



**RETURN BIDS TO :**

**RETOURNER LES SOUMISSIONS À:**

[IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca](mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**AMENDMENT #1**

**Proposal To: Citizenship and Immigration 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.

**Proposition aux: Citoyenneté et Immigration 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).

**Instructions : See Herein**

**Comments - Commentaires**

**Vendor/Firm Name and address  
Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de distribution  
Citizenship and Immigration Canada  
Contracting and Procurement Section  
70 Cremazie Street  
Gatineau, Qc, K1A 1L1**

<b>Title – Sujet</b> Statements of account for Citizenship and Immigration Canada's immigration loans.	
<b>Solicitation No. – N° de l'invitation</b> CIC-153152 Amendment #1	<b>Date</b> 2021-05-19
<b>Client Reference No. – N° référence du client</b>	
<b>GETS Reference No. – N° de reference de SEAG</b>	
<b>File No. – N° de dossier</b> CIC-151992	<b>CCC No. / N° CCC - FMS No. / N° VME</b>
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02 :00 PM</b> <b>on – le June 07, 2021</b>	<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> <a href="mailto:ircc.bidsreceiving-receptiondessoumissions.ircc@cic.gc.ca">ircc.bidsreceiving-receptiondessoumissions.ircc@cic.gc.ca</a>	<b>Buyer Id – Id de l'acheteur</b>
<b>Telephone No. – N° de téléphone :</b>	<b>FAX No. – N° de FAX</b>
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>	

**Instructions: Voir aux présentes**

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



---

## CITIZENSHIP AND IMMIGRATION CANADA

SOLICITATION: CIC-153152

AMENDMENT #1

### 1. VALIDATE FILE LAYOUT

The Article 3.1 Phase 1 – Validate file layout from the Appendix D – Statement Of Work is deleted in its entirety and replace by;

#### 3.1 Phase 1 – Validate file layout

The Contractor will make necessary changes in support of any new export file and/or statement of accounts formats to their system in order to produce statement of account as per IRCC standards and specifications. The Contractor will be responsible for completing the document composition of the SOA.

##### 3.1.1 IRCC Standards Specifications

###### a) Envelopes Specifications of Structure

The envelopes, provided by the Contractor, must be pre-printed.

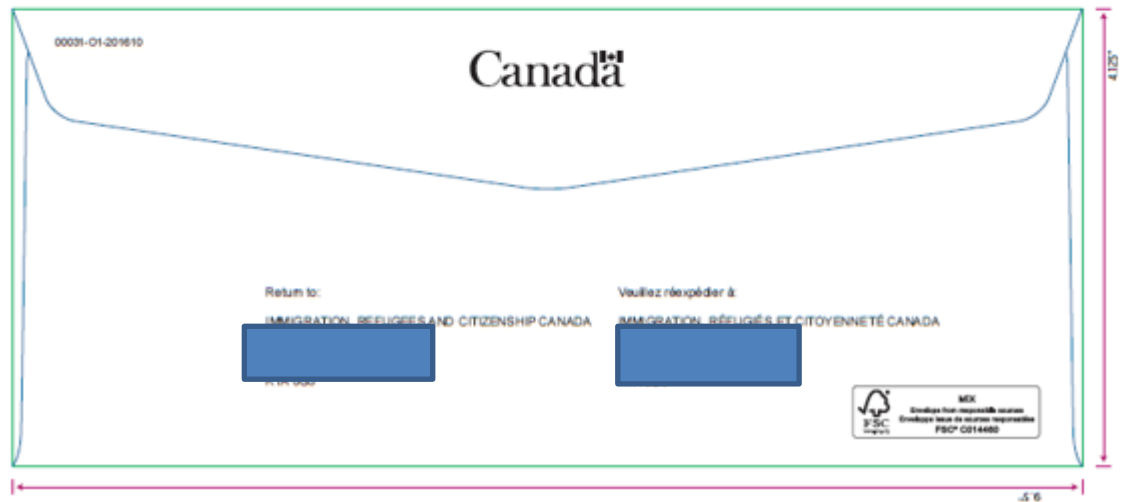
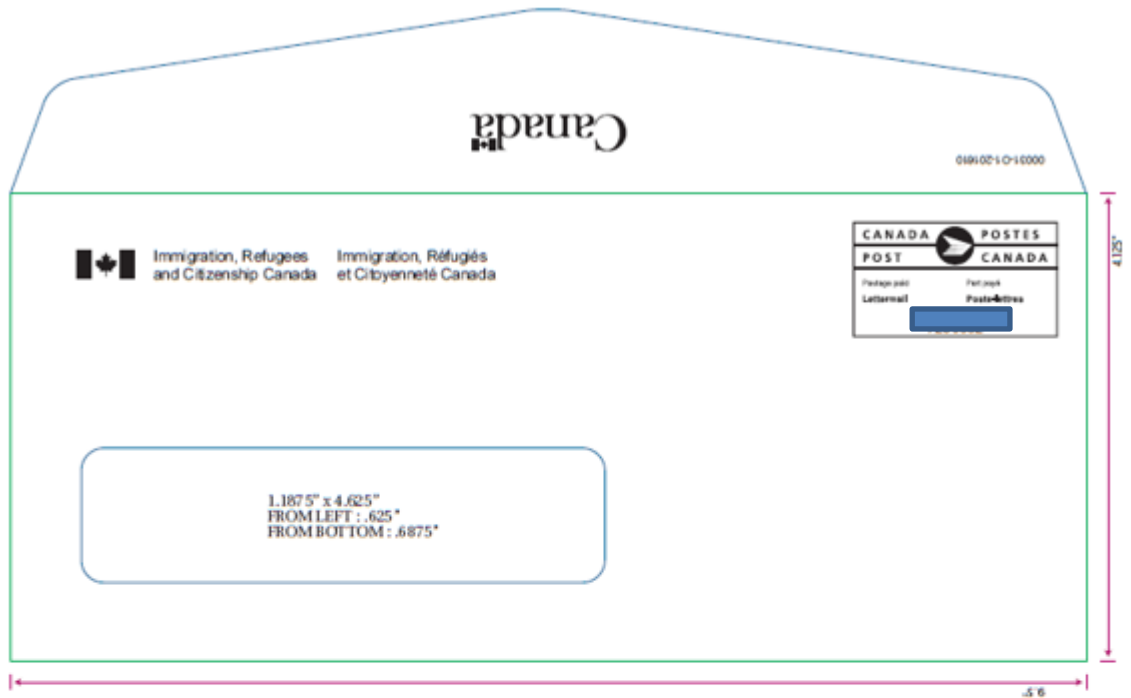
The specifications for the outer envelopes are:

- 4 1/8 x 9 1/2;
- 24lb Natural Kraft Recycled;
- Single window – window size 1 3/16 x 4 5/8;
- Window position – 5/8 from bottom & 11/16 from left side;
- Printed black ink;
- With Canada's flag logo and IRCC's name printed (see layout below);
- The following return address must be printed on the back.

Immigration, Refugees and Citizenship Canada  
Loans, Accounts Receivable and Revenue Team  
70 Cremazie, 2<sup>nd</sup> floor  
Gatineau QC  
K1A 1L1



- The envelopes must be pre-stamp including postal permit number



**b) Statement of Account (SOA) Structure**

For the purposes of this document, each field on the form that is not pre-printed and that will have data mapped to it has been identified with a unique number 1 through 47 in



**red font.** This data will be provided by IRCC and will include the address and/or the emails to which it must be sent. **See figures, front of SOA and back of SOA below.**

Immigration, Refugees and Citizenship Canada / Immigration, Réfugiés et Citoyenneté Canada		Statement of account - Relevé de compte	
Date of statement of account / Date du relevé de compte	1	Loan number / Numéro de prêt	2
Client's name / Nom du client	3	Account number / Numéro de compte	4
<b>Loan activity during the past month / Activité sur le compte pendant le dernier mois</b>		<b>Loan details / Détails du prêt</b>	
Opening balance - Solde d'ouverture	5 0.00	Total amount of the loan / Montant total du prêt	13 0.00
New loan - Nouveau prêt	6 0.00	Total payments applied to loan principal / Total des paiements appliqués au principal du prêt	14 0.00
Payment received - Paiement reçu	7 0.00	Total payments applied to loan interest / Total des paiements appliqués aux intérêts du prêt	15 0.00
Chargeback - Rejet de débit	8 0.00	Current interest rate - Taux d'intérêt courant	16 0.000 %
Bank charges - Frais bancaires	9 0.00		
Accrued interest - Intérêt couru	10 0.00		
Other - Autre	11 0.00		
Closing balance - Solde de fermeture	12 0.00	Scheduled monthly payment - Paiement mensuel établi	17 0.00
		Arrears - Arriérés dûs	18 0.00
		Total amount due for this month - Montant total dû pour ce mois	19 0.00
Comments - Commentaires			
31			

Toll free number - Appel sans frais 1-800-667-7301  
Email address - Adresse courriel collection@cic.gc.ca

Date of statement of account / Date du relevé de compte	20
Loan number / Numéro de prêt	21

- 24
- 25
- 26
- 27
- 28
- 29



See important information on the back - Voir information importante au verso



**Payments**

32  
33  
34  
35  
36

**Paielements**

37  
38  
39  
40  
41

**c) Statement of Account Sections**

There are six sections that make up the SOA. The first five sections are located on the front page of the SOA and the sixth is located on the back of the SOA.

**d) SOA Section 1 - Identification**

Section 1 of the SOA contains data elements #'s 1 through 4.

Data Element # 1: Date of Statement of Account

Data Element # 2: Loan Number

Data Element # 3: Client's Name

Data Element # 4: Account Number

**e) SOA Section 2 - Loan Activity and Details**

Section 2 of the SOA contains data elements #'s 5 through 16.

Data Element # 5: Opening Balance

Data Element # 6: New Loan Amount

Data Element # 7: Payment Received

Data Element # 8: Chargeback

Data Element # 9: Bank Charges

Data Element # 10: Accrued Interest

Data Element # 11: Other Amounts

Data Element # 12: Closing Balance

Data Element # 13: Total Amount of Loan

Data Element # 14: Total Payments applied to Loan Principle

Data Element # 15: Total Payments applied to Loan Interest

Data Element # 16: Current Interest Rate



---

**f) SOA Section 3 – Minimum Payment, Due Date & Arrears**

Section 3 of the SOA contains data elements #'s 17 through 19.

- Data Element # 17: Scheduled monthly payment
- Data Element # 18: Arrears – Total
- Data Element # 19: Total amount due for this month

**g) SOA Section 4 – Comments**

Section 4 of the SOA contains variable length messaging. The data elements used for messaging is element # 31.

- Data Element # 31: Text, provided by IRCC in the data file.

**h) SOA Section 5 – Receipt Data**

Section 5 of the SOA contains data elements #'s 20 through 29. **(Please note there is no #22-23-30)**

- Data Element # 20: Date of Statement of Account
- Data Element #21: Loan number
  
- Data Element # 24: Client's Name
- Data Element # 25: Care/Of Name
- Data Element # 26: Street Address Line 1
- Data Element # 27: Street Address Line 2 (optional)
- Data Element # 28: City, Province and Postal Code
- Data Element # 29: Canada or US

**i) SOA Section 6 – Back of SOA**

Section 6 of the SOA contains data elements #'s 32 through 41.

- Data Element #32: SOA Message Line 1 English
- Data Element # 33: SOA Message Line 2 English
- Data Element # 34: SOA Message Line 3 English
- Data Element # 35: SOA Message Line 4 English
- Data Element # 36: SOA Message Line 5 English
- Data Element # 37: SOA Message Line 1 French
- Data Element # 38: SOA Message Line 2 French
- Data Element # 39: SOA Message Line 3 French
- Data Element # 40: SOA Message Line 4 French
- Data Element # 41: SOA Message Line 5 French

**j) Statement of Account (SOA) Structure Specifications**



The statement of account (SOA) size is 8 ½ x 11, the ink is standard regular ink except for the MICR line that must be magnetic ink.

## **2. MONTHLY FILE HANDLING AND TRANSFER PROCESS**

The Article 4. Monthly File Handling and Transfer Process from the Appendix D – Statement Of Work is deleted in its entirety and replace by;

### **4. MONTHLY FILE HANDLING AND TRANSFER PROCESS:**

a) The monthly file transfer process for the SOA will be as follows:

4.1) IRCC's Immigration Loan System (ILS) creates a text file that contains all the data for the monthly SOAs

4.2) On a monthly basis, **(usually the second week of the given month)**, IRCC will log into the Contractors' directory using credentials (i.e. username and password) that are contained in a file on the IRCC server. Only Root has access to the credentials file and the SFTP script is only able to interact with the Contractor's SFTP gateway.

4.3) IRCC will place the monthly SOA file in the Contractor's designated directory on their SFTP server. Once the file has been successfully placed on the Contractor's server an automated email notification will be sent to IRCC Project Authority.

**4.4) The Contractor will be responsible for archiving of the processed SOAs on a yearly basis. The Contractor must be in a position to answer IRCC questions about a specific SOA sent to a client in the last year.**

#### **b) File Integrity**

IRCC will send an email notification that the file has been deposited on the Contractor's server. Once the Contractor has retrieved the file, they will send a confirmation email in return which should contain the following information concerning the file retrieved:

- File Size
- FILE\_CRTL - Control Number from HDR
- NUM\_DTR - Number of Detailed Records from TRL
- NUM\_DTC - Number of Detailed Comment Records from TRL

**c) File Transfer Safeguards**

The following safeguards must be implemented:

- A firewall rule must be implemented that will prevent IRCC from connecting to the Contractor's network using anything other than the secure file transfer protocol through IRCC's SFTP proxy.
- A firewall rule must be implemented (IRCC will provide more details once contract is awarded).
- The link between the Contractor's server and the IRCC ILS server must be a dedicated link (IRCC will provide more details once contract is awarded).
- The link between the Contractor's server and the IRCC ILS server must be encrypted (IRCC will provide more details once contract is awarded).

**d) File Transfer Source & Destinations IP Addressing**

Session Initiated by IRCC only:

Source IP IRCC	Destined to Contractor	Device Name	External IP Address	Protocol	Port
				SFTP	
				SSH	

**3. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**