



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À :

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

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

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Comments - Commentaires

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

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

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

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

Proposition au : Bureau du surintendant des institutions financières Canada

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

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

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

Title – Sujet	
Access Control and Alarm Monitoring	
Solicitation No. – N° de l'invitation	Date
20230585	July 27, 2023
GETS Reference No. – N° de référence de SEAG	
20230585	
Solicitation Closes L'invitation prend fin	Time Zone Fuseau horaire
at – à 02 :00 PM – 14h00	Eastern Standard time (EST)
on – le September 6, 2023	Heure normale de l'Est (HNE)
D.D.P – Delivered Duty Paid	
Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address inquiries to – Adresser toute demande de renseignements à :	
Craig Kenny, Senior Contracting Officer	
E-mail – Courriel	
contracting@osfi-bsif.gc.ca	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :	
Ottawa, ON	

Instructions: See Herein
Instructions: Voir aux présentes

Delivery required -Livraison exigée	Delivery offered -Livraison proposée
See Herein – Voir aux présentes	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Compétence du contrat : Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
e-mail - courriel	
Name and title of person authorized to sign on behalf of Vendor/firm (type or print)	
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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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 services for Access Control, Intrusion Detection, Alarm System Monitoring on a 24/7 basis for the current integrated Kantech Entrapass System access control system. It is intended to result in the award one (1) contract for five (5) years, plus three (3) irrevocable option(s), allowing Canada to extend the term of the contract(s) by one-year each.

1.2 Security Requirements

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

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 (2023-06-08) 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 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.

2.2.2 Release of end-device information

Detailed information regarding the types and number of end-devices will be released by Security Services Project Authority upon receiving a signed confidentiality agreement from bidders as per Annex G.



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)

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 "Bidder's Response", 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. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- 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 price will render the Proposal non-responsive.
- e. Each Bidder's proposed pricing will be evaluated, and a "Total Evaluated Price" calculated.
 1. The Bidder's "Total Evaluated Price " will be determined by summing the Bidder's "Total 1" and "Total 2" results.
 2. 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.
- h. 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).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.62$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.54$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
Combined Rating		84.16	73.15	77.70
Overall Rating		1st	3rd	2nd



ATTACHMENT 1 to PART 4 – TECHNICAL EVALUATION

4.3 Evaluation Procedures

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

4.3.1 Technical Evaluation

4.3.1.1 Mandatory Technical Criteria

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

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

Mandatory Requirements	Provide location in proposal where substantiation can be found	Complies Yes / No
1. The Bidder must provide a letter from Kantech stating they are an authorized dealer of Kantech Products and that the Bidder is able to receive Kantech Technical Support.		
2. The Bidder must provide a letter from DSC (Digital Security Controls) stating they are an authorized dealer of DSC Products, and that the Bidder is able to receive DSC Technical Support.		
3. The Bidder must provide a letter from Exacq stating they are an authorized dealer of Exacq Products and that the Bidder is able to receive Exacq Technical Support.		
4. The Bidder must certify that their technicians (including subcontractors) that will be required to program and provide service and maintenance on the access management system(s) within OSFI have received training on the products and software from Kantech Corporate Edition, DSC and Exacq Distributor(s) by the time of bid closing.		
5. The bidder must provide a corporate history listing past projects and their respective timelines (start and end date for each project), showing that they have a minimum of 5 consecutive years installing and servicing Access Management Systems, Intrusion Alarm Systems and CCTV systems owned and operated by Canadian Federal Government departments or Agencies preceding the closing date of the RFP.		



<p>6. The Bidder must provide two (2) corporate references (for clients other than OSFI) and contact information. OSFI reserves the right to contact the reference to validate recent experience in providing the services described in the statement of work.</p>		
<p>7. The Bidder must describe how they will address any sort of transition phase (e.g. from one supplier to another) and how the services will be provided. The Bidder's response will be further evaluated under rated criteria R1.</p>		
<p>8. The Bidder must demonstrate that it has the ability to provide services across regions within Canada as applicable. This is demonstrated by having either a presence or the capability to subcontract in the following regions:</p> <p>Toronto Vancouver Montreal</p> <p>Bidder should provide contact information for each subcontractor in the regions stated. OSFI reserves the right to request client contact information, at any time during the evaluation process, for the purposes of verification. The Bidder must demonstrate that they have been in a business relationship with the subcontractor(s) for a minimum of three (3) years.</p>		
<p>9. The Bidder must have physical presence in the National Capital Region.</p>		
<p>10. The Bidder must supply proof that their Central Alarm Monitoring Call Centre meets all of the following:</p> <ol style="list-style-type: none">1. Is physically located within Canada;2. Is ULC (Underwriters Laboratories of Canada) Certified		
<p>11. The Bidder must supply proof that they and their technicians working on OSFI premises are security cleared to Secret by the Canadian Industrial Security Directorate (CISD). The Bidder should list all their technician's security clearance information as proof.</p>		



4.3.1.2 Point Rated Technical Criteria

Rated Criteria	Pass Mark	Score
<p>R.1 The Bidder must sufficiently describe how they will address any sort of transition phase (e.g. from one supplier to another) and how the services will be provided.</p> <ul style="list-style-type: none"> • Proposal does not adequately describe possible transition and provision of service (0 point). • Proposal minimally describes possible transition and provision of service (20 points). • Proposal contains a sufficient level of detail regarding potential transition and service provision (30 points). • Proposal provides comprehensive details regarding any sort of transition and how the services will be provided (50 points). 	20	
<p>R.2 The bidder should have experience in supporting an access control solution, using Kantech Corporate Edition Software and DSC Intrusion Systems within the Canadian Federal Government departments or Agencies. The experience must have been acquired within the last three (3) years, as of the issuance date of the RFP.</p> <p>Bidders must provide the following details as to, where, when and how the stated experience was acquired:</p> <ol style="list-style-type: none"> 1. Where (client name, organization name and address); 2. When (start and end dates of the engagement); 3. How (details about the work performed during the engagement) the stated experience was obtained; <p>10 points per Canadian Federal Government departments or Agencies.</p> <p>Up to a maximum of 50 points.</p>		
<p>R.3 The bidder should have experience supporting a CCTV using exacqVision and Kantech software The experience must have been acquired within the last three (3) years, as of the issuance date of the RFP.</p> <p>Bidders must provide the following details as to, where, when and how the stated experience was acquired:</p> <ol style="list-style-type: none"> 1. Where (client name, organization name and address); 2. When (start and end dates of the engagement); 3. How (details about the work performed during the engagement) the stated experience was obtained; <p>6 – 12 months experience = 10 points Greater than 12 months to 24 months experience = 20 points Greater than 24 months = 30 points.</p>	10	
TOTAL out of 130 points	70 points	

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

The Bidder must include a material and replacement parts price list in its financial bid. This will be included as Annex C of the resulting contract.

Bidder's Firm, All-Inclusive Prices									
	Initial Contract Period (A)					Option Period 1 (B)	Option Period 2 (C)	Option Period 3 (D)	Total 1 (A+B+C+D)
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	
Alarm Monitoring (including CCTV) Annual fixed price ⁽¹⁾	\$	\$	\$	\$	\$	\$	\$	\$	\$
Firm Hourly Rate	Initial Contract Period (A)					Option Period 1 (B)	Option Period 2 (C)	Option Period 3 (D)	Total 2 (A+B+C) X 50 hours ⁽⁴⁾
Hourly Rate for Corrective maintenance and Hardware installation ⁽²⁾	\$	\$	\$	\$	\$	\$	\$	\$	\$
Hourly Rate for Emergency Corrective maintenance ⁽³⁾	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Evaluated Price (Total 1 + Total 2) =									\$

⁽¹⁾ The above annual fixed price includes replacement batteries, annual comprehensive review and preventive maintenance, quarterly operational testing, on-site training and all work specified as per section 5.1, 5.2, 5.3 and 5.4 of Annex A Statement of work for all offices. This annual fixed price will be divided by 12 and the contractor will be paid monthly.

⁽²⁾ Should OSFI request services as described in section 5.4.2 Repairs/Emergency Corrective Maintenance and 5.4.5 Parts and Software the contractor will be paid for labour at this submitted hourly rate.

⁽³⁾ Should OSFI request services as described in section 5.4.2 Repairs/Emergency Corrective Maintenance, the contractor will be paid for labour at this submitted hourly rate. Only time spent on the repair is to be charged.

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



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity 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.



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

- Contractor personnel requiring access to PROTECTED information, assets or work site(s) of His Majesty must each hold a valid personnel security screening at the requisite level of Reliability Status or higher, granted or approved by the Chief Security Officer (CSO) / delegated security authority for the Office of the Superintendent of Financial Institutions (OSFI). This screening must be maintained at all times during the performance of the Contract/Standing Offer.



- Unscreened Contractor personnel may be used for portions of the work but MUST NOT have access to any PROTECTED information and must be escorted at all times while on OSFI premises, and must ensure that its personnel are made aware of and comply with this restriction.
- 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 (2022-12-01) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4.2 Resource Certifications

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

6.4.3 Supplemental General Conditions

4002 (2010-08-16), Supplemental General Conditions - Software Development or Modification Services;

4008 (2008-12-12), Personal Information.

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 award up to and including March 31, 2028, 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 three (3) 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
 Central Office
 Procurement and Contracting
 Address: 255 Albert Street, Ottawa, ON K1A 0H2

E-mail address: contracting@osfi-bsif.gc.ca

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

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

6.8.1.1 Professional Services for Alarm Monitoring and Preventive Maintenance

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

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

For Corrective maintenance and for Hardware installation professional services requested by Canada, in accordance with an approved Task Authorization, Canada will pay the Contractor, in arrears, up to the Maximum Price for the TA, for actual time worked and any resulting deliverables in accordance with the firm hourly rate set out in Annex B, Basis of Payment, GST/HST extra. The task authorization will also include any material and replacement parts based on the price list detailed in Annex C. All prices for parts and material are FOB destination. Customs duties are included and Applicable Taxes are extra. As per section 5.2 and 5.4 of Annex A Statement of work.

6.8.1.3 Professional Services for Emergency Corrective maintenance

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed in Annex B, Basis of Payment for labour for Emergency corrective maintenance*
The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.
If material and replacement parts are required under the Emergency Corrective maintenance, the contractor will be paid the price based on the price list detailed in Annex C.



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

6.8.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.8.3 Method of Payment - Monthly Payment

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

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

6.8.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

6.9 SACC Manual Clauses

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

6.10 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.



6.10.1 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)

6.11 Certifications

6.11.1 Compliance

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.

6.12 Applicable Laws

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

6.13 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. 2010B (2022-12-01) General Conditions – Professional Services (Medium Complexity);
- c. Annex A, Statement of Work
- d. Annex B, Basis of Payment
- e. Annex C, Material and Replacement Parts list price
- f. Annex D, Security Requirements Check List;
- g. Annex E, Task Authorization form
- h. Annex F, Resource Certifications
- i. the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarifications or amendment(s)*)

6.14 Joint Venture Contractor

- a. The Contractor confirms that the name of the joint venture is and that it is comprised of the following members:
(all the joint venture members named in the Contractor's original bid will be listed)
- b. With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
 1. _____ has been appointed as the “representative member” of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;



2. by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
 3. all payments made by Canada to the representative member will act as a release by all the members.
- c. All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
 - d. All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
 - e. The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
 - f. The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

6.15 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.

6.16 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.



6.17 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.

6.18 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

6.19 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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

6.20 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, by telephone at 1-866-734-5169, or by web at 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 an independent federal government agency that regulates and supervises some 400 federally regulated financial institutions and 1,200 pension plans to determine whether they are in sound financial condition and meeting their requirements.

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

2. Objective

OSFI has 4 offices located across Canada (**Table 1**). OSFI has a requirement to receive services for Access Control, Intrusion Detection, Alarm System Monitoring on a 24/7 basis for the current integrated Kantech Entrapass System access control system.

The system is owned and operated by OSFI.

The contract for access control, intrusion detection, and alarm monitoring must commence on April 1, 2024 and must continue for a period of 5 years with 3 additional one-year options

All work required for transition from the previous contract including connection, programming and testing of the access control system, alarms and intrusion detection must be completed by April 7, 2024 and all components of the current system must remain operational and functional throughout the transition.

Table 1:

	Address
1	255 Albert Street, Ottawa, Ontario
2	121 King Street West Toronto, Ontario
3	2001 Boulevard Robert-Bourassa Montreal, Quebec
4	605 Robson St. Vancouver, British Columbia

3. Background – Security System Overview

OSFI has implemented a Kantech Entrapass Corporate Edition with integrated intrusion alarms from DSC and this system resides on OSFI’s security network. OSFI has also implemented off-network Closed Caption Television Video (CCTV) in all its offices using exacqVision Kantech Onboard Integration.

OSFI Security Services personnel in Ottawa centrally manage the system by connecting via client software installed on their workstations.



4. Scope of Work

The contractor is to provide 24/7, 365 days a year, including statutory holidays, alarm monitoring services, CCTV and access control system maintenance and support for the existing access control system within the 4 OSFI occupied buildings.

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

5. Tasks and Deliverables:

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

5.1 Alarm Monitoring

The Contractor must supply alarm monitoring services of all four (4) OSFI premises based on designated alarm conditions and response.

Alarm Monitoring must include, but not limited to:

- Central Alarm Monitoring Call centre staffed 24 hours a day, 365 days a year.
- The Central Alarm Monitoring Call Centre must be physically located within Canada.
- The Central Alarm Monitoring Call Centre must be ULC certified
- Alarm conditions include but may not be limited to environmental, physical intrusion and system malfunctions.
- Notification in response to alarm conditions is generally by telephone to OSFI personnel. However, OSFI reserves the right to modify these procedures based on operational requirements and will notify the contractor in writing of any changes.
- Notification in response to alarm conditions must be within 5 minutes of the alarm monitoring centre being made aware of any alarm at any OSFI premises;
- The contractor must supply weekly summary reports of all alarms triggered from the previous reporting period.
- The contractor must maintain redundant, reliable connection options for the alarm panel(s) onsite at OSFI premises (hardwired end line resistance with a backup cellular GSM)

5.2 New Access Readers / Devices and Other Services

- OSFI may request the installation of additional cards readers, alarm devices or other supporting infrastructure related to the system on an “as and when requested basis”, and the contractor will provide to OSFI separate pricing for labour and materials for these items.
- OSFI may request for the removal or relocation of readers or alarm devices on an “as and when requested basis”, and the contractor will provide to OSFI separate pricing for hourly rate for labour and materials
- Once installed and functioning, the cost of maintenance, monitoring and response for the revised number of devices will be based on the unit prices already established in the contract.
- OSFI may request provision of other services related to the access control system that are not included in the contract from time to time. These services will be performed on a time and material basis and will be invoiced separately to the service contract as per the hourly rate(s)



identified within the contract. Services will be performed during work hours where possible, but may be scheduled during after-hours.

- Work hours are Monday to Friday 08:00 to 17:00, local times;
- After-hours are Monday to Friday after 17:00, local times, and weekends and statutory holidays identified within the respective provinces.

5.3 General Service Criteria

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

- 24 / 7 coverage;
- Alarm monitoring and response;
- On-site emergency service/repairs during the contract period;
- Preventative maintenance as outlined by the manufacturer's maintenance guide(s);
- The contractor must provide an event record indicating maintenance activity completed, service calls, dates, hours and time of work;
- The contractor must provide OSFI with a list of current spare parts in stock to ensure quick repair upon request;
- The contractor and its employees must be security cleared to Secret by the Canadian Industrial Security Directorate (CISD) prior to commencing work
- Service calls for emergency repairs and other service requests will be initiated by OSFI Security Services.

5.4 Maintenance, Monitoring and Response

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

- Preventative and remedial maintenance for all hardware (**Table 2**);
- Furnish all necessary tools, materials (including batteries), services and labour to execute the work required for the maintenance of the equipment at its original performance level and must execute such work as per the manufacturer's standard;
- Defining and resolving problems with hardware and software, card access/intrusion detections systems, field controllers, readers, electric strikes, all locking devices (magnetic and mechanical), and CCTV cameras;
- Software support for the access/alarm monitoring system CCTV system and software licences. This support must include all software upgrades (including proprietary database software upgrades), firmware upgrades and any patches released during the contract period;
- An updated list/inventory, on a quarterly basis, of the equipment to be included in the maintenance schedule;
- A designated Account Manager to oversee the requirements of the contract and ensure that the service terms are met in accordance to the contract, and act as liaison with OSFI Security Services. The Account Manager must be available to OSFI Security Services via phone, email, virtual meeting, or in person as required.



5.4.1 Maintenance:

- Within 60 days of contract award, the contractor must perform an initial annual comprehensive review OSFI's security system, in all four locations identified in **Table 1**. The contractor must replace all batteries and conduct operational testing of all parts and devices (outlined in **Table 2**) in order to demonstrate overall facility physical security system effectiveness. Once the review, battery replacement and operational testing of all parts and devices is conducted and completed, the results should be documented and corrective measures should be identified for any elements that are not functioning as intended. The contractor must provide a comprehensive report, in electronic format, to OSFI Security Project Authority identifying the location, nature of the problem, course of action, as well as price of repair for each separate location (includes any replacement parts, repairs and labour with the exception of battery and battery replacement labour which is included in the Annual comprehensive review and preventive maintenance cost).
- Within 60 days of contract award, the contractor must provide OSFI Security Services Project Authority a document (Visio, CAD, etc.) which fully maps out current conduit, cabling and location of access control panels, equipment and the system infrastructure.
- Within a week of the beginning of each quarter, during pre-determined business hours, the contractor must perform an operational testing of the access control system head end server and software as outlined in **Table 2**. The contractor must report any problems identified during the operational testing by submitting a report in electronic format to OSFI Security Project Authority identifying the location, nature of the problem, course of action, as well as price of repair for each separate location (includes any replacement parts and labour, with the exception of batteries which are included in the Annual comprehensive review and preventive maintenance).
- The maintenance consists of inspections, testing, cleaning, calibration, lubrication, adjustment, preventative and remedial maintenance, repair and replacement of all parts and components requiring replacement during the term of the contract;
- Preventative and remedial maintenance must be carried out as per the manufacturer's maintenance guide(s) or according to OSFI's quarterly requirement, whichever is the least of the two timelines.
- The contractor must provide a qualified technician to perform all necessary operational testing and verification of all functions within or associated with the system on a quarterly basis.
- The contractor must ensure that the qualified technician performs a physical examination of every component to ensure the complete system is in proper working condition on a quarterly basis
- Any defects which cannot be corrected immediately must be reported within 4 hours to the OSFI Project Authority, with a rationale and remedial action (required parts, services and timelines) identified.
- The contractor must report to the OSFI Project Authority within twenty-four (24) hours any abnormal situation and every visit required that is not considered regular maintenance.
- The contractor must report to the OSFI Project Authority within 4 hours of any defect with any component that could result in the loss of availability of the system. The contractor must also provide a report of any malfunctions that occur during the installation of a new component
- The report must detail all work completed, work outstanding and the reasons thereof and an estimated time frame for completion. The report must also detail any malfunctions that occurred or components affected during the installation of a new or replaced component and any residual effects that might result from the work;
- A signed, written report must be completed at each preventative and remedial maintenance visit;



- Copies of preventative and remedial maintenance reports and all emergency work reports are to be retained by the Contractor and copies forwarded to the Project Authority by email or hard copy within 1 week of the preventative and remedial maintenance visit;
- Loaner equipment must be provided in the event of system failure at no charge; and
- All reports are to include:
 - i. a unique Identification number (ID);
 - ii. date and time of inspection;
 - iii. building name & location;
 - iv. equipment identification (model);
 - v. technician's name and signature;
 - vi. work performed;
 - vii. detailed list of all equipment condition;
 - viii. new part(s) provided by the company;
 - ix. Client or Project Authority's signature and if applicable any work outstanding, affected components, potential residual effects.

Table 2:

Annual Comprehensive review	Tasks
Security Panels	<ul style="list-style-type: none"> • Verify location, firmware version • Verify voltages, power and battery backup load test • Validate tamper operation • Clean cabinets • Verify terminations – clean and neat
Access Control	<ul style="list-style-type: none"> • Verify cleanliness, neatness of read head/door strikes • All electric door strikes and MAG locks to be inspected by a certified locksmith and/or electrician • Verify operation of reader and portal for various scenarios • Verify power, card validation • Verify lock operation, cleanliness, adjustment • Replace all batteries
Alarm Points	<ul style="list-style-type: none"> • Verify Operation • Ensure cleanliness, alignment
CCTV	<ul style="list-style-type: none"> • Verify Operation of cameras and software • Ensure cleanliness of lens, alignment of cameras • Replace all batteries
Quarterly Operational Tests	Tasks
Access Control System Head End Server and Software System	<ul style="list-style-type: none"> • Verify software loads, versions and perform software updates. • Review event and issue logs in DLS, Kantech Software and exacqVision CCTV Software. • Check that the correct time and date stamp is set on all supporting software • Review Operator, Administrator access profiles • Verify communications with all panels and other end points • Validate backups, including access control from workstation • Checks that signals are being received at the monitoring centre



5.4.2 Repairs/Emergency Corrective Maintenance

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

- The contractor is required to repair any equipment that is damaged or non-functional and will be notified by OSFI Project Authority when the equipment needs to be repaired.
- Emergency corrective maintenance is defined as times when corrective maintenance is required immediately as determined by OSFI Project Authority. The OSFI Project Authority may authorize the maintenance to be conducted without a Task Authorization. For urgent situations such as these, which occur on statutory holidays or outside regular working hours, an email from the Project Authority authorizing the work is acceptable.
- The contractor must plan for the timely availability of all parts required to effect repairs and maintenance of the security system
- The contractor must have spare inventory of all key components of OSFI’s access control infrastructure in stock, at their warehouse at all times to minimize any risks associated with product availability.
- The technician must work continuously throughout until the equipment is returned to fully functional operations. If the technician cannot resolve the issue and return the equipment to fully functional operation within four (4) hours of arriving on-site, unless otherwise specified by OSFI, the technician must arrange to deliver replacement equipment to the site that meets functionality requirements within twenty-four (24) hours.
- Any parts and tools necessary for proper maintenance and/or repair of the system must be provided by the contractor
- Response times for different priority levels shall be used as per **Table 3**. OSFI reserves the right to exercise its discretion to determine and assign the appropriate level of priority and severity to an issue.

Table 3

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



5.4.3 Support

The contractor must provide, but not limited to:

- Ad hoc software/configuration support at the request of OSFI Project Authority. Such software support must include telephone support by a technician for any questions or software related issues.
- Telephone support must be offered from 08:00 to 17:00 Eastern Standard Time in both official languages.
- The contractor must make technicians available during the stated telephone support period to ensure that service requests are met as prescribed in **Table 3**
- Telephone support which includes requests such as (but not limited to) questions regarding:
 - The function of any element of the security system;
 - The proper format for the input of configuration data;
 - The interfaces or integration of the security system with other building systems or steps to improve security system efficiency or integrity of operation as well as;
 - Any troubleshooting questions.

5.4.4 Training Services

The contractor must provide training on the operation of the equipment in the following manner:

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

5.4.5 Parts and Software

- Parts and software upgrades throughout the system to be used during the contract period and for other services must be new and of the same type and model, or equivalent, of the existing equipment
- To facilitate repair, the contractor may suggest the use of nearly new, or refurbished spare parts and / or equipment, but may only use such upon agreement and approval by OSFI's Project Authority.
- Software and firmware upgrades must be provided at no charge to OSFI for the duration of the contract
- If parts or software of the equipment or system included in this contract become unavailable or obsolete and as a result that equipment is non-repairable or operational, then the contractor must replace that equipment with different equipment of equal quality and functionality. The OSFI Project Authority must agree to such equipment replacement in writing in advance



6. National Coverage

The contractor must have the capability to provide all services stated in the contract in each of the cities where OSFI maintains an office as listed in **Table 1**. These services must be provided by qualified technicians local to each of the four cities (Ottawa, Toronto, Montreal, and Vancouver).

When subcontracting, the contractor shall assume full responsibility for the quality of services delivered and ensure subcontractors and technicians are fully licenced and have the required training, knowledge and experience with the equipment and software associated with OSFI's access control and alarm monitoring systems.

7. Work Hours

- The contractor shall perform all routine maintenance work during regular working hours (08:00 – 17:00 local time) during regular working days (Monday to Friday) unless otherwise specified.
- Where due to operational requirements, it is not possible to perform preventive maintenance during the above working hours, work will be rescheduled for other than normal working hours

8. Language requirements

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

9. Optional Services

- Should OSFI open additional offices during the contract period, the contractor will assume responsibility for all aspects of the security system as indicated in the contract at those additional offices. The additional work will be outlined in the resulting Task Authorizations and reflected in an amendment to the contract.

10. Acceptance of Deliverables

- All maintenance work and documents delivered in response to this Contract must be evaluated on the basis of the manufacturer's standards and adherence to the agreed upon maintenance schedule. Such evaluations will be done within a reasonable time frame, as determined by the Project Authority based on discussion with the contractor.
- All replaced equipment must be installed according to the manufacturer's specification. The installation schedule of the equipment will be determined by the Project Authority based on discussions with the contractor.
- The Project Authority will certify acceptance of deliverables.
- All work must be carried to the satisfaction of the Project Authority or designate prior to acceptance of invoicing for payment.
- Should the contracted work be deficient either in whole or in part, the Project Authority reserves the right to demand replacement of whole or the correction of the deficient part(s) at the contractor's time and expense.



ANNEX B – BASIS OF PAYMENT

[To be inserted at contract award]



ANNEX C – MATERIAL AND REPLACEMENT PARTS PRICE LIST

(To insert at contract award)



ANNEX D – SECURITY REQUIREMENTS CHECK LIST (SRCL)



Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine

2. Branch or Directorate / Direction générale ou Direction
Security and Facilities Services

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail
Provide access control and alarm services to OSFI

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
(Specify the level of access using the chart in Question 7. c)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada NATO / OTAN Foreign / Étranger

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays: :	Specify country(ies): / Préciser le(s) pays: :	Specify country(ies): / Préciser le(s) pays: :

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

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

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

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

- RELIABILITY STATUS / COTE DE FIABILITE
TOP SECRET - SIGINT / TRÈS SECRET - SIGINT
SITE ACCESS / ACCÈS AUX EMBLEMES
CONFIDENTIAL / CONFIDENTIEL
NATO CONFIDENTIAL / NATO CONFIDENTIEL
SECRET / SECRET
NATO SECRET / NATO SECRET
TOP SECRET / TRÈS SECRET
COSMIC TOP SECRET / COSMIC TRÈS SECRET

Special comments: Commentaires spéciaux:

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

10. b) May unsecured personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unsecured personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Summary chart table with columns for Category, Protected (A, B, C), Classified (Confidential, Secret, Top Secret), NATO (Restricted, Confidential, Secret), COMSEC (Protected, Confidential, Secret, Top Secret), and rows for Information/Assets, IT Media, IT Links, and Lan électronique.

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? [X] No [] Yes

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? [X] No [] Yes

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Charge de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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Security Classification / Classification de sécurité
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ANNEX E – TASK AUTHORIZATION FORM

TASK AUTHORIZATION			
Contractor:		Contract Number:	
Task Number:		Date:	
TA Request Description of the Work to be Performed			
2. PERIOD OF SERVICES	From:		To:
3. Work Location			
4. Travel Requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:		
5. Other Conditions /Restrains	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify:		
6. Task Proposal (insert rows as required) Check (<input type="checkbox"/>):	Estimated Cost <input type="checkbox"/>	Fixed Price <input type="checkbox"/>	\$
7. LEVEL OF SECURITY CLEARANCE REQUIRED FOR THE CONTRACTOR'S PERSONNEL			
<input type="checkbox"/> Reliability Status <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret <input type="checkbox"/> Other			
8. BILINGUALISM (if applicable)			
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
List of the categories of personnel for whom the bilingualism is required: [List the categories of personnel requiring bilingualism]			
TA Proposal			
9. Estimated Cost Contract			
Professional Services Estimated Cost	Hourly Rate	Estimated # of hours	Total Cost
Total Labour			
Parts	Unit Price	Quantity	Total Cost
Total Parts			
Grand Total for Labour and Parts			
TA Approval			
10. Signing Authorities			
Name, Title and Signature of Individual Authorized to Sign on Behalf of Contractor		Contractor/Date	
Name, Title and Signature of Individual Authorized to Sign on Behalf of the Office of the Superintendent of Financial Institutions			
		Name/Date	
11. Basis of Payment & Invoicing			
In Accordance with the article entitled "Basis of Payment" in the Contract.			
Payment to be made based on receipt of detailed monthly invoices for services rendered, subject to full acceptance by the Project/Technical Authority. Total of payments not to exceed the grand total.			
Original invoices shall be sent to the Project/Technical Authority. One copy of each invoice, together with attachments, shall be sent to the Contracting Authority.			



ANNEX F – RESOURCE CERTIFICATIONS

In accordance with Section 6.5.2 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 His Majesty the King 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 6.5.1, 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 G – CONFIDENTIALITY AGREEMENT

TO: HIS MAJESTY THE KING IN RIGHT OF CANADA ("CANADA"), AS REPRESENTED
BY THE OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS

The description of the requirement of bid solicitation No. 20230585 contains information that is confidential or proprietary to Canada or to a third party (the Confidential Information) that is not to be disclosed or used in any way other than as set out below.

Insert the Supplier's legal name: _____ (the Supplier) agrees that:

- (a) it must not, without first obtaining the written permission of the Contracting Authority, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the Confidential Information;
- (b) it must not make copies of the Confidential Information or use it for any purpose other than for the preparation of a bid in response to the bid solicitation identified above; and
- (c) at close or early termination of the bid period, it must immediately deliver the Confidential Information to the Contracting Authority as well as every draft, working paper and note that contains any information related to the Confidential Information.

The Supplier must require any proposed subcontractor referred to in (a) above to execute a Confidentiality Agreement on the same conditions as those contained in this agreement.

The Supplier acknowledges and agrees that it will be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada caused by the failure of the Supplier, or by anyone to whom the Supplier discloses the Confidential Information to comply with these conditions.

Nothing in this Confidentiality Agreement should be construed as limiting the Supplier's right to disclose any information to the extent that such information:

- (a) is or becomes in the public domain through no fault of the Supplier or any proposed subcontractor;
- (b) is or becomes known to the Supplier from a source other than Canada, except any source that is known to the Supplier to be under an obligation to Canada not to disclose the information;
- (c) is independently developed by the Supplier; or
- (d) is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.

Supplier's legal name

Signed by its authorized representative

Date



ANNEX H – DIRECT DEPOSIT ENROLMENT FORM FOR BUSINESSES



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

*Protected "B" when completed
Protégé « B » lorsque rempli*

**DIRECT DEPOSIT
ENROLMENT FORM
FOR BUSINESSES**

**FORMULAIRE D'INSCRIPTION
AU DÉPÔT DIRECT
POUR LES ENTREPRISES**

PRIVACY NOTICE The personal information is collected under the Financial Administration Act, ss. 17(1) and 35(2). The information is used and disclosed to relevant federal program(s) and your financial institution for direct deposit purposes. Direct deposit payments can not be made without provision of information requested. Personal information is protected in accordance with the provisions of the Privacy Act. Under the Act, individuals and businesses have a right to request access and correct their personal information, if erroneous or incomplete.

AVIS DE CONFIDENTIALITÉ Les renseignements personnels sont recueillis en vertu de la Loi sur la gestion des finances publiques, par. 17(1) et 35(2). Les données sont utilisées et divulguées à des programmes fédéraux pertinents et à votre institution financière aux fins de dépôt direct. Les paiements par dépôt direct ne peuvent être effectués sans que les renseignements requis aient été fournis. Les renseignements personnels sont protégés conformément aux dispositions de la Loi sur la protection des renseignements personnels. En vertu de cette loi, toute personne ou entreprise a le droit de demander d'accéder à leurs renseignements personnels et à corriger ces derniers s'ils sont erronés ou incomplets.

Print clearly and in block letters. Please keep the appropriate federal government department informed of any changes to your mailing address. Should the department require clarification on the data you have provided, they will contact you.

Écrivez lisiblement et en lettres moulées. Veuillez informer le ministère fédéral approprié de tout changement d'adresse. Un représentant du ministère communiquera avec vous si des clarifications sur les données que vous avez fournies sont nécessaires.

PART A - PARTIE A

1) Business Name
Nom de l'entreprise

Business Address
Adresse de l'entreprise (Include Unit No., R.R. or P.O. Box - Indiquer le n° d'unité, la route rurale ou la case postale)

Province

City, Town
Ville

Postal Code
Code postal

2) Authorized Representative's Name
Nom du représentant autorisé

Email Address
Adresse courriel

Telephone
Téléphone

Fax
Télécopieur

PART B - PARTIE B

Branch No.
N° de succursale

Institution No.
N° de l'institution

Account No.
N° de compte

Name of Account Holder(s)
Nom(s), titulaire(s) du compte

Financial Institution's Stamp Here
Cachet de l'institution financière ici



How to complete Part B

See example below

1. Cheque number - not required.
2. Branch number - 5 digits.
3. Institution number - 3 digits.
4. Account number - as shown on your cheque.

Comment remplir la partie B

Voir l'exemple ci-dessous

1. Numéro du chèque - pas nécessaire.
2. Numéro de la succursale - 5 chiffres.
3. Numéro de l'institution - 3 chiffres.
4. Numéro de compte - comme il est indiqué sur votre chèque.

Name / Nom		Example / Exemple		Cheque No. / N° de chèque	0000000
P.O. Box / C.P. 000					
City / Ville, Canada H0H 0H0					
Pay to the order of / Payez à l'ordre de		"Void"		\$	
		« NUL »			Dollars
				Signature	
⑈ 9999 ⑈		⑈ 999999 ⑈ 9999 ⑈		9999 ⑈ 9999 ⑈ 99 ⑈	
1	2	3	4		

Instead of completing Part B, you can attach a blank cheque for your bank account with "VOID" written on it. DO NOT ENCLOSE ANYTHING OTHER THAN YOUR VOIDED CHEQUE WITH THIS FORM.

Au lieu de remplir la partie B, vous pouvez joindre un spécimen de chèque portant la mention « NUL » au recto. À L'EXCEPTION DE VOTRE SPÉCIMEN DE CHÈQUE, NE JOIGNEZ AUCUN AUTRE DOCUMENT AU PRÉSENT FORMULAIRE.

PART C - PARTIE C

Account Identifier (e.g. vendor code)
Identificateur de compte (p. ex. code de fournisseur)

NOTE:
If you are unsure what account identifier to use, contact the Government of Canada department with whom you do business.

NOTA :
Si vous ne savez pas quel identificateur de compte utiliser, communiquez avec le ministère avec lequel vous faites affaire.

PART D - PARTIE D

I, as an authorized representative of this business, grant the Receiver General for Canada the right to deposit future payment(s) directly into the bank account specified until further notice.

En tant que représentant(e) autorisé(e) de cette entreprise, j'accorde au receveur général du Canada le droit de déposer les prochains paiements directement dans le compte bancaire désigné, et ce, jusqu'à nouvel ordre.

Date (YYYYMMDD)
Date (AAAAMJJ)

Signature of Authorized Representative
Signature du (de la) représentant(e) autorisé(e)

▶ Preferred Language / Langue de préférence English / Anglais Français / French