the Preventative Maintenance and for Alarm Monitoring Services, this includes Annual comprehensive review and preventive maintenance, Quarterly operational testing and training (as per section 5.1, 5.2, 5.3 and 5.4 and 5.5 of Annex A Statement of work)

9.1.2 Professional Services provided under a Task Authorization with a Maximum Price

For Corrective maintenance and for Hardware installation professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm hourly rate set out in Annex B, Basis of Payment, GST/HST extra. The task authorization will also include any material and replacement parts based on the price list detailed in Annex C. All prices for parts and material are FOB destination. Customs duties are included and Applicable Taxes are extra. As per section 5.6 and 5.7 of Annex A Statement of work.

9.1.3 Professional Services for Emergency Corrective maintenance

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed in Annex B, Basis of Payment for labour for Emergency corrective maintenance*

The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

If material and replacement parts are required under the Emergency Corrective maintenance, the contractor will be paid the price based on the price list detailed in Annex C.

*Emergency corrective maintenance is defined as times when corrective maintenance is required immediately as it may compromise safety of employees or protection of OSFIs assets and information, the OSFI Security Technical Authority may authorize the maintenance to be conducted without a Task Authorization. For urgent situations such as these, which occur on statutory holidays or outside regular working hours, an email from the Project Authority authorizing the work is acceptable and, a Task Authorization will be completed and signed on the next business day.

9.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are _____ (*insert "included", "excluded" or "subject to exemption, as applicable"*) and Applicable Taxes are extra.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

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.

9.3 Method of Payment - Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

9.4 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 Contract must repay any overpayment, at Canada's request.

10. Invoicing Instructions

10.1.1 Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;

10.2 Invoices must be distributed as follows:

10.2.1 The original and one (1) copy must be forwarded to the following address for certification and payment.

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

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

11. Certifications

11.1 Compliance and Additional Information

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing associated information are conditions of the Contract and failure to comply will constitute the



Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

11.2 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 Employment and Social Development Canada (ESDC)-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 ESDC will constitute the Contractor in default as per the terms of the Contract.

12. Applicable Laws

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

13. Priority of Documents

If there is a discrepancy between the wordings 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) 2010C (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- (e) Annex C, Material and Replacement Parts list price
- (f) Annex D, Security Requirements Check List;
- (g) Annex E, Task Authorization form
- (h) Annex F, Confidentiality Agreement
- (i) Annex G, Direct Deposit Enrolment form for businesses
- (j) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at time of contract award: " , as clarified on _____ " or " , as amended on _____ " and insert date(s) of clarifications or amendment(s)*)

14. 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.



15. 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. Introduction

The Office of the Superintendent of Financial Institutions (OSFI) regulates and supervises financial institutions and private pension plans subject to federal oversight, to help minimize undue losses to depositors and policyholders and, thereby, to contribute to public confidence in the Canadian financial system.

The Policy on Government Security (PGS), as well as other policy tools, outline requirements for protecting government assets and information from compromise. In addition to other measures, OSFI has implemented security access controls to meet these requirements and to mitigate risk.

2. Objective

OSFI has a requirement for the provision of alarm monitoring, preventive and corrective maintenance, support and ad hoc work requirements for the Office of the Superintendent of Financial Institutions in 5 locations across Canada.

Table 1

Office of the Superintendent of Financial Institutions (OSFI) Buildings		
	Building	Address
1	Kent Building (HQ)	255 Albert Street, Ottawa, Ontario
2	Bentall Kennedy	121 King Street, Toronto, Ontario
3	Brookfield	105 Rue McGill, Montreal, Quebec
4	Manulife Place	1095 West Pender St. Suite 305 Vancouver, British Columbia
5	Polaris Realty	800 René-Lévesque Blvd. West Montreal, Quebec

3. Background – Security System Overview

OSFI has implemented Honeywell WIN-PAK PE build 633.2, access control software on a Windows server platform utilizing a MSSQL server 2000 backend. Security Facility Services (SFS) personnel in Ottawa centrally manage the system by connecting via the client software installed on their workstations.

OSFI has also implemented off-network solution Closed Caption Television Circuit in their Ottawa office supported by Kantech Software and also VideoXpert OpsCenter version 1.11.

Detailed information regarding the types and number of end-devices will be released by SFS Technical Authority upon receiving a signed confidentiality agreement from bidders.

4. Scope of Work



The service provider is to provide 24/7, 365 days a year, including statutory holidays, alarm monitoring services, CCTV and access control system maintenance and support for the existing access control system, within the 5 OSFI occupied buildings.

The service provider must provide monitoring of designated areas and notify pre-arranged contacts with alarm information in the event of an alarm condition. OSFI will provide the service provider with a list of contacts and contact information upon award of the contract.

5. Tasks and Deliverables:

Work under this contract is comprised of the supply of all labour, materials, tools, equipment, transportation and supervision necessary for the inspection, testing, certification, maintenance and repairing of existing equipment systems and installation of new equipment and systems on an “as and when requested/required” basis, for all alarm monitoring systems and access control systems/ CCTV for OSFI. The service provider must verify existing systems. All security system preventive and corrective maintenance and support services must be performed in accordance with standard manufacturer practices.

5.1 Alarm Monitoring

The service provider must supply monitoring services of OSFI premises based on designated alarm conditions and response.

Alarm Monitoring must include:

- Call centre staffed 24 hours a day, 365 days a year.
- Alarm conditions include but may not be limited to environmental, physical intrusion and system malfunctions.
- Notification in response to alarm conditions is generally by telephone to OSFI personnel. However, OSFI reserves the right to modify these procedures based on operational requirements and will notify the service provider in writing of any changes.
- The Service provider must supply weekly summary reports of all alarms triggered from the previous reporting period.
- The Service provider must maintain redundant, reliable connection options for the alarm panel(s) onsite at OSFI premises (i.e. IP, telephony, GSM, etc...).

5.2 Support

The service provider must provide:

- Ad hoc software/configuration support at the request of OSFI Security Technical Authority. Such software support must include telephone support by a technician for any questions or software related issues.
- Telephone support must be offered from 8:00 am to 6:00 pm Eastern Standard Time in both official languages.
- The service provider must make technicians available during the stated telephone support period to ensure that service requests are met as prescribed below.
- Telephone support which includes requests such as (but not limited to) questions regarding:
 - The function of any element of the security system;
 - The proper format for the input of configuration data;
 - The interfaces or integration of the security system with other building systems or steps to improve security system efficiency or integrity of operation as well as;
 - Any troubleshooting questions.



5.3 Annual comprehensive review and preventive maintenance of OSFI’s alarm system:

Within 60 days of contract award, the service provider must perform an initial annual comprehensive review OSFI’s security system, in all five locations identified in [Table 1](#). The service provider must replace all batteries and conduct operational testing of all parts and devices (outlined in [Table 2](#)) in order to demonstrate overall facility physical security system effectiveness. Once the review, battery replacement and operational testing of all parts and devices is conducted and completed, the results should be documented and corrective measures should be identified for any elements that are not functioning as intended. The service provider must provide a comprehensive report, in electronic format, to OSFI Security Technical Authority identifying the location, nature of the problem, course of action, as well as price of repair for each separate location (includes any replacement parts, repairs and labour with the exception of battery and battery replacement labour which is included in the Annual comprehensive review and preventive maintenance cost).

5.4 Quarterly operational testing:

Within a week of the beginning of each quarter, during pre-determined business hours, the service provider must perform an operational testing of the access control system head end server and software as outlined in [Table 2](#). The service provider must report any problems identified during the operational testing by submitting a report in electronic format to OSFI Security Technical Authority identifying the location, nature of the problem, course of action, as well as price of repair for each separate location (includes any replacement parts and labour, with the exception of batteries which are included in the Annual comprehensive review and preventive maintenance)

Table 2

Annual Comprehensive review	Tasks
Security Panels	<ul style="list-style-type: none"> • Verify location, firmware version • Verify voltages, power and battery backup load test • Validate tamper operation • Clean cabinets • Verify terminations – clean and neat
Access Control	<ul style="list-style-type: none"> • Verify cleanliness, neatness of read head/door strikes • Verify operation of reader and portal for various scenarios • Verify power, card validation • Verify lock operation, cleanliness, adjustment • Replace all batteries
Alarm Points	<ul style="list-style-type: none"> • Verify Operation • Ensure cleanliness, alignment
CCTV	<ul style="list-style-type: none"> • Verify Operation of cameras and software • Ensure cleanliness of lens, alignment of cameras • Replace all batteries



Quarterly Operational Tests	Tasks
Access Control System Head End Server and Software System	<ul style="list-style-type: none"> • Verify software loads, versions and perform software updates. • Review event and issue logs in Winpak, DLS, Kantech Software and VideoXpert OpsCenter version 1.11. • Check that the correct time and date stamp is set on all supporting software • Review Operator, Administrator access profiles • Verify communications with all panels and other end points • Validate backups, including access control from workstation • Checks that signals are being received at the monitoring centre

5.5 Training Services

The service provider must provide training on the operation of the equipment in the following manner: At the request of OSFI Technical Authority, the service provider must provide up to two (2) training sessions to a maximum total of 10 people (in both sessions combined) at a mutually agreeable date and time, but no later than three (3) months after contract award. The session must include an overview of the hardware documentation and a demonstration of software and equipment functions, for all equipment. The training curriculum must be approved by OSFI Technical Authority after consultation with the service provider.

5.6 Corrective Maintenance:

The service provider must provide corrective maintenance on an “as and when requested basis” during the term of the contract. These are as a result of any corrective maintenance or preventive maintenance issues identified during the Annual comprehensive review and/or quarterly operational testing, and shall be initiated through the issuance of task authorization. The Security Technical Authority will discuss the scope of the work and the deliverables/timeframe with the service provider. Either the Security Technical Authority or the service provider will initiate this process when the need for additional work becomes apparent to either party.

- The service provider is required to repair any equipment that is damaged or non-functional and will be notified by OSFI Security Technical Authority when the equipment needs to be repaired.
- The technician must work continuously throughout until the equipment is returned to fully functional operations. If the technician cannot resolve the issue and return the equipment to fully functional operation within four (4) hours of arriving on-site, unless otherwise specified by OSFI, the technician must arrange to deliver replacement equipment to the site that meets functionality requirements within twenty-four (24) hours.
- The technician must have all required tools and sundries (including but not limited to wires, screws, bolts) to repair and/or replace the equipment on-site.



- Response times for different priority levels shall be used as per table 3. OSFI reserves the right to exercise its discretion to determine and assign the appropriate level of priority and severity to an issue.
 - Priority: A priority classification is based on the importance and urgency of resolving the issue. The priority classification is described in the table below:
 - Severity: An issue severity classification is based on the degree of the impact that the issue has on the operation of the system. The severity classification is as follows:

5.7 Hardware:

OSFI Security Services may request the installation of additional access control intrusion detection, environmental or burglar alarms, and video surveillance devices on an “as and when requested basis”. OSFI will initiate these requests through the issuance of a task authorization.

- Parts and software upgrades throughout the system to be used during the contract period must be new and of the same type and model, or equivalent, of the existing equipment
- To facilitate repair, the contractor may suggest the use of nearly new, or refurbished spare parts and / or equipment, but may only use such upon agreement and approval by OSFI’s Security Technical Authority.

5.8 Emergency Corrective maintenance:

Emergency corrective maintenance is defined as times when corrective maintenance is required immediately as it may compromise safety of employees or protection of OSFI’s assets and information, the OSFI Security Technical Authority may authorize the maintenance to be conducted without a Task Authorization. For urgent situations such as these, which occur on statutory holidays or outside regular working hours, an email from the Project Authority authorizing the work is acceptable.

Table 3

Priority Classification	Severity	Issue types and Example
Priority 1: Failure of critical components <ul style="list-style-type: none"> • Call back: within 15 minutes • Onsite response time: 2 hours on a 24/7 basis 	Critical: Central equipment failures; software failures affecting the integrity of the system and OSFI’s security posture; catastrophic communication failures.	i.e. Control panel failure, hardware/software server failure. System monitoring is disabled / non-functional; cardholder database is not accessible.
Priority 2: Nuisance problem <ul style="list-style-type: none"> • Email and phone support: within 1 hour • Onsite: within 4 hours 	Medium: Should be resolved as soon as possible in the normal course of development activity.	i.e. Device failure such as door contacts, readers, and abnormal system shutdown.
Priority 3: Request for information <ul style="list-style-type: none"> • Email and phone support: within 24 hours 	Low: Should be resolved after more serious issues have been corrected.	i.e. System monitoring is reporting issues, unable to program cards.



6. National Coverage

The service provider must have the capability to provide service in each of the cities where OSFI maintains an office as listed in Table 1. These services must be provided by technicians local to each of the five regions (Ottawa / NCR, Toronto, Montreal(two locations) and Vancouver).

7. Work Hours

- The service provider shall perform all routine maintenance work during regular working hours (7:30 – 6:00 pm local time) during regular working days (Monday to Friday) unless otherwise specified. Where due to operational requirements, it is not possible to perform preventive maintenance during the above working hours, work will be rescheduled for other than normal working hours

8. Language requirements

- The service provider shall provide day to day services in English within the National Capital, Toronto and Vancouver offices.
- The service provider shall provide bilingual day to day services within Montreal office locations.

9. Method of acceptance

All deliverables and services rendered under the contract are subject to inspection by the Technical Authority. The Technical Authority has the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.



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



Annex "C" – Material and Replacement Parts price list
(To insert at contract award)



Annex "D" – Security Requirements Check List (SRCL)

Government of Canada / Gouvernement du Canada

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

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 Security and Facilities 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 Provide access control and alarm services.
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?
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?
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?
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.
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?
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
7. b) Release restrictions / Restrictions relatives à la diffusion
7. c) Level of information / Niveau d'information

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET – SIGINT
TRÈS SECRET – SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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 indiquez 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

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Peter Pearson		Manager, Security and BCP	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-993-8543	613-990-0081	peter.pearson@osfi-bsif.gc.ca	17/7/2018
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Peter Pearson		Manager, Security and BCP	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-993-8543	613-990-0081	peter.pearson@osfi-bsif.gc.ca	17/7/2018
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?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
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
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 "E" Task Authorization form

Task Authorization Autorisation de tâche			
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur			
Contract Number - Numéro du contrat			
Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)			
Date:			
Task Description of the Work required - Description de tâche des travaux requis			
PERIOD OF SERVICES – PÉRIODE DES SERVICES		From/De:	To/ à:
Work Location / Lieu de travail			
Total Estimated Cost of Task (Applicable taxes extra) / Coût total estimatif de la tâche (Taxes applicables en sus)		\$	
<p>Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité</p> <p><input type="checkbox"/> Yes - Oui <input type="checkbox"/> No-Non</p> <p>If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat</p>			
Basis of Payment - Base de paiement			
Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus)			
	Hourly rate – Prix horaire	Estimated number of hours / Nombre d'heures estimés	Total cost / Coût total
	\$		\$



Professional services / Service professionnels	Total		\$
	Applicable taxes / Taxes Applicables		\$
	Grand Total		\$
Parts / Pièces	Unit price / Prix unitaire	Quantity / Quantité	Total cost / Coût total
	Applicable taxes / Taxes Applicables		
	Grand Total		
Grand Total for Professional Services and Parts/ Grand total pour Service professionnels et pièces			\$
Authorization(s) - Autorisation(s)			
Contractor's Signature - Signature de l'entrepreneur			Date
OSFI Contracting Authority - Autorité contractante du BSIF.			Date
TASK AUTHORIZATION			
Contractor:		Contract Number:	
Commitment Number:		Financial Coding:	
Task Number:		Date:	
TA Request Description of the Work to be Performed			
2. PERIOD OF SERVICES	From:		To:
3. Work Location			
4. Task Proposal (insert rows as required) Check (<input type="checkbox"/>):	Estimated Cost ▪	Fixed Price	\$
7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL			
✓ Reliability Status <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Other			
8. BILINGUALISM (if applicable)			
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
List of the categories of personnel for whom the bilingualism is required: [List the categories of personnel requiring bilingualism]			
TA Proposal			
9. Estimated Cost Contract			
	Hourly rate	Estimated number of hours	Total cost
Labour	\$		\$
Professional services estimated cost	Total		\$
	GST &HST		\$
	Grand Total		\$
Parts	Unit price	Quantity	Total cost



		GST&HST	
		Total Parts	
Grand Total for Labour and Parts			\$
TA Approval			
10. Signing Authorities			
Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor	Contractor	Date	
Name, Title and Signature of Individual Authorized to Sign on Behalf of the Office of the Superintendent of Financial Institutions. Sabina Faust, Manager Procurement and Contracting		Date	
11. Basis of Payment & Invoicing			
<p>In Accordance with the article entitled "Basis of Payment" in the Contract.</p> <p>Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the grand total.</p> <p>Original invoices shall be sent to the Project/Technical Authority. One copy of each invoice, together with attachments, shall be sent to the Contracting Authority.</p>			



Annex "F" – Confidentiality Agreement

TO: CANADA

Re: CONTRACT NUMBER: XXXXXX

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.
3. 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 _____, 20XX.

CONTRACTOR

WITNESS

Signature

Signature

Name

Name



Annex G, 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

FORMULAIRE D'INSCRIPTION AU DÉPÔT DIRECT POUR LES ENTREPRISES

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.

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



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. 0000000	
P.O. Box / C.P. 000				N° de chèque	
City / Ville, Canada H0H 0H0					
Pay to the order of		"Void"		\$ _____	
Payez à l'ordre de				Dollars	
_____		« NUL »		Signature _____	

# 9999 #		: 9999999 : 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