



RETURN BIDS TO:

Office of the Superintendent of Financial
Institutions
Email: facilities@osfi-bsif.gc.ca
Cc: himani.joshi@osfi-bsif.gc.ca

REQUEST FOR PROPOSAL

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

We hereby offer to sell to His Majesty the King 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.

This document contains a Security Requirement

Vendor/Firm Name and address

Issuing Office – Bureau de distribution
Facilities and Materiel Services
255 Albert Street, 12th Floor
Ottawa, ON
K1A 0H2

Title Videoconference Maintenance Agreement	
Solicitation No. 20221312 AMD#003	Date 2023-04-27
Client Reference No. 20221312	
GETS Reference No. 20221312	
Solicitation Closes at 02 :00 PM on 2023-05-09	Time Zone Eastern Daylight Time EDT
D.D.P. Delivered Duty Paid	
Address Inquiries to : Himani Joshi, Facilities & Materiel Services Officer	
Email himani.joshi@osfi-bsif.gc.ca	FAX No.
Destination – of Goods, Services, and Construction: See Herein	

Instructions:

Delivery See Herein	Delivered Offered
Vendor/firm Name and address	
Facsimile No. Telephone No.	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)-	
Signature	Date



AMENDMENT 003 is hereby issued to amend the RFP with the following items:

Respond to Question 6;
Extend the end date;
Update Clarity licenses required to three (3) years instead of one (1) year (quantity remains 10) and remove licenses from outer years;

Respond to Question 6:

Q6: As we work on the RFP, we would be requesting a two week extension of the closing date to May 16th. This should provide sufficient time to complete response. Please advise.

A6: Due to tight timelines, we will be amending the end date by a week to May 9th.

Extend the end date;

OSFI amends the Solicitation Closing Date to Tuesday, May 9th, 2023.

Update Clarity licenses required to three (3) years instead of one (1) year (quantity remains 10) and remove licenses from outer years;

At page 11 - **2.1.3 Financial Evaluation**

DELETE Section 2.1.3 in its entirety

INSERT the following section

Migration to Poly Clarity 2.0

Poly Clarity 2.0 Migration by June 2023 (estimated)	Proposed Firm all-inclusive fixed cost
Migration to Poly Clarity 2.0 (including 10 3-year subscription licenses)	\$

Initial period from June 1, 2023, to March 31, 2024

Initial period from June 1, 2023 to March 31, 2024*	Number of Rooms (A)	Firm Fixed Annual Rate per room** (B)	Extended price (C) C = A x B
Room Type A (See Appendix A and B to the SOW)	54	\$	\$
Room Type B (See Appendix A and B to the SOW)	14	\$	\$
Room Type C (See Appendix A and B to the SOW)	2	\$	\$
Ottawa MPR (See Appendix A and B to the SOW)	1	\$	\$
Toronto Salon A & B (See Appendix A and B to the SOW)	1	\$	\$
Bridge (See Appendix B to the SOW)	1	\$	\$
10 Poly Clarity 2.0 3-year subscription licenses	Included from migration all-inclusive fixed cost		
TOTAL INITIAL PERIOD			\$

*Note that OSFI reserves the right to increase/decrease the number of rooms (column A) each period and will be reflected via amendments to the contract in the basis of payment.

**The Firm Fixed Annual Rate will be divided by 12 and will be paid at the end of each month.

***Fixed rate for the migration and licenses instead of Annual



Option period 1: From April 1, 2024, to March 31, 2025

Period from April 1, 2023, to March 31, 2024*	Number of Rooms (A)	Firm Fixed Annual Rate per room** (B)	Extended price (C) C = A x B
Room Type A (See Appendix A and B to the SOW)	54	\$	\$
Room Type B (See Appendix A and B to the SOW)	14	\$	\$
Room Type C (See Appendix A and B to the SOW)	2	\$	\$
Ottawa MPR (See Appendix A and B to the SOW)	1	\$	\$
Toronto Salon A & B (See Appendix A and B to the SOW)	1	\$	\$
Bridge (See Appendix B to the SOW)	1	\$	\$
TOTAL INITIAL PERIOD			\$

*Note that OSFI reserves the right to increase/decrease the number of rooms (column A) each period and will be reflected via amendments to the contract in the basis of payment.

**The Firm Fixed Annual Rate will be divided by 12 and will be paid at the end of each month.

Option period 2: From April 1, 2025, to March 31, 2026

Period from April 1, 2023 to March 31, 2024*	Number of Rooms (A)	Firm Fixed Annual Rate per room** (B)	Extended price (C) C = A x B
Room Type A (See Appendix A and B to the SOW)	54	\$	\$
Room Type B (See Appendix A and B to the SOW)	14	\$	\$
Room Type C (See Appendix A and B to the SOW)	2	\$	\$
Ottawa MPR (See Appendix A and B to the SOW)	1	\$	\$
Toronto Salon A & B (See Appendix A and B to the SOW)	1	\$	\$
Bridge (See Appendix B to the SOW)	1	\$	\$
TOTAL INITIAL PERIOD			\$

*Note that OSFI reserves the right to increase/decrease the number of rooms (column A) each period and will be reflected via amendments to the contract in the basis of payment.

**The Firm Fixed Annual Rate will be divided by 12 and will be paid at the end of each month.

Option period 3: From April 1, 2026 to March 31, 2027

Period from April 1, 2023 to March 31, 2024*	Number of Rooms (A)	Firm Fixed Annual Rate per room** (B)	Extended price (C) C = A x B
Room Type A (See Appendix A and B to the SOW)	54	\$	\$
Room Type B (See Appendix A and B to the SOW)	14	\$	\$
Room Type C (See Appendix A and B to the SOW)	2	\$	\$
Ottawa MPR (See Appendix A and B to the SOW)	1	\$	\$
Toronto Salon A & B (See Appendix A and B to the SOW)	1	\$	\$
Bridge (See Appendix B to the SOW)	1	\$	\$
TOTAL INITIAL PERIOD			\$

*Note that OSFI reserves the right to increase/decrease the number of rooms (column A) each period and will be reflected via amendments to the contract in the basis of payment.

**The Firm Fixed Annual Rate will be divided by 12 and will be paid at the end of each month.



Total Evaluated Price = Initial Period + Fixed Cost for Migration to Poly Clarity 2.0 + Option Period 1 + Option Period 2 + Option Period 3

At page 25 and 26 of Annex “A” – Statement of Work

DELETE Sections **2. Scope of Work** and **3. Tasks and Deliverables**

INSERT the following Sections

2. Scope of Work

The Service Provider must provide maintenance, licensing and software updates on an as and when requested basis for the videoconference equipment at OSFI over the period of the contact.

The Vendor will be responsible to migrate OSFI from the current “a-la-carte” licensing platform on OSFI infrastructure to the new Poly Clarity 2.0 subscription based licensing prior to June 2023 (starting with 10 3-year subscription licenses). This process will also include the migration of OSFI RPRM (Resource Manager) to the Clarity Manager 2.0.

3. Tasks and Deliverables

3.1 Maintenance

Work under this contract is comprised of the supply of all labour, materials, tools, equipment, transportation and supervision necessary for the inspection, testing, certification, maintenance and repairing of existing videoconference equipment. Such work will also include the installation of new equipment and service systems on an “as and when requested/required” basis.

Poly (HP) Devices under this contract will be covered using Poly Plus (not partner).

3.2 Migration to Poly Clarity 2.0

Work under this contract is comprised of the supply of all labour, licensing, installation and configuration for migrating OSFI infrastructure (including the migration of the RPRM to Clarity Manager) to the new Poly Clarity 2.0 subscription based licensing by June 2023 (starting with 10 3-year subscription licenses).

All other terms and conditions remain unchanged.