

REQUEST FOR PROPOSALS

For Banking Services

RFP No. RP213-2019-02

ISSUE DATE:	Tuesday July 23, 2019
DEADLINE FOR PROPONENT ENQUIRIES	Tuesday August 27 th , 2019 no later than 5:00pm ET (Toronto Local Time)
DEADLINE FOR NON-DISCLOSURE AGREEMENT (NDA)	Friday August 23 rd , 2019 no later than 3:00pm ET (Toronto Local Time)
DEADLINE FOR ISSUING ADDENDA & RESPONSES TO PROPONENT ENQUIRIES	Wednesday August 28 th , 2019
PROPOSAL SUBMISSION DEADLINE	Thursday September 5 th , 2019 no later than 3:00pm ET (Toronto Local Time)

PROPONENT ENQUIRIES only by e-mail to:
procurement@partnershipagainstcancer.ca

****Proponents should reference this RFP number (RFP No. RP213-2019-02) in the subject line of their correspondence.****

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About the Canadian Partnership Against Cancer

As the steward of the *Canadian Strategy for Cancer Control* (the Strategy), the Partnership works with Canada's cancer community to take action to ensure fewer people get cancer, more people survive cancer and those living with the disease have a better quality of life. This work is guided by the Strategy, which was refreshed for 2019 to 2029 and will help drive measurable change for all Canadians affected by cancer. The Strategy includes five priorities which will tackle the most pressing challenges in cancer control as well as distinct First Nations, Inuit and Métis Peoples-specific priorities and actions reflecting Canada's commitment to reconciliation. The Partnership will oversee the implementation of the priorities in collaboration with organizations and individuals on the front lines of cancer care - the provinces and territories, health-care professionals, people living with cancer and those who care for them, First Nations, Inuit and Métis communities, governments and organizations, and its funder Health Canada. Learn more about the Partnership and the refreshed *Strategy* at www.cancerstrategy.ca.



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1.0 INSTRUCTION TO PROPONENTS

1.1 *Invitation to Proponents*

This Request for Proposals ("RFP") is an invitation to suppliers/vendors (the "Proponents") to submit proposals (the "Proposals") for the services briefly described in Schedule A (the "Services"). This RFP is issued by the Canadian Partnership Against Cancer (the "Partnership"), a not-for-profit corporation funded by Health Canada.

1.2 *Enquiries*

Proponents should forward all enquiries and other communications, via e-mail only to:

procurement@partnershipagainstcancer.ca

All enquiries should be made via e-mail to the e-mail address above and enquiries submitted in any other way will not be accepted or answered. Proponents acknowledge that all enquiries received from Proponents and corresponding responses provided by the Partnership will be disclosed to all Proponents by way of an Addendum.

All enquiries and communications should be received prior to the Deadline for Proponent Enquiries set out in Section 1.7.

1.3 *Proposal Submission*

Proponents are required to complete an NDA - Schedule G, prior to receiving confidential documents and submitting a Proposal.

Proponents should submit their Proposals in two separate parts. The financial part will contain the price portion of the Proposal using the Pricing Sheet, in Schedule C. The technical part of will contain the rest of the Proposal. Each part should be submitted in separate sealed package or electronic file in accordance with the instructions in this section.

Proponents should submit five (5) printed hard copies of the Proposal and an electronic copy in Microsoft Word format or portable document format (PDF) packaged in a sealed envelope and labelled with the Proponent's name and address, delivered to the address below before the Proposal Submission Deadline:



Canadian Partnership Against Cancer Corporation
145 King Street West, Suite 900
Toronto, ON M5H 1J8
Attention: Teresa DeFrenza

Proponents should also submit an electronic copy in Microsoft Word format or portable document format (PDF) sent to procurement@partnershipagainstcancer.ca.

If there is a conflict or inconsistency between the hard copy and the electronic copy of the proposal, the electronic copy of the proposal will prevail. Proposals submitted in any other manner will not be accepted.

It is the sole responsibility of the Proponent to ensure that the Proposal is received by the Partnership before the Proposal Submission Deadline.

1.4 *Amendment and Withdrawal of Proposal*

Proponents may amend their Proposals prior to the Proposal Submission Deadline by withdrawing a submitted Proposal and resubmitting the amended Proposal prior to the Proposal Submission Deadline.

At any time throughout the RFP process until the execution of a written agreement for provision of the Services, the Proponent may withdraw its Proposal. To withdraw the Proposal, a notice of withdrawal signed by an authorized representative of the Proponent must be sent to:

procurement@partnershipagainstcancer.ca

The Partnership is under no obligation to return withdrawn Proposals.

1.5 *Agreement for Services*

The selected Proponent will be required to enter into an agreement (the “Agreement”) with the Partnership for the provision of the Services. The Proponent should include a copy of a standard contract that they enter, with its clients.

It is the Partnership’s intention to enter into an Agreement with only one (1) legal entity. The term of the Agreement is to be for a period of five (5) years, with an option in favour of the Partnership to renew or extend the Agreement on the same terms and conditions up to two (2) additional three (3) year terms.



1.6 No Guarantee of Volume of Work or Exclusivity of Agreement

The Partnership makes no guarantee of the value or volume of work to be assigned to any Proponent. Any Agreement executed with a selected Proponent will not be an exclusive contract for the provision of the described Services. The Partnership may contract with others for the same or similar Services to those described in this RFP or may obtain the same or similar Services internally.

1.7 RFP Timetable

The following is the schedule for this RFP:

ISSUE DATE:	Tuesday July 23, 2019
DEADLINE FOR PROPONENT ENQUIRIES	Tuesday August 27 th , 2019 no later than 5:00pm ET (Toronto Local Time)
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1.8 Proposal Content

The Proposal should include:

- a) an executive summary;
- b) a summary of the Proponent's understanding of the requirements (Schedule A) and strengths of the proposed approach;
 - i. Overview of the required banking services, including investment/savings products, and corporate credit card services, the Proponent will provide, and confirmation of the ability to deliver such services;
 - ii. Overview of the banking services transition plan, if applicable;
 - iii. Overview of the Electronic Fund Transfer Implementation Plan;
 - iv. Overview of the value-added services the Proponent will provide (such as Travel Services, if so, please complete Schedule H (optional)).
 - v. A copy of a standard contract that the Proponent enters with its clients.
- c) a description of the relevant qualifications and experience of the Proponent organization and each candidate proposed for each key role, including their resume;
- d) references for three similar clients (excluding the Partnership) successfully engaged by the Proponent organization within the last five (5) years (Schedule D Form 1);



- e) a description of the proposed project team structure, key roles and reporting relationships;
- f) two references for each proposed candidate (excluding the Partnership) demonstrating relevant experience for the proposed role within the last three years (Schedule D Form 2);

1.9 Pricing and Timing

Please submit the fees for the ongoing services and any costs associated with banking services transition (if applicable) and Electronic Fund Transfer implementation (both fees and expenses). The Proponent should assume that it is required to supply all necessary professional staff to undertake the project. The Proponent should submit pricing (Schedule C) in a separate sealed package and separate electronic file from the rest of the Proposal (see Section 1.3).

1.10 Key Personnel

The key personnel who are named in the Proposal will be expected to remain assigned for the duration of the engagement, unless otherwise agreed to in writing by the Partnership. In the event the Proponent wishes to substitute any of the key personnel, the individual(s) proposed would have to demonstrate similar qualifications and experience as required to successfully perform such duties. Under the Agreement, the Partnership will have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project.

1.11 AODA Compliance Legislation

As part of its response to this RFP, a Proponent may describe all measures that the Proponent intends to implement or make available in order that the Services provided in response to this RFP be in compliance with applicable standards under the Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) and its regulations, including but not limited to (i) any training that has been, or will be, provided to Proponent’s staff; and (ii) all policies implemented by the Proponent in respect of the AODA and its regulations. The Agreement will require that the successful Proponent provide all Services in accordance with AODA and its regulations.

1.12 Evaluation Process and Criteria

Proposals will be reviewed and evaluated by an evaluation committee which is comprised of representatives of the Partnership and may include external advisors (the “Evaluation Committee”).



1.12.1. *Mandatory Criteria*

- First, the Partnership will evaluate Proposals for compliance with the following Mandatory Criteria:

MANDATORY FORMS:
Submission Form (Schedule B)
Pricing Sheet (Schedule C)
References (Schedule D)
Rated Criteria Response Form - Technology, Privacy and Security Requirements (Schedule E)
Rated Criteria Response Form - Services (Schedule F)
NDA (Schedule G)
Proponent's Standard Contract

1.12.2. *Rating Criteria*

Next, the Partnership will evaluate and score Proposals based on the following rating criteria:

Evaluation Criteria	Reference Schedule	Weights	Minimum Required Score
Technology, Privacy and Security Requirements	E	10%	
Banking service and support	F	20%	
Project Management - Transition & EFT implementation	F	15%	
Account Management and team experience	F	15%	
In-person interview <ul style="list-style-type: none"> • Discuss qualifications, experiences, methodology to complete Services and overall fit • Thoughtful and high-quality discussion that demonstrates strong understanding of and provides insight on the needs articulated in the RFP. 	N/A	20%	
Pricing Sheet	C	20%	
Total		100%	65

In the event that no Proposals achieve one or more of the minimum required scores, the Partnership may elect to cancel the RFP process or may elect to waive the minimum required score(s) that were not met and proceed with the evaluation of the Proposals.



1.12.3. *Stages of the Proposal Evaluation*

The Partnership will conduct the evaluation of Proposals in the following three (3) stages:

Stage I

Stage I will consist of a review to determine which Proposals comply with all of the Mandatory Criteria. If a Proposal fails to satisfy all of the Mandatory Criteria, the Partnership will issue the Proponent a rectification notice identifying the deficiencies and providing the Proponent an opportunity to rectify the deficiencies within a period of 2 business days from the date of the notice (the “Rectification Period”). If the Proponent fails to satisfy all of the Mandatory Criteria within the Rectification Period, the Proposal will be disqualified. If a Proposal is disqualified, it will not be further evaluated.

Stage II

Stage II will consist of a scoring by the Partnership of each qualified Proposal on the basis of the rating criteria. The Partnership shall shortlist the top scoring Proposals and the Proponents may be invited to an interview at the Partnership offices. Interviews to be scheduled, at a time that is convenient for the Partnership.

Stage III

Stage III will consist of a scoring of the pricing submitted. The evaluation of price may be undertaken after the evaluation of mandatory criteria (Stage I) and any rated criteria (Stage II) has been completed.

The formula to be used for scoring price is as follows:

$$\text{Proponent's price score} = \text{lowest proposal price} \div \text{Proponent's price} \times \text{weighting}$$

Cumulative Score

At the conclusion of Stage III, the scores from Stage II and Stage III will be added and, subject to satisfactory reference checks, the highest scoring Proposal will be selected, and the Proponent of that Proposal will be invited to finalize and enter into the Agreement.



1.13 *Negotiations and Finalization of Agreement*

The final terms of the Agreement may be negotiated with the selected Proponent.

Any negotiations will not constitute a legally binding offer to enter into a contract on the part of the Partnership or the Proponent and there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. Negotiations may include requests by the Partnership for supplementary information from the Proponent to verify, clarify or supplement the information provided in its Proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Partnership for improved pricing or performance terms from the Proponent.

The Partnership intends to conclude negotiations and finalize the agreement with the selected Proponent within 60 days from the date the Partnership invites the selected Proponent to enter negotiations.

If the parties cannot conclude negotiations and finalize the agreement for the Services within the that time period, the Partnership may discontinue negotiations with the selected Proponent and may cancel the RFP process or invite the next-highest-scoring Proponent to enter into negotiations. This process will continue until an Agreement is finalized or until the Partnership elects to cancel the RFP process.



2.0 SUPPLEMENTARY TERMS AND CONDITIONS

2.1 *All New Information to Proponents by way of Addenda*

This RFP may be amended only by a written addendum (an “**Addendum**”) in accordance with this section. If the Partnership, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by Addenda made available to all Proponents in the same way as the original RFP. Each Addendum shall form an integral part of this RFP. Any amendments or supplements to this RFP made in any other manner shall not be binding. **It is the sole responsibility of the Proponent to ensure that it has received all Addenda pertaining to this RFP.** The Partnership will not take any responsibility for losses, misunderstandings, errors or omissions from the Proponent not having received or reviewed any and all Addenda.

2.2 *Retention and Disclosure of Proposals*

All information obtained by the Partnership from Proponents in connection with this RFP will be retained by the Partnership for internal purposes. Information provided by Proponents in response to this RFP may be disclosed by the Partnership if permitted or required by law.

2.3 *Governing Law of RFP Process*

The RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

2.4 *Proponents to Follow Instructions*

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the applicable section numbers of this RFP where that request was made. Proponents responding to the RFP should provide additional information related to contacts and their corporate identity and status.

2.5 *Proponents Shall Bear Their Own Costs*

The Proponent shall bear all of its own costs associated with or incurred in the preparation, presentation and submission of its Proposal including, if applicable, costs incurred for interviews, site visits or demonstrations.



2.6 *Communication after Issuance of RFP*

Proponents should promptly examine all of the documents comprising this RFP and report any errors, omissions or ambiguities. Proponents may direct questions or seek additional information by e-mail to the e-mail address set out in Section 1.2, before the Deadline for Proponent Enquiries set out in Section 1.7. No such communications are to be directed to the Partnership in any other manner. It is the responsibility of the Proponent to seek clarification from the Partnership on any matter it considers to be unclear. The Partnership is under no obligation to provide additional information; but, may do so at its sole discretion.

2.7 *Verify, Clarify and Supplement*

In the evaluation process, the Partnership may:

- request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in the Proposal;
- interview any or all Proponents to obtain information about or clarification of their Proposals;
- check references other than those provided by any Proponent; and
- consider the Proponent's past performance or conduct on previous contracts with the Partnership or other institutions.

The Partnership may revisit, re-evaluate, rescore or reject the Proponent's Proposal on the basis of any such information.

2.8 *Confidentiality*

All information received by the Proponent provided by or obtained from the Partnership in any form in connection with this RFP either before or after the issuance of this RFP:

- is the sole property of the Partnership and must be treated as confidential;
- is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Agreement; and
- shall be returned by the Proponent to the Partnership immediately upon the request of the Partnership.



2.9 Disqualification

The Partnership may disqualify a Proposal on grounds of faulty submission, conflict of interest, improper conduct or provision of inaccurate or misleading information by the Proponent.

2.10 Procurement Process Non-Binding

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the Proponent nor the Partnership will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a Proposal submitted in response to this RFP.

No legal relationship or obligation regarding the procurement of any good or service will be created between the Proponent and the Partnership by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

While the pricing information provided in Proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the Proposals and the ranking of the Proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Partnership to enter into an agreement for the Services.

The Partnership may cancel or amend the RFP process without liability at any time.



SCHEDULE A - Services

Background

The Partnership was incorporated on October 24, 2006 under the Canada Corporations Act and commenced start-up operations on January 1, 2007 to implement the Canadian Strategy for Cancer Control. In June 2013, the Partnership submitted Articles of Continuance to Industry Canada and transitioned to the Canada Not-for-profit Corporations Act (CNCA). The Partnership is primarily funded through an agreement with the Government of Canada. On March 17, 2017, the Partnership signed a Contribution Agreement with the Government of Canada, providing a contribution of \$237.5 million over five years ending March 31, 2022.

The bank of record for the Partnership is the Bank of Montreal and has been since January 2007.

The Partnership works with partners include federal organizations and agencies, national health and patient organizations and individual experts who provide strategic cancer control insight and advice.

Objectives/Purpose

The Partnership will select a Proponent to complete the following:

- i. Review current banking services
- ii. Identify potential areas of improvement in the overall banking arrangement and suite of services provided by the Partnership's bank
- iii. Explore new services which banks may be able to provide that are beneficial to the Partnership
- iv. Implement electronic fund transfer payment system to achieve increased efficiencies

Scope of Services

The successful Proponent will provide the following:

1. Regular Banking Services

- i. Cheque issuance & Deposit processing
- ii. Positive pay solution
- iii. Pre-Authorized Payment Plans
- iv. Bank Statements
- v. Foreign Exchange Transactions
- vi. Wire Transfer



- vii. Electronic/Online banking services
- 2. Investment Banking services**
 - i. Multiple high-interest savings accounts
 - ii. Investment advises

3. Corporate Credit Card services

- i. Corporate credit card platform
- ii. Online management tools and support

4. Electronic Fund Transfer Project Implementation

Provide project plan and an implementation team to support the Partnership's EFT implementation project.

The successful Proposal may also be used to inform the provision of Business Travel Agency Services (which has been deemed optional).



SCHEDULE B - Submission Form

The Proponent must not amend this Form in any way other than by providing the requested information. This form must be completed, signed and submitted as part of the Proponent's Proposal.

To the Canadian Partnership Against Cancer: Proponent Information

(a) The full legal name of the Proponent is:

(b) Any other relevant name under which the Proponent carries on business is:

(c) The jurisdiction under which the Proponent is governed is:

(d) The name, address, telephone, facsimile number and e-mail address of the contact person for the Proponent is:

(e) The Proponent is:

Proponents must select one of the following choices.

- an individual {Provide HST/GST #}
- a sole proprietorship {Provide HST/GST #}
- a corporation {Provide HST/GST #}
- a partnership {Provide HST/GST #}
- a joint venture {Provide HST/GST #}
- an incorporated consortium {Provide HST/GST #}
- a consortium that is a partnership {Provide HST/GST #}
- other legally recognized entity: {Specify type, provide HST/GST # or state "N/A".}



1. Acknowledgment of Non-Binding Procurement Process

The Proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Partnership and the Proponent unless and until the Partnership and the Proponent execute a written agreement for the Services.

2. Ability to Provide Services

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Services required. The Proponent represents and warrants its ability to provide the Services in accordance with the requirements of the RFP for the rates set out in its Proposal.

3. Price

The Proponent has submitted its price in accordance with the instructions in the RFP and in the form set out at Schedule C.

4. Addenda

The Proponent is deemed to have read and accepted all Addenda issued by the Partnership prior to the Deadline for Issuing Addenda. The onus remains on the Proponent to make any necessary amendments to the Proposal based on the Addenda. The Proponent confirms that it has received the following Addenda:

{List Addenda numbers or, if no Addenda were issued, state “None”}.

5. Conflict of Interest

The Proponent, by submitting the Proposal, confirms that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the Proposal or performance of the contemplated Agreement other than those disclosed in this Submission Form. Where the Partnership discovers a Proponent’s failure to disclose all actual or potential Conflicts of Interest, the Partnership may disqualify the Proponent or terminate any Agreement awarded to that Proponent as a result of this procurement process.



Conflict of Interest includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to
 - i. having or having access to information in the preparation of its Proposal that is confidential to the Partnership and not available to other Proponents;
 - ii. communicating with any person with a view to influencing preferred treatment in the RFP process; or
 - iii. engaging in conduct that compromises or could be seen to compromise the integrity of the RFP process and render that process non-competitive and unfair; or
- b) in relation to the performance of its contractual obligations under the Agreement, the supplier's other commitments, relationships or financial interests
 - i. could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgment; or
 - ii. could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations;

Proponents must choose one of the following two options.

The Proponent declares that: (1) there was no Conflict of Interest in preparing its Proposal; and (2) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

OR

The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its Proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP. The details of the actual or potential Conflict of Interest are as follows:

6. Disclosure of Information

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by



law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this Proposal by the Partnership to its advisers retained for the purpose of evaluating or participating in the evaluation of this Proposal. The Proponent acknowledges that the Partnership may make public the name of any and all Proponents.

I confirm that this Submission Form has been completed with no changes to the text provided in the RFP.

Signature of Witness:	Signature of Proponent representative:
Name of Witness:	Name and Title of Proponent representative:
	Date: I have authority to bind the Proponent.



SCHEDULE C - Pricing Sheet

All Proponents must complete the fee schedule and interest rate form below. All prices proposed shall be in Canadian Currency.

1. Fee schedule

Service description	Flat	Monthly Fee	Fee per Transaction	Other Fees	Comments
Disbursements - Cheque services					
Cheque processing					
Image Extraction					
Positive Pay					
Stop payment request					
Online enquiries					
Electronic Funds Transfer (EFT)					
Payments to Suppliers					
Payments to Employees					
Debits/Credits received					
Wire Transfer Transaction					
Basic service fee					
Outgoing payment					
Incoming payment					
Deposits					
Over the counter deposit					
Information access - online					
Account administration fee					
Fee per account					
Fee per users					
Fee for transaction details					
Fee for transaction details export					
Fee for custom report templates					
Pre-authorized payments					
Printed account statements					
Corporate Credit Cards					
Activation Fee					
Annual Fee					



2. Transition and EFT implementation, if any

Activity	Hours	Rate (per hour)	Total (rate x # of hours)
Subtotal (pre-tax amount)			

3. Hardware and or Software for Transition and EFT implementation, if any

Name of Hardware/Software*	Cost

*Please provide details on licensing fees if applicable

4. Additional fee schedule:

- Please provide a complete service fee schedule your Institution provides to business customers.

Interest rate

Account/Service description	Interest Formula	Minimum Balance (if applicable)	Comments
Operating bank account			
High Interest Savings Account (Please insert additional lines, if multiple savings products are available)			
Proponent's Prime Rate			

Note: Please outline your calculation methodology for interest rates on bank balances, including the various criteria that would have to be met.



Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the Partnership or its representatives relating to or arising from this RFP. The Partnership and its representatives will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

This Proponents Submission is made entirely in accordance with **RP213-2019-02** by your signature hereunder, it is deemed that you have read and agreed to all terms and conditions in the same manner as had such terms and conditions appeared above your signature, and that you have the authority to bind the Proponents.

Signature of Proponent representative:
Name and Title of Proponent representative:
Date:
I have authority to bind the Proponent.



SCHEDULE D - Reference Form

Form D1

Each Proponent should provide references from three (3) different clients (excluding the Partnership) who have obtained services similar to those required in this RFP from the Proponent within the last five (5) years.

The Partnership is not required to contact all references provided by the proponent. In addition, references other than those provided by the proponent (including but not limited to Partnership staff) may be contacted to obtain additional information that will be used in evaluating the Proponent’s past performance.

Past performance will be evaluated on a pass/fail basis. Items to be evaluated include but is not limited to:

- 1. Conformance to contract requirements*
- 2. Adherence to contract schedules*
- 3. Cost Performance*
- 4. Risk Management*
- 5. Reasonable and Cooperative behavior (Business relations)*
- 6. Commitment to Customer Service*
- 7. Concern for the interest of the Customer*

Proponent: _____

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number and email address:	
Date Work Undertaken:	
Nature of Assignment:	

**Reference #2**

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number and email address:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number and email address:	
Date Work Undertaken:	
Nature of Assignment:	

**Form D2**

Each Proponent should provide references from two (2) different clients (excluding the Partnership) to whom each candidate proposed for a key role has provided services within the last five (5) years in a role similar to that set out for the candidate in the Proposal.

Please include in the Proposal a separate copy of this part of the reference form for each candidate proposed for each key role set out in the Proposal.

Name of Candidate: _____
Proposed Role: _____

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number and email address:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Title:	
Contact Telephone Number and email address:	
Date Work Undertaken:	
Nature of Assignment:	

SCHEDULE E - Rated Criteria Response Form - Technical, Privacy and Security Requirements

E1: Technical Requirements (10%)	Responses
Please specify the supported network protocols and proposed connectivity approach to the online banking site.	
Please describe your institution's solutions to data transmission encryption approach for file transfers and information over public networks.	
Please provide browsers are supported by your application, including vendor, browser version and operating system.	
Please provide exact hardware and software requirements including all backend infrastructure requirements, servers, specialized Hardware Appliances, etc., and all desktop/PC requirements, including but not limited to specialized or proprietary software, customized or proprietary plugins, etc., and all network traffic related routing requirements, including but not limited to, specific firewall routing requirements, port assignments, Virtual Private Network (VPN) requirements, etc. We anticipate that any software will be no-charge. Indicate if otherwise and provide details under schedule C.	
Please describe your data center back-up procedures.	
Please elaborate the existing disaster and backup plans and capabilities. The plan must always ensure the Partnership have access to cash and information any time.	
E2: Privacy Requirements	
Please confirm your institution is compliant with the Personal Information Protection and Electronic Documents Act (PIPEDA).	
Please provide an overview of your institution's privacy program and policies	
E3: Security Requirements	

Please describe the security certifications of the hosting environment, such as - ISO 27001, SOC 2 Type II, NIST 800-53, and provide on request certification evidence	
Please confirm that data is hosted in Canada	
Please confirm ability of the Partnership to audit hosting environment and cybersecurity program including policies, procedures, physical systems or equivalent attestation.	
Please confirm that an independent vulnerability assessment and penetration testing of your institution’s infrastructure has been conducted and provide certification that no critical or high vulnerabilities exist or equivalent attestation	
Please confirm that your institution can offer strong authentication option and have ability to federate directory services using industry standard technologies	
Please provide service level agreements (define expected response times, availability times, and performance requirements)	
Please confirm your institution will have conducted cloud security alliance assessment and will share with the Partnership	

Schedule F- Rated Criteria Response Form - Services

Please complete the table below. Responses will be used to evaluate each proposal.

F.1 Banking Service & Support (20%)		Responses
Regular banking services	Can your institution provide a single Canadian dollar operating bank account and multiple investment/savings products? Please answer Yes or No.	
	Can cash deposits be made at branches other than the Partnership's home branch? Please answer Yes or No.	
	Does your institution have the ability to provide a positive pay solution that detects fraudulent checks at the point of presentment and prevents them from being paid? Please answer Yes or No. If yes, elaborate on the process that your institution utilizes.	
	Does your institution have the ability to offer Pre-Authorized Payment Plans? If yes, what is required lead-time for the payment setup?	
	Please confirm the following services can be offered in relation to the bank statements. <ul style="list-style-type: none"> - issuance of monthly bank statements, both in paper and electronic. - online access to allow for more timely review - electronic copies of bank statements compatible with Unit4 Agresso system to help facilitate bank reconciliations (System required mandatory data fields will be provided by the Partnership to the successful Proponent) Please confirm system compatibility is guaranteed. 	
	Please elaborate electronic/online banking services features can be provided	
	The Partnership would require any proposed online business banking platform to successfully interface	

	<p>directly with the Partnership’s financial (Unit4 Business World ERP - Agresso) system. Please indicate whether your institution will absorb the cost of any additional hardware/software the Partnership would need to acquire, or if your institution would provide an allowance for customizations the Partnership would need to meet any hardware/software requirements. If the Partnership is expected to absorb entire/partial costs, please submit details of any associated costs under Schedule C.</p>	
	<p>Please submit a sample package of online reports. Detailed descriptions of all costs, if any, including those pertaining to user fees, flat rate and connect charges, responsibility for equipment and software servicing and training and support are to be submitted under Schedule C.</p>	<p>A sample package of reports is to be submitted as an attachment.</p>
	<p>Does your institution have ability to issue US fund cheques or US fund credit card transactions against the Canadian funds bank account without being required to establish a separate US funds account? If yes, what are the requirements?</p>	
	<p>Would the service allow to send and receive domestic, U.S.A and international wire transfer payments?</p>	
	<p>What are your notification tools for situations such as returned cheques, incoming wires, deposit confirmations and back up?</p>	
	<p>What level of details can online banking can provide for wire transfer transactions and direct deposits?</p>	
	<p>Will your institution be outsourcing or contracting with a third party for any service or technology aspect(s) of your proposal? If so, please elaborate.</p>	
	<p>Please provide a view of new products that are in the development phase/near release?</p>	

	Can your institution offer provision for new services at a reasonable rate as they come online? If successful in this proposal, would the Partnership receive preferential access to, and pricing for, these new opportunities? Elaborate.	
	Do you recommend any other banking services that you can supply?	
	Please describe the details of your deposit insurance.	
	Does your system comply with the following Audit Trail Requirements? a. Ability to track all changes made within the banking software b. Ability to date and time stamp all changes made c. Ability to identify which users made which changes d. Ability to track approval(s) streams	
	Please elaborate the existing disaster and backup plans and capabilities. The plan must always ensure the Partnership have access to cash and information.	
Investment Services	What types of savings products do you provide?	Corresponding interest rates are to be included Schedule C
Corporate Credit Cards	What specific corporate credit card platform(s) does your program utilize (i.e., MasterCard or VISA)? Which would you recommend for the Partnership and why? Are there any rebates/incentives associated with the recommendation to achieve a revenue stream? Please provide further details.	
	Please describe your institution's options for ordering new cards during the conversion process (from the existing program), roll-out and implementation period.	
	Does the corporate credit card platform have online payment capability?	

	What are online capabilities of cardholder management and expense tracking? Please provide few standard sample reports.	Required information may be submitted as an attachment
F.2 Project Management: Transition & EFT implementation (15%)		
Regular Banking Services Transition	Please provide detailed information on the level of assistance your institution is willing to provide to help with the transition including training of online services features. Will there be any costs? If yes, please provide a separate fee schedule pertain to the transition under Schedule C.	
	Please provide a transition plan with a timeline schedule in Gantt format.	
EFT Implementation	Please elaborate on the use of EFT vs wire transfers when paying suppliers. Describe the differences, including timing, security, etc.	
	Please describe your implementation strategy with regards to: a. Project management methodology b. Project plan c. Implementation Team d. Implementation timeline e. Acceptance criteria f. Go-Live Plan g. Service Level Agreement details h. Post-go live support and escalation procedures i. Governance structure	Required information may be submitted as an attachment
F.3 Account Management and team experience (20%)		
Regular Banking Services	Please indicate what resources will be included for the transition and what the Partnership staffing resources will be required?	
	Will there be a designated account representative? If yes, please provide what their role will be, applicable	Required information may be submitted as an attachment

	credentials, CV, references, years experiences and management structure and responsibilities. A minimum 5-year's experience is required, and not-for-profit client management experience is preferred.	
	What is your customer support escalation process?	
EFT Implementation	Provide an outline of the key personnel that will be assigned to the project, and include what their roles will be, any applicable credentials, years worked for the company, years experienced in the field. CVs shall also be provided for all proposed project team members	Required information may be submitted as an attachment
	Provide an Organizational Chart for the proposed project team that will be assigned to this project.	Required information may be submitted as an attachment

SCHEDULE G -Non-Disclosure Agreement (NDA)

[Organization name and Complete address]

Request for Proposal for For Banking Services

RFP No. RP213-2019-02

Dear Procurement team:

On behalf of [organization name], we would like to indicate our interest in the above Request for Proposal (RFP). We understand that we may receive confidential information as a part of this RFP process and have signed the attached Non-Disclosure Agreement to confirm our compliance with your terms.

Sincerely,

[Signature]

[Contact name]

[Complete address of the prospective provider]

[Phone and fax]

[Email address]

THIS NON-DISCLOSURE AGREEMENT (this “NDA”) is made and entered into as of the last date written below, by and between The Canadian Partnership Against Cancer (“Partnership”) and the Company indicated below (“Company”).

WHEREAS the parties wish to explore a business opportunity of mutual interest regarding services related to RP213-2019-02 (“Opportunity”) and in connection with the Opportunity, the Partnership may disclose to the Company certain technical and business information which should be treated as confidential;

NOW THEREFORE in consideration of the mutual promises set out in this NDA, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

“Confidential Information” means any information disclosed by the Partnership to the Company, either directly or indirectly, in writing, orally or by inspection of tangible objects which is or ought reasonably to be considered as confidential from its nature or from the circumstances surrounding its disclosure.

Exclusions. Confidential Information shall not, include any information which the Company can establish:

- was publicly known prior to the time of disclosure by the Partnership or became publicly known after disclosure by the Partnership through no action or inaction of the Company;
- is already known by the Company at the time of disclosure by the Partnership or is received by the Company after disclosure by the Partnership from a third party without breach of any obligation of confidentiality;
- is developed independently by the Company without recourse to the Confidential Information; or is required by law to be disclosed by the Company.

Non-use; Non-disclosure. The Company shall only use the Confidential Information for purposes related to the Opportunity and shall only disclose it to those of its employees who have a need to know the Confidential Information in order to evaluate or engage in discussions concerning the Opportunity.

Maintenance of Confidentiality. The Company shall take all reasonable measures to protect the secrecy of the Confidential Information and shall take at least those measures that it takes to protect its own highly confidential information. Return of Materials. The Company shall return any Confidential Information in tangible form to the Partnership within five business days following such a request from the Partnership. On the termination of this Agreement, the Company shall return or destroy all tangible Confidential Information as the Partnership may require.

No Obligation. Nothing in this NDA shall obligate the Partnership to proceed with any transaction with the Company.

Term and Termination. The term of this NDA commences as of the date signed below and shall continue in effect for one (1) year unless earlier terminated earlier. Either party may terminate this NDA upon ten (10) days prior written notice to the other party.

Remedies: The Company agrees that any violation or threatened violation of this NDA may cause irreparable injury to the Partnership, for which monetary damages alone would be inadequate. The Partnership shall be entitled to seek injunctive or other form of equitable relief in addition to all other remedies available at law or in equity without proof of actual damages and without posting any bond or other security.

Miscellaneous:

The obligations of the Company hereunder shall survive indefinitely after any termination or expiration of this NDA.

Neither party shall assign, pledge, or otherwise transfer its rights or delegate its duties or obligations under this NDA without the prior written consent of the other party.

This NDA shall bind and inure to the benefit of the parties hereto and, except as otherwise prohibited, their respective successors and assigns.

This NDA shall be governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein, without reference to conflict of laws principles.

This document contains the entire agreement between the parties with respect to the subject matter hereof, and neither party shall have any obligation, express or implied by law, with respect to trade secret or proprietary information of the other party except as set forth herein.

Any failure to enforce any provision of this NDA shall not constitute a waiver thereof or of any other provision.

IN WITNESS WHEREOF this NDA has been executed by the representatives of the parties on the date first set forth above.

CANADIAN PARTNERSHIP AGAINST CANCER

COMPANY:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Address: _____

Address: _____

Date: _____

Date: _____

Schedule H - Additional Information Request (Optional)

Please confirm whether the following travel agency services can be provided along with the banking services. This information will not be considered for evaluation of banking services RFP.

Available Services	Response (Yes/No)
The travel agency is capable of providing travel services for domestic, US and international air passengers travel including airlines, trains, hotels, car rentals and ground transportation	
The travel agency is capable of providing 24-hour, seven-days/week emergency reservation service “by 800 number”, available to the Partnership travelers who may require travel assistance at any time. This service must be staffed by agency employees or may be contracted to a third party with access to the Partnership’s specific programs and policies.	
The lowest logical airfares will be offered for the itinerary requested - this, in keeping with the Partnership’s travel policy. Travel agency personnel will suggest alternate routings within departure and arrival parameters as specified by the Partnership, where lower fares or total lower trip costs will result.	
Please confirm all tickets issued will be audited through quality control by the agency prior to departure to ensure that all documents are complete, accurate and the tickets processed at the lowest logical rate for the itinerary booked.	
Upon request, the travel agency is able to provide internal audit details to the Partnership to ensure and verify the lowest logical airfare for each reservation ticketed.	
Upon request, the travel agency is capable of conducting seminars for the Partnership’s travelers and travel personnel at the Partnership’s office or other mutually agreed upon locations. Such seminars include, but not be limited to, general rules and regulations pertaining to travel, procedures for processing of reservations, definitions of terms frequently used and the Partnership specific policy and procedures information.	
Please confirm electronic tickets will be used whenever possible. Travel documents issued from the agency’s offices, when e-tickets are not sufficient, will be delivered by the agency	

to the travelers and deliveries will be by means of agency/courier delivery services or overnight express services.	
Please confirm the travel agency will pay prepaid ticket charges if charges are incurred due to agency negligence.	
<p>Please confirm timely post-travel reports can be submitted to the Partnership each month, covering the prior calendar month's travel activity. Such report(s) will be specified by the Partnership and will include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Executive Summary with YTD detail 2. Detailed Air Travel Reports, including air/rail, hotel and car, sorted by Work Order Numbers 3. The travel agency must also provide: <ol style="list-style-type: none"> a. All complaints received from the travelers b. All errors/omissions brought to the agency's attention c. The action(s) taken to resolve each complaint 	
Please confirm the travel agency will assign a fully qualified Account Manager for travel services to the Partnership. The Account Manager's primary responsibility will be to keep the Partnership informed of travel-related activities and serve as a liaison to help resolve service issues, assist with vendor negotiations and update our travel policy.	
Please confirm the travel agency will provide fully bilingual services.	
Please confirm event planning assistance in terms of venue searches and coordination leading up to and including contract negotiations is available	

End of RFP