



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

Office of the Superintendent of Financial Institutions Canada  
Procurement and Contracting  
Email : [contracting@osfi-bsif.gc.ca](mailto:contracting@osfi-bsif.gc.ca)

Bureau du surintendant des institutions financières Canada  
Achats et contrats  
Courriel : [contracting@osfi-bsif.gc.ca](mailto:contracting@osfi-bsif.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Comments - Commentaires**

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

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

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

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

**Proposition au : Bureau du surintendant des institutions financières Canada**

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

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

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

<b>Title – Sujet</b>	
Webcast Services	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
20211659	March 29, 2022
<b>Client Reference No. – N° référence du client</b>	
20211659	
<b>GETS Reference No. – N° de référence de SEAG</b>	
20211659	
<b>Solicitation Closes L'invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
<b>at – à</b> 02 :00 PM – 14h00	Eastern Daylight Time (EDT) Heure avancée de l'Est (HAE)
<b>on – le</b> April 25, 2022 – 25 avril 2022	
<b>D.D.P – Delivered Duty Paid</b>	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address inquiries to – Adresser toute demande de renseignements à :</b>	
Craig Kenny, Senior Contracting Officer	
<b>E-mail – Courriel</b>	
<a href="mailto:contracting@osfi-bsif.gc.ca">contracting@osfi-bsif.gc.ca</a>	
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :</b>	
Ottawa, ON	

**Instructions:** See Herein  
**Instructions:** Voir aux présentes

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



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## **PART 1 – GENERAL INFORMATION**

### **1.1 Summary**

This bid solicitation is being issued to satisfy the requirement of the Office of the Superintendent of Financial Institutions (OSFI) for the provision of webcast services. It is intended to result in the award one (1) contract for one (1) year, plus five (5) irrevocable option(s), allowing Canada to extend the term of the contract(s) by one-year each.

### **1.2 Security Requirements**

There is no security requirement associated with the requirement.

### **1.3 Statement of Work**

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

### **1.4 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 180 days

### 2.2 Submission of Bids

Bids must be submitted only to [contracting@osfi-bsif.gc.ca](mailto:contracting@osfi-bsif.gc.ca) by the date, time and place indicated on page 1 of the bid solicitation.

- a. If your bid is 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.
- b. Bids must NOT be sent directly to the Contracting Authority. Bids sent directly to the Contracting Authority will not be considered.
- c. Due to the nature of the bid solicitation, bids transmitted by facsimile 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 ten (10) 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 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.



## Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

## Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all 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](#).

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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



## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Extension of Time

If additional time is required by the Bidder, the Contracting Authority may grant an extension at his or her sole discretion.

## 2.6 Applicable Laws

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

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

## 2.7 Bid Challenge and Recourse Mechanisms

- a. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- b. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  1. Office of the Procurement Ombudsman (OPO)
  2. Canadian International Trade Tribunal (CITT)
- c. Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



## PART 3 – BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I:	Technical Bid (1 soft copy via email)
Section II:	Financial Bid (1 soft copy via email)
Section III:	Certifications (1 soft copy via email)

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 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>).

**Submission of Only One Bid:** Multiple bids from the same bidder are not permitted in response to this bid solicitation. Each bidder must submit only a single bid. If any bidder submits more than one bid, Canada will choose in its discretion which bid to consider.

### 3.2 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.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

**Substantiation of Technical Compliance:** The technical bid must substantiate the compliance of the bidder and its products and services with the specific requirements of Attachment 1 to Part 4, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s) but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the Attachment 1 to Part 4, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.



### 3.3 Section II: Financial Bid

When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.10, Payment, of Part 7 of the bid solicitation..

- a. **Pricing:** Bidders must submit their financial bid in accordance with the pricing schedule in Attachment 2 to Part 4. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive rate in Canadian dollars in each cell requiring an entry in the pricing tables.

Bidders must submit their price and rates Delivered Duty Paid (DDP); Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded

- b. **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- c. **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

**Exchange Rate Fluctuation:** [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### 3.4 Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

### 3.5 Accessibility Standards

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- a. demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- b. describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirements of the *Accessible Canada Act*.



## 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.
- c. **Extension of Time:** If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.
- d. **Requests for Clarifications:** If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
- e. **Requests for Interviews:** If Canada wishes to interview the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirements of the bid solicitation, the Bidder will have 2 working days (or a longer period if specified in writing by the Contracting Authority) following notice by the Contracting Authority to make any necessary arrangements (at the Bidder's sole cost) for the interview to take place at a location specified by Canada.
- f. **Requests for Further Information:** If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
  1. verify any or all information provided by the Bidder in its bid; or
  2. contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,

The Bidder must provide the information requested by Canada within two (2) working days of a request by the Contracting Authority.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

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

##### 4.1.1.2 Point Rated Technical Criteria

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

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

##### 4.1.1.3 Reference Checks

If a reference check is performed, Canada will conduct the reference check in writing by e-mail. The Contracting Authority will send all email reference check requests to contacts supplied by the Bidder within a 48-hour period using the email address provided in the bid. Canada will not award any points unless the response is received within 5 working days of the date that Canada's email was sent.

If Canada does not receive a response from the contact person within the 5 working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.



Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.

Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

#### 4.1.2 Financial Evaluation

##### Calculation of Financial Score:

- a. A financial evaluation will be performed only on proposals that are technically responsive. A technically responsive proposal (i.e. Qualified Bidder) is a proposal that meets all mandatory criteria.
- b. 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).
- c. The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP destination, Canadian customs duties and excise taxes included.
- d. The Financial Proposal Pricing Table provided in Attachment 2 to Part 4 will be used for the purposes of the financial evaluation. A missing firm price will render the Proposal non-responsive. Bidders must propose firm pricing as set out in the Pricing Table as follows:

Each Bidder's "Total Evaluated Cost" will be calculated as follows:

- i. An "Evaluated Webcast Rate" will be computed for each Webcast Type using the Blended Webcast Rates (BWR) proposed by the Bidder (in columns 'C' to 'H') using the following formula:

$$(\text{Proposed Blended Webcast Rates [BWR]} - \text{Initial Contract Period} \times 25\%) + (\text{BWR, Option Period \#1} \times 15\%) + (\text{BWR, Option Period \#2} \times 15\%) + (\text{BWR, Option Period \#3} \times 15\%) + (\text{BWR, Option Period \#4} \times 15\%) + (\text{BWR, Option Period \#5} \times 15\%)$$

- ii. The Bidder's "Evaluated Price" will be computed for each Webcast Type using the Evaluation Weight in column 'J' (of the Financial Proposal Pricing Schedule contained in Attachment 2 to Part 4 Financial Proposal Pricing Table) and the following formula:

"Evaluated Webcast Rate" (column 'I') x "Evaluation Weight" (column 'J')

Note: The evaluation weights do not reflect a commitment or forecast of utilization by OSFI and are provided for the purposes of bid evaluation only.

- iii. The qualified Bidder with the lowest "Total Evaluated Price" will receive the maximum Financial Proposal Score of 30 points. The Financial Proposal Score for all other technically responsive Bidders will be computed (i.e. prorated) against the lowest "Total Evaluated Price" using the following formula:



$$\text{Financial Proposal Score} = \frac{\text{Lowest Bidder "Total Evaluated Price"}}{\text{Other Bidder "Total Evaluated Price"}} \times 30 \text{ points}$$

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

- a. To be declared responsive, a bid must:
  1. comply with all the requirements of the bid solicitation; and
  2. meet all mandatory criteria.
- b. Bids not meeting (1) and (2) will be declared non-responsive.
- c. 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.
- d. 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 %.
- e. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
- f. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- g. 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. Where two or more proposals achieve the identical highest combined rating of technical merit and price, the proposal with the highest technical score 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 equal 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (30%) and Price (70%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd



**ATTACHMENT 1 to PART 4 – TECHNICAL EVALUATION**

**Mandatory Technical Criteria (M)**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Proposals must demonstrate compliance with all of the following Mandatory Requirements and must provide the necessary documentation to support compliance. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be evaluated in accordance with the evaluation criteria subject to point rating.

<b>Mandatory Criteria</b>		<b>Compliant (Yes/No)</b>	<b>Cross Reference to Proposal</b>
<b>M1</b>	The Bidder must have a minimum of ten (10) years of experience within the last 15 years, as of the issuance date of the RFP, in webcast production and consultation services in North America.		
<b>M2</b>	The Bidder must demonstrate in the past they have provided at least one (1) project(s) that supported multi-language webcasting (Canadian English and French) in audio, closed captioning, and sign language.		
<b>M3</b>	The Bidder must certify that they can provide webcasts with multiple concurrent streams as further described in section 3 of the Statement of Work.		
<b>M4</b>	<p>The Bidder must provide two (2) sample webcast recordings of their work.</p> <p>These sample webcast recordings must be produced for companies in North America. Of these samples:</p> <ul style="list-style-type: none"> <li>(a) One (1) webcast must have been held virtually (webcasting company and speaker[s] presenting from remote location or home)</li> <li>(b) One (1) webcast must have been held in-person at a physical location (webcasting company and speakers at a hotel, conference center, client's premises, etc.).</li> </ul> <p>The samples will be further evaluated under RT2.</p>		
<b>M5</b>	The Bidder must certify that they are available to begin providing Webcasting services within 2 weeks of contract award.		



**Point Rated Criteria (R)**

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

The Bidder should demonstrate experience and qualifications with each one of the following requirements, some of which use information provided for Mandatory requirements. The experience demonstrated will be evaluated and scored in accordance with specific evaluation criteria detailed hereafter.

In this section, details should be provided regarding the qualifications, relevant experience, and expertise of the Bidder's proposal. The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects worked on and indicating when the work was carried out and who the client was.

The maximum point score for rated requirements is 60. Items not addressed will be given a score of zero. Proposals failing to adequately respond to the mandatory criteria may be excluded from further considerations.

The table below outlines how the points will be awarded.

Point Rated Technical Criteria (RT) and Scores		Required Minimum Number of Points	Maximum Number of Points	Cross Reference to Proposal
<b>RT1</b>	<p>The Bidder should have experience providing webcast services to a Government of Canada department or agency.</p> <p>Additional points will be awarded based on the number of webcast projects completed.</p> <p>The Bidder must provide the following information for each webcast project:</p> <ol style="list-style-type: none"> <li>1) Project title of the webcast;</li> <li>2) Short description of the webcast project;</li> <li>3) Date of the webcast; and</li> <li>4) Name of clients (department or organization).</li> </ol> <p>1 to 5 projects = 5 points  6 to 10 projects = 10 points  11 to 15 projects = 15 points  16 or more projects = 20 points</p> <p>Maximum of 20 points</p>	5	/20	



<p><b>RT2</b></p>	<p>Using each sample provided in MT4, OSFI will assign a maximum of 20 points per sample based on the rating scheme below:</p> <p><b>20 points – Excellent:</b> The sample is very well designed and includes a variety of visual techniques (corporate branding, multiple presenters on screen, presenter[s] with slides, musical stingers with video, pre-recorded video, lower thirds, polling feature).</p> <p><b>10 points – Good:</b> The sample is good, with some use of visual techniques (corporate branding, multiple presenters on screen, presenter[s] with slides, musical stingers with video, pre-recorded video, lower thirds, polling feature).</p> <p><b>0 points - Unacceptable:</b> The sample is of poor quality with limited use of visual techniques. The sample provided is not deemed acceptable</p> <p>Maximum of 40 points</p>	<p>15</p>	<p>/40</p>	
<p><b>Total Maximum Number of Points = 60 points</b> <b>Minimum Points Required to Pass = 20 points</b></p>		<p><b>20</b></p>	<p><b>/60</b></p>	



ATTACHMENT 2 to PART 4 – FINANCIAL PROPOSAL PRICING TABLE

The Bidder should complete this pricing schedule and include it in its financial bid once completed.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Proposed Blended Webcast Rates										
<i>Bidder Input Required</i>										
A	B	C	D	E	F	G	H	I	J	K
Webcast Types	Webcast Services (As per Article 3 & 4 - ANNEX A STATEMENT OF WORK)	Initial Contract Period From Contract Award to March 31, 2023 Blended Webcast Rate (BWR)	Option Period 1 April 1, 2023 to March 31, 2024 Blended Webcast Rate (BWR)	Option Period 2 April 1, 2024 to March 31, 2025 Blended Webcast Rate (BWR)	Option Period 3 April 1, 2025 to March 31, 2026 Blended Webcast Rate (BWR)	Option Period 4 April 1, 2026 to March 31, 2027 Blended Webcast Rate (BWR)	Option Period 5 April 1, 2027 to March 31, 2028 Blended Webcast Rate (BWR)	Evaluated Webcast Rate [(Cx25%)+(Dx15%)+(Ex15%)+(Fx15%)+(Gx15%)+(Hx15%)]	Evaluation Weight	Evaluated Price (I x J)
Type 1 – Up to 2 hours (Virtual)	Blended Webcast Rate (BWR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	20	\$0.00
Type 2 – Up to 2 hours (In-person)	Blended Webcast Rate (BWR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	20	\$0.00
Type 3 – Over 2 hours up to 4 hours (Virtual)	Blended Webcast Rate (BWR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	20	\$0.00
Type 4 – Over 2 hours up to 4 hours (In-person)	Blended Webcast Rate (BWR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	20	\$0.00
Type 5 – Full Day webcast over 4 hours up to 8 hours (Virtual)	Blended Webcast Rate (BWR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10	\$0.00
Type 6 – Full Day webcast over 4 hours up to 8 hours (In-person)	Blended Webcast Rate (BWR)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	10	\$0.00
<b>Total Evaluated Price</b>										\$0.00



## **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 Provisions - Declaration of Convicted Offences**

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

#### **5.1.2 COVID-19 vaccination requirement certification**

A3081T - COVID-19 vaccination requirement certification



## PART 6 – RESULTING CONTRACT CLAUSES

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

### 6.1 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.

### 6.2 Security Requirements

- If required to come onsite, the Contractor MUST be escorted at all times by an OSFI employee, while on OSFI premises, and must ensure that its personnel are made aware of and comply with this restriction
- The Contractor MUST NOT have access to PROTECTED information while working on this contract, and must ensure that its personnel are made aware of and comply with this restriction.
- The Contractor MUST NOT utilize its Information Technology (IT) systems to electronically process, produce or store PROTECTED information, at any time, as part of this contract.



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)

### 6.3 Statement of Work

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

### 6.4 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.

#### 6.4.1 General Conditions

2010B (2021-12-02) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

#### 6.4.2 Supplemental General Conditions

- (i) 4008 (2008-12-12), Personal Information.
- (ii) A3080T (2021-11-29) - COVID-19 vaccination requirement;
- (iii) A3081T (2021-11-29) - COVID-19 Vaccination Requirement Certification;

#### 6.4.3 Resource Certifications

Employee(s) or subcontractor(s) of the Contractor must complete and sign the certifications attached at Annex C before they begin the Work or access information connected to the Work.

#### 6.4.4 Annexes

All Annexes apply to and form part of the Contract.

### 6.5 Term of Contract

#### 6.5.1 Period of the Contract

The period of the Contract is from date of contract up to and including March 31, 2023 inclusive.

#### 6.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to five (5) additional one-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 two (2) 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.

#### 6.5.3 Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.



In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

**6.6 Authorities**

**6.6.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Craig Kenny  
Title: Senior Contracting Officer  
The Office of the Superintendent of Financial Institutions  
Corporate Services  
Corporate Planning and Procurement Services  
Address: 255 Albert Street, Ottawa, ON K1A 0H2

E-mail address: [contracting@osfi-bsif.gc.ca](mailto:contracting@osfi-bsif.gc.ca)

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

**6.6.2 Project Authority *[To be inserted at contract award]***

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone :    \_\_\_ \_\_\_ \_\_\_\_\_  
Facsimile:    \_\_\_ \_\_\_ \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

**6.6.3 Contractor's Representative *[To be inserted at contract award]***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_



**6.7 Proactive Disclosure of Contracts with Former Public Servants**

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

**6.8 Payment**

**6.8.1 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ [redacted] *[To be inserted at contract award]*. Customs duties are included and Applicable Taxes are extra.

**6.8.2 Limitation of Expenditure**

Canada's total liability to the Contractor under the Contract must not exceed \$ [redacted] *[To be inserted at contract award]*. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months before the contract expiry date, or
3. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, 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.

**6.8.3 Travel**

**Pre-Authorized Travel and Living Expenses:** Canada will reimburse the Contractor for pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit an/or administrative overhead, in accordance with the meal, private vehicle, and incidental expenses provided in Appendices B, C, and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

Travel Status Time will be limited to 50% of the hourly rate calculated by dividing the proposed firm all inclusive per diem divided by 7.5.

Time spent by a contracted individual traveling to and from specific pre-authorized work assignments (not commuting) that are more than 100 kilometers from the individual's work location may be billed at 50% of the firm per diem rate. Time for travel which is more or less than a day shall be prorated to reflect actual time for travel in accordance with the following formula:

$$\frac{\text{Hours of travel} \times 50\% \text{ of firm blended webcast rate of respective Webcast Type}}{\text{Max hours for the applicable blended webcast rate}}$$

**Maximum Cost: \$0.00**



#### 6.8.4 Method of Payment – Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

#### 6.8.5 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

### 6.9 Invoicing Instructions

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

- (a) The Contractor must submit invoices in accordance with the information required in the General Conditions.
- (b) The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- (c) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.

Each invoice must be supported by:

- i. a copy of time sheets to support the time claimed;
  - ii. original copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
- (d) Invoices must be distributed as follows:
- 1. One (1) copy must be forwarded to the following e-mail address for certification and payment:  
  
*Attn: [\[name and e-mail address to be inserted at contract award\]](#)*
  - 2. One (1) copy must be forwarded to the Contracting Authority (Contracting@osfi-bsif.gc.ca)

### 6.10 Certifications

- (a) The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.
- (b) This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the contract will result in termination of the contract.

### 6.11 Applicable Laws

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





#### **6.14 Professional Services – General**

- a. The Contractor must monitor its employees to ensure satisfactory performance and that progress of the Work is maintained to Canada's satisfaction. A Contractor representative will meet with the Project Authority on a regular basis (as specified by Canada) to discuss the performance of its resources and to resolve any issues at hand.
- b. If the Contractor fails to meet any of its obligations under this Article, or fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within 10 working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

#### **6.15 Safeguarding Electronic Media**

- a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately re-place it at its own expense.

#### **6.16 Representations and Warranties**

The Contractor made statements regarding its and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract.

The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.



### 6.17 Confidentiality of Information

- a. The Contractor must keep confidential all information provided to the Contractor by or on behalf of Canada in connection with the Work and all information conceived, developed or produced by the Contractor as part of the Work. Information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and remains the property of Canada.
- b. Subject to the *Access to Information Act*, R.S.C. 1985, c. A-1, and to any right of Canada under the Contract to release or disclose, Canada agrees not to release or disclose outside the Government of Canada any information delivered to Canada under the Contract that is proprietary to the Contractor or a subcontractor.
- c. The obligations of the Parties set out in this section do not apply to any information where the same information:
  1. is publicly available from a source other than the other Party; or
  2. is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information,or
  3. is developed by a Party without use of the information of the other Party

### 6.18 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

### 6.19 Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



**ANNEX A – STATEMENT OF WORK**

**1. Introduction**

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

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

**2. Objective**

The Communications Division at OSFI requires a firm to provide webcast production and consultation for virtual and on-site webcasts. The objective is to have assistance with the production and editing of webcast segments in both official languages (Canadian English and French) for both internal and external use.

**3. Scope of Work**

The Contractor must provide services including, but not limited to, the following:

- Consulting on equipment procurement
- Consulting on equipment placement and set-up
- On-site webcast production
- Virtual webcast production
- Webcast and audio editing
- Webcast and audio rendering
- Provision of registration and log-in capabilities for webcast viewers
- Work with internal OSFI resources to ensure interoperability between all systems
- Provision of analytics and statistics on usage and viewers
- Webcast with concurrent streams (all streams must have audio and slides in both Canadian English and French)

**4. Tasks, Deliverables and Schedule**

The Contractor must perform all the following tasks for each Webcasting event:

In Advance of Webcasting Event	<p>The Contractor must:</p> <ul style="list-style-type: none"> <li>• Create registration and login pages at least two months in advance.               <ul style="list-style-type: none"> <li>○ Registration pages/channels must be customizable with Project Authority's graphics/logo.</li> </ul> </li> <li>• Create webcast pages/channels in both English and French (as required) at least two months in advance.               <ul style="list-style-type: none"> <li>○ Pages/channels must be customizable with Project Authority's graphics and logo.</li> </ul> </li> <li>• Confirm an audio only option will be available for the webcast at least two months in advance.</li> <li>• Email reminders to registered participants one week and 1 day in advance of webcast.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Conduct testing of the internet connection with the webcast platform at the chosen venue, and troubleshoot any problems at least two months in advance (for on-site webcasts)</li> <li>• Hold a dry run (date and time to be confirmed by Project Authority) and conduct testing of the speakers' internet and audio and visual connection and troubleshoot any problems a minimum of one month in advance (for virtual webcasts)</li> <li>• Arrange for simultaneous interpretation and a virtual interpretation booth, or sign language at least one month in advance (if interpretation is requested by the Project Authority)</li> </ul>
Webcast Day	<p>The Contractor must have the entire webcast setup ready 1 hour before the scheduled start time.</p> <p>The Contractor's tasks on the webcast day will include (tasks are not limited to this list, and will be decided between the Contractor and Project Authority in advance):</p> <ul style="list-style-type: none"> <li>• Setting up the webcast equipment to the client's satisfaction</li> <li>• Running the webcast equipment and troubleshooting as needed</li> <li>• Putting microphones on speakers and briefing speakers on where to look, testing their audio and video connections</li> <li>• Giving a countdown for the speakers when the webcast begins</li> <li>• Letting speakers know when the webcast is over or no longer live</li> <li>• Managing other services (for example: audience technical support, simultaneous interpretation, printing of questions)</li> </ul> <p>The Contractor must have the following resources available (resources are not limited to this list, and will be decided between the Contractor and Project Authority in advance):</p> <ul style="list-style-type: none"> <li>• Webcast producer(s)</li> <li>• Webcast assistant(s)</li> <li>• Camera operator(s)</li> <li>• Teleprompter operator</li> <li>• Audience technical support</li> <li>• Simultaneous interpreters</li> </ul> <p>The Contractor must have the following equipment available (equipment is not limited to this list, and will be decided between the Contractor and Project Authority in advance):</p> <ul style="list-style-type: none"> <li>• Streaming server</li> <li>• Cameras and tripods</li> <li>• Lighting</li> <li>• Microphones (lapel and handheld)</li> <li>• Speakers</li> <li>• Comfort monitors</li> <li>• Teleprompter</li> <li>• Timer</li> <li>• Printer</li> </ul>



Post Event	<p>The Contractor must:</p> <ul style="list-style-type: none"> <li>• Dismantle and remove equipment within one hour after the webcast</li> <li>• Archive webcast recordings and send the project authority recording links within 5 business days after the webcast</li> <li>• Send the project authority webcast attendance reports within 5 business after the webcast</li> </ul>
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The Contractor must deliver their services on an as required basis. Exact dates and deadlines for each event will be established by the Project Authority.

Estimates will be requested by the Project Authority prior to work being conducted, and the Contractor must provide the estimate within five (5) business days.

**5. Initial requirement**

The Contractor must be available to begin work within two weeks of contract award on Webcasts that will be hosted approximately around June 2022.

**6. Language of Work**

All deliverables must be submitted in the English language.

The Contractor personnel must be fluent in the English language. Contractor personnel must be able to communicate orally and in writing in English without any assistance and with minimal errors.

**7. Location of Work**

The work will be conducted virtually, on-site at OSFI (Toronto, Ottawa, Montreal and Vancouver offices), off-site at an external venue (Toronto, Ottawa, Montreal and Vancouver), or at the Contractor’s location (if the Contractor has a studio). The majority of the work will be completed in Toronto.

**8. Travel**

Toronto is deemed to be the primary location of work for this requirement. The Contractor will not be reimbursed for any expenses associated with commuting to and within the primary location of work. Local travel is defined as within 100km of the place of business of the Vendor.

All travel must have prior approval by the Project Authority.

**9. Method of Acceptance**

Approval by Manager, Communications Services, based on accordance with Treasury Board standards, Federal Identification Program, and the parameters of the initial request.



## ANNEX B – BASIS OF PAYMENT

### B.1 BLENDED WEBCAST RATE:

- a) The firm, all-inclusive blended per webcast rate includes the cost of labour, fringe benefits, general and administrative expenses, overhead, profit and the like, excepting only GST and HST if applicable. All expenses normally incurred in providing the services (i.e., project office space (including Contractor's hardware and software), word processing, work estimates, photocopying, courier and telephone charges, local travel\* and the like) are included in the firm webcast rates identified herein and will not be permitted as direct charges under the Contract.
- b) The firm, all-inclusive webcast rates include all required personnel, equipment operators, equipment, materials, and applicable charges in the rates submitted as no other fees or hourly rates for services will be payable above these rates\*\*.

\*Local travel is defined as within 100km of the place of business of the Bidder.

\*\* The firm, all-inclusive webcast rates do not include the cost of travel, or other direct and sub-contracted costs as specified in B.2 (B.2.1 and B.2.2) of this **Annex B Basis of Payment**.

- c) The Contractor is not permitted to rates to prepare work estimates.
- d) The rates must be in Canadian currency, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.
- e) The firm all-inclusive webcast rates include provision of all the following services as may be required by the Contractor to complete the work for all webcast projects:
  - 1. Coordination Services and Project Management
  - 2. Registration, Login, Live pages
  - 3. Email reminders to audience
  - 4. Advance site inspection, testing and preliminary set-up
  - 5. Webcast Producer
  - 6. Webcast Assistant
  - 7. Camera Operator
  - 8. Teleprompter Operator
  - 9. Audience Technical Support
  - 10. Simultaneous Interpreters
  - 11. All Equipment (Including the following, but not limited to: Cameras and tripods, Microphones (lapel and handheld), Speakers, Comfort Monitors, Teleprompter, Timer, Printer, etc.)
  - 12. Streaming server
  - 13. Audio Operator / P.A. system with microphones
  - 14. Archive recordings
  - 15. Webcast Reports



<b>Basis of Payment Table</b>							
<b>Webcast Types</b>	<b>Webcast Services (As per Article 3 &amp; 4 - ANNEX A STATEMENT OF WORK)</b>	<b>Initial Contract Period From Contract Award to March 31, 2023 Blended Webcast Rate (BWR)</b>	<b>Option Period 1 April 1, 2023 to March 31, 2024 Blended Webcast Rate (BWR)</b>	<b>Option Period 2 April 1, 2024 to March 31, 2025 Blended Webcast Rate (BWR)</b>	<b>Option Period 3 April 1, 2025 to March 31, 2026 Blended Webcast Rate (BWR)</b>	<b>Option Period 4 April 1, 2026 to March 31, 2027 Blended Webcast Rate (BWR)</b>	<b>Option Period 5 April 1, 2027 to March 31, 2028 Blended Webcast Rate (BWR)</b>
<b>Type 1 – Up to 2 hours (Virtual)</b>	<b>Blended Webcast Rate (BWR)</b>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<b>Type 2 – Up to 2 hours (In-person)</b>	<b>Blended Webcast Rate (BWR)</b>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<b>Type 3 – Over 2 hours up to 4 hours (Virtual)</b>	<b>Blended Webcast Rate (BWR)</b>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<b>Type 4 – Over 2 hours up to 4 hours (In-person)</b>	<b>Blended Webcast Rate (BWR)</b>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<b>Type 5 – Full Day webcast over 4 hours up to 8 hours (Virtual)</b>	<b>Blended Webcast Rate (BWR)</b>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<b>Type 6 – Full Day webcast over 4 hours up to 8 hours (In-person)</b>	<b>Blended Webcast Rate (BWR)</b>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>

**All travel and living expenses not included.  
All applicable taxes are extra, as appropriate.**

**B.2 PRODUCTION COSTS**

Production costs are costs associated with webcast production, excluding the services/professional fees billed as firm rates in B.1.

**Production costs applicable under B.2.1 Subcontracted and B.2.2 Direct Expenses do not include the personnel, equipment operators, equipment, materials or any other applicable charges required for the provision of the services billed as the blended webcast rates in B.1.**

Production costs include, but are not limited to:

- 1) Music (stock music and/or original composition)
- 2) Miscellaneous concurrent streaming costs

Production costs will be reimbursed at cost, as subcontracted services and direct expenses.

**B.2.1 SUBCONTRACTED SERVICES**

The Contractor will be reimbursed at cost for any actual expenditure reasonably and properly incurred to acquire goods and services from outside suppliers at the supplier's price, net of any trade or prompt payment discounts.

**B.2.2 FOR EACH SUBCONTRACTED SERVICE OVER \$25,000.00 (GST/HST INCLUDED)**

The Contractor should obtain competitive bids from no less than three (3) outside suppliers. The Contractor must provide to the Contracting Authority and the Project Authority when requested, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results. A subcontracted service over \$25,000 (GST/HST included) applies to the total aggregate of the dollar value of each subcontracted service per resulting webcast against the Contract.

**B.2.3 DIRECT EXPENSES**

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers, given the service(s) is/are documented and approved by the Project Authority before each webcast under the Contract. All such direct expenses must have prior authorization of the Project Authority.



**ANNEX C – RESOURCE CERTIFICATIONS**

In accordance with Article 6.4.3 of the Contract, the Contractor’s employee(s) or subcontractor(s) must complete and sign the following certifications before they begin the Work or access information connected to the Work.

**1. Non-disclosure**

I, \_\_\_\_\_ [*insert resource name*], recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Superintendent of OSFI and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but is not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract No.

\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**2. Conflict of Interest**

I, \_\_\_\_\_ *[insert resource name]*, acknowledge that I am employed/hired/engaged by the Contractor, and will assist the Contractor in carrying out the Contractor's duties under the Contract.

In accordance with section 27 and 28 of 2010B (2021-12-02) General Conditions: Professional Services, incorporated by reference in Article 6.4.3, General Conditions of the Contract No.

\_\_\_\_\_.

I acknowledge that I will not influence, seek to influence or otherwise take part in a decision of Canada knowing that the decision might further my private interest. I warrant that I have no financial interest in the business of a third party that causes or would appear to cause a conflict of interest in connection with the performance of my obligations under the Contract. If such a financial interest is acquired during the period of the Contract, I agree that I will immediately declare it to the Contractor who must immediately declare it to the Contracting Authority.

I warrant that no conflict of interest exists or is likely to arise in my performance of the Contract. In the event that I become aware of any matter that causes or is likely to cause a conflict of interest in relation to my performance under the Contract, I must immediately disclose such matter to the Contractor who must immediately declare it to the Contracting Authority in writing.

Conflict of interest means any matter, circumstance, interest, or activity, which may or may appear to impair the ability to perform the Work diligently and independently.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ANNEX D – COVID-19 VACCINATION REQUIREMENT CERTIFICATION**

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Suppliers must provide the COVID-19 Vaccination Requirement Certification attached to the signed contract. This Certification incorporated into the contract forms a binding part of any resulting Contract.

I, \_\_\_\_\_ (*first and last name*), as the representative of  
\_\_\_\_\_ (*name of business*) pursuant to  
\_\_\_\_\_ (*insert solicitation number*), warrant and certify that all  
personnel that \_\_\_\_\_ (*name of business*) will provide on the  
resulting Contract who access federal government workplaces where they may come into contact with  
public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada’s COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**ANNEX E - PERSONS ON CONTRACT – RESPONSIBILITY FOR INSURANCE**

As indicated under clause 6.8.3 of the Contract entitled ‘Pre-Authorized Travel and Living Expenses’, eligible and appropriate travel expenses are reimbursed in accordance with the National Joint Council *Travel Directive* and the Treasury Board *Special Travel Authorities*. Section 7 - Persons on Contract. Subsection 7.7 of the *Special Travel Authorities* addresses the subject of insurance and stipulates that it is the financial responsibility of the Contractor to cover the cost of insurance such as for cars; accidents; sickness; airline travel; immunizations; and any other insurance that the contractor may elect to obtain for business purposes. Canada does not cover any type of insurance for persons on contract.

The undersigned has read and understood and acknowledges the Contractor’s responsibility with regards to insurance:

**CONTRACTOR**

**WITNESS**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Name**



**ANNEX F – 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 P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0		<b>Example / Exemple</b>	Cheque No. N° de chèque	0000000
Pay to the order of Payez à l'ordre de		<p style="font-size: 2em; font-weight: bold;">"Void"</p> <p style="font-size: 2em; font-weight: bold;">« NUL »</p>		\$ _____
				Dollars
				Signature _____

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