

## **Title: International Association of Insurance Supervisors (IAIS) Membership**

### **1. Advance Contract Award Notice (ACAN)**

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

### **2. Definition of the requirement**

The Office of the Superintendent of Financial Institutions Canada (OSFI) has a requirement for the provision of an International Association of Insurance Supervisors (IAIS) membership for the Ottawa office. The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to the IAIS. Before awarding a contract, however, the government would like to provide other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice, by submitting a statement of capabilities during the 15 calendar day posting period.

If other potential suppliers submit a statement of capabilities during the 15 calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

### **3. Criteria for assessment of the Statement of Capabilities (Minimum Essential Requirements)**

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

- Ability to deliver an IAIS membership, on a yearly basis, to the Ottawa office of the Office of the Superintendent of Financial Institutions.
- Own the proprietary rights to the IAIS services.

### **4. Applicability of the trade agreement(s) to the procurement**

This procurement is subject to the following trade agreement(s)

- Canadian Free Trade Agreement (CFTA) OR Agreement on Internal Trade (AIT)
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA)

### **5. Justification for the Pre-Selected Supplier**

This membership is proprietary to the IAIS.

### **6. Government Contracts Regulations Exception(s)**

The following exception to the Government Contracts Regulations is invoked for this procurement under subsection 6(d) - "only one person is capable of performing the work".

**7. Ownership of Intellectual Property**

Ownership of any Foreground Intellectual Property arising out of the proposed contract will vest in the Contractor.

**8. Period of the proposed contract or delivery date**

The proposed contract is for a period of one (1) year, from January 1, 2019, to December 31, 2019, with four (4) options to extend the contract for up to a period of one (1) year each.

**9. Cost estimate of the proposed contract**

The estimated value of the contract, including the option period, is **\$743,000.00 CHF** (HST extra).

**10. Name and address of the pre-identified supplier**

International Association of Insurance Supervisors (IAIS), CH-4002 Basel, Switzerland

**11. Suppliers' right to submit a statement of capabilities**

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities in writing to the Contracting Authority identified in this Notice on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

**12. Closing date for a submission of a statement of capabilities**

The closing date and time for accepting statements of capabilities is: November 30, 2018, at 2:00 pm EST.

**13. Inquiries and submission of statements of capabilities**

Inquiries and statements of capabilities are to be directed to:

Jade Bedard  
Contracting Officer  
Telephone: (613) 990-8557  
E-mail: [contracting@osfi-bsif.gc.ca](mailto:contracting@osfi-bsif.gc.ca)  
255 Albert St. 12<sup>th</sup> floor, Ottawa, ON K1A 0H2