

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**800 Burrard Street, 12th Floor**  
**800, rue Burrard, 12e étage**  
**Vancouver, BC V6Z 2V8**  
**Bid Fax: (604) 775-7526**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

### Proposal To: Public Works and Government Services 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 therefor.

### Proposition aux: Travaux Publics et Services Gouvernementaux 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-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

<b>Title - Sujet</b> Adult Basic Education CSC	
<b>Solicitation No. - N° de l'invitation</b> 21801-120001/A	<b>Date</b> 2012-04-17
<b>Client Reference No. - N° de référence du client</b> 21801-120001	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-577-6675	
<b>File No. - N° de dossier</b> VAN-1-34201 (577)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-05-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dobson, Krista	<b>Buyer Id - Id de l'acheteur</b> van577
<b>Telephone No. - N° de téléphone</b> (604) 775-7088 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA 32560 SIMON AVE ABBOTSFORD British Columbia V2T5L7 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific  
Region  
800 Burrard Street, 12th Floor  
800, rue Burrard, 12e étage  
Vancouver, BC V6Z 2V8

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

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Solicitation No. - N° de l'invitation

21801-120001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van577

Client Ref. No. - N° de réf. du client

21801-120001

File No. - N° du dossier

VAN-1-34201

CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements and any other annexes.

### **2. Summary**

Correctional Services Canada (CSC), Pacific Region, has a requirement for the delivery of their "Adult Basic Education (ABE) Program, to inmates at various institutions in the Fraser Valley (with one Institution on Vancouver Island), between July 01, 2012 and June 30, 2014. The work also includes the provision of institutional Library Services, Intake Assessments and Learning Disability Assessments.

The Bidder grants to Canada the irrevocable option to extend the period of Contract by up to one (1) additional one-year period.

Bidders must have experience in managing Adult Education programs and must be a public education institution/district/entity, or, private organization affiliated with a public education institution/district/entity for student registration and certification purposes, or, be a private organization accredited by the BC Ministry of Education to deliver adult basic education.

Proposed resources must also meet minimum mandatory requirements including certifications and valid credentials as recognized by the relevant professional associations and entities of the province of British Columbia.

Bidders must also be capable of providing local (Lower Mainland of BC) Contract and Technical Management oversight.

The full list of requirements are detailed in Annex A, Statement of Work of this Request For Proposal (RFP).

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 (2012-03-02) 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: sixty (60) days

Insert: one hundred and twenty (120) days

### **2. Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **3. 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. Applicable Laws**

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

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.

#### **5. 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.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

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

Section I: Technical Bid (3 hard copies)  
Section II: Financial Bid (3 hard copies)  
Section III: Certifications (3 hard copies)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green

**Procurement**

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to :

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

**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.

See Annex D, Technical Bid for more information on what should be included.

**Section II: Financial Bid**

**1.1** Bidders must submit their financial bid in accordance with the Price List at Annex B.

**1.2 SACC Manual Clauses**

C3011T (2010-01-11) Exchange Rate Fluctuation

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****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.

## 1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex E, Technical Bid and Evaluation Criteria.

## 1.2 Financial Evaluation

SACC Manual Clause A0220T (2007-05-25) Evaluation of Price

## 2. Basis of Selection

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

1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory criteria; and
  - (c) obtain the required minimum points specified for each criterion for the technical evaluation.
2. Bids not meeting (a), (b), and (c) will be declared non-responsive.
3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80% for the technical merit and 20% for the price.
4. 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 80%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. 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.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.



Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

## **1. Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **1.1 Federal Contractors Program - Certification**

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

(a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in

Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

## 1.2 Former Public Servant Certification

Contracts with former 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.

### 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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

### **Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

### **1.3 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

### **1.4 Education and Experience**

#### **1.4.1 SACC Manual clause A3010T (2010-08-16) Education and Experience**

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7-Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7- Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## 2. Financial Capability

SACC Manual clause A9033T (2011-05-16) Financial Capability

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The statement of Work is described in Annex A, Statement of Work.

### 2. 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* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 3. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from July 01, 2012 to June 30, 2014 inclusive.

#### 4.2 Optional Services

The Contractor grants to Canada the irrevocable option to extend the Contract by up to one (1) additional one-year period.

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 the option period, at any time, by sending a written notice to the Contractor at least 15 calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Krista Dobson  
Supply Specialist  
Public Works & Government Services Canada  
Acquisitions Branch, Pacific Region  
641-800 Burrard Street  
Vancouver, BC V6Z 2V8

Telephone : 604-775-7088  
Facsimile: 604-775-7526  
E-mail address: krista.dobson@pwgsc.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.

### **5.2 Project Authority**

The Project Authority for the Contract is:

***(To be completed at Contract Award.)***

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.

### **5.3 Technical Manager (Contractor's Representative)**

Name:

Title:

Organization:

Address: \_\_\_\_\_

Telephone:

Facsimile:

E-mail:

## 6. Payment

### 6.1 Basis of Payment

The Contractor will be paid firm hourly rates as detailed in Annex B, for work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is not applicable.

**Total Estimated Cost: \$ (To be completed at contract award)**

### Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the CSC Project Authority. All payments are subject to government audit.

**Estimated cost: \$8,000.00 / year**

### Other Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

**Estimated cost: \$(To be completed at contract award)**

### Total Estimated Cost - Limitation of Expenditure: \$(To be completed at contract award)

During the extended period of the Contract, The Contractor will be paid firm hourly rates as detailed in Annex B, for work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is not applicable.

### 6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$(to be completed at Contract Award)** Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is not applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless

these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (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 contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. 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.

### **6.3 Monthly Payments**

SACC Manual Clause H1008C (2008-05-12) Monthly Payments

## **7. Invoicing Instructions**

1. 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.

Each invoice must be supported by:

- (a) Exact days/hours and purpose for which fees are being charged;
- (b) Exact costs associated with each program by institution
- (c) A copy of time sheets to support the time claimed;
- (d) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (e) a copy of any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.



## 8. Certifications

- 8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.

## 9. Applicable Laws

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

## 10. 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) the general conditions 2035 (2012-05-16), General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work
- (d) Annex B, Price List;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_.

## 11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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## **ANNEX A STATEMENT OF WORK**

### **A1. OVERVIEW**

#### **A1.1 Correctional Education Program**

The Correctional Education Program is made up of three interrelated components:

1. Adult Basic Education (ABE) which consists of:
  - a. General ABE Instruction (including Grade 12 upgrading)
  - b. Native-specific ABE Instruction
  - c. Francophone ABE Instruction
  - d. English as a Second Language (ESL) Instruction
2. Intake Educational Assessments
3. Learning Disability Assessments
4. Library Services

#### **A1.2 Nature and Purpose of the Correctional Education Program**

The Mission Document of the Correctional Service of Canada (CSC) articulates its Mission Statement as follows:

"The Correctional Service of Canada, as part of the criminal justice system and respecting the rule of law, contributes to the protection of society by actively encouraging and assisting offenders to become law-abiding citizens while exercising reasonable, safe, secure and humane control."

The CSC provides programs to support the gradual release of offenders at the earliest time that such release can be safely effected, in accord with the following Strategic Objectives:

- To provide programs to assist offenders in meeting their individual needs in order to enhance their potential for reintegration as law abiding citizens.
- To ensure that offenders are productively occupied and have access to a variety of work and educational opportunities to meet their needs for growth and personal development

Also, other strategic objectives direct our attention to the special backgrounds and needs of different groups of offenders.

- To respect the social, cultural and religious differences of individual offenders.
- To ensure that the special needs of female and native offenders are addressed properly.

Correctional Education has long played a key roll in correctional programming, and for three principle reasons. First, education can provide a significant pro-social, developmental influence on offenders and promote understanding and skills supportive of their reintegration into society. Second, a reasonable level of functional literacy is necessary for offenders to be capable of meaningful participation in other correctional programs. Third, education allows offenders to earn academic credentials that make possible legitimate employment or specific job training.

Within this context, the Correctional Education Program must meet the following criteria:

1. Must be suitable for adult inmates in correctional facilities who have varying levels of ability and whose level of education is generally below grade 12.
2. Must suit the organizational constraints within the penitentiaries (e.g. classrooms operate on a continual intake basis, libraries open during inmate access times, assessments performed in a timely fashion, possible school/library operation during evenings, etc.)
3. Must operate on a 12 month, year-round basis.
4. Must, whenever possible, make provision to meet the educational and cultural needs of aboriginal offenders.
5. Must be sensitive to the needs of cultural minorities and disabled offenders.
6. Must, as a requirement of the Adult Basic Education component, be delivered by a public educational institution or entity, or, be delivered by a private organization affiliated with a public educational institution or entity, or, be delivered by a private organization registered with the BC Ministry of Education or some branch thereof to deliver Adult Basic Education.

## **A2. The Adult Basic Education Component**

### **General ABE Instruction**

Adult Basic Education instruction will be based on the British Columbia ABE Articulation and will be provided at the following facilities:

Ferndale Institution	P.O. Box 50 33737 Dewdney Trunk Road Mission, B.C. V2V 4L8
Fraser Valley Institution	P.O. Box 5000 33344 King Road Abbotsford, B.C. V2S 6J5
Kent Institution	P.O. Box 1500 Sutherland Road Agassiz, B.C. V0M 1A0
Kwikwexwelhp	General Delivery Harrison Mills, B.C. V0M 1L0
Matsqui Institution	P.O. Box 2500 33344 King Road Abbotsford, B.C. V2S 4P3

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Mission Institution	P.O. Box 60 8750 Stave Lake Road Mission, B.C. V2V 4L8
Mountain Institution	P.O. Box 1200 Sutherland Road Agassiz, B.C. V0M 1A0 Inst. Contact
Pacific Institution/Regional Treatment Centre	P.O. Box 3000 33344 King Road Abbotsford, B.C. V2S 4P4
William Head Institution	P.O. Box 4000, Postal Station "A" William Head Road Victoria, B.C. V8X 3Y8

#### The Contractor must:

**A2.1** provide on-site education services, within the context of a federal prison setting, including intake assessment, teaching, course preparation, evaluation, education counseling and supervision of students. The inmate student day is normally between 08:00 - 16:00 hours, though evening school hours may be necessary at some sites. Teacher on site work hours will be seven (7) hours duration per day, five (5) days per week, exclusive of statutory holidays. The school year is 52 weeks in duration. Normal, reasonable absences for such things as professional development, special meetings and faculty meetings are acceptable subject to prior notification and institutional requirements;

**A2.2** provide instructional contact hours normally at the rate of 25 hours per week per instructor (5 hrs. per day, 5 days per week). Non-instructional time should typically be devoted to such activities as counseling students, marking, preparation, report writing, ordering materials/supplies, liaising with the Case Management Team and other institution staff, etc;

**A2.3** be flexible as to teaching methods and techniques and use individualized and group instruction as appropriate. Approximately 375 student contact hours per week will be provided by each full time teacher (calculated by multiplying 5 hours x 5 days x 15 students);

**A2.4** plan for approximately 410 Contract teacher student enrollments to Grade 12 at any one time as follows (includes Native-specific ABE enrollments):

Ferndale	25
Fraser Valley	25
Kent	80
Kwikwexwelhp	10
Mission	55
Mountain	80
Matsqui	75
Pacific/RTC	40
William Head	<u>25</u>
Total	410

The following variables were taken into account in determining the above numbers:

- a. The estimate of enrollments (see A2.4 above) is based on the following: enrollments may be for as little as one hour or as much as full time. As well, a significant turnover of students occurs every quarter. This means that from 1/4 to 3/4 of the above noted estimated enrollments may be in the program for only a part of the month, representing a challenge to maintain classroom attendance.
- b. Three (3) full time CSC teachers are normally deployed at the following facilities: Mission - 1, Pacific/RTC - 1 (for intake educational assessment at the Regional Reception and Assessment Centre) and Mountain - 1. These staff members will meet some of the educational needs at these facilities.
- c. The educational model desired under this Contract is one that emphasizes education program delivery by education staff. Although such methods as computer assisted learning and video presentations are seen as useful components of a vigorous education program, they are regarded as valuable enhancements only.
- d. Target ratios of students to teachers are as follows:

Grades 0 to 5: 10 Students:1  
 Grades 6 to 8: 15 Students:1  
 Grades 9-10: 15 Students:1  
 Grades 10 -12: 18 Students:1

**A2.5.** provide Computer Assisted Learning (CAL) as an adjunct to regular classroom instruction. It is recognized that CAL is an effective and efficient way of meeting some student needs. All facilities have Windows based educational computer software and hardware in their school areas.

**A2.6.** All institutions have a variety of computer assisted learning software to help students with their ABE studies and provide computer familiarization.

The CSC is also interested in having a specific computer literacy component as part of its education program. However, it must be accepted by the Contractor that all computer courses, hardware, software and information access processes in the school program must first be approved by the CSC in order to meet the Department's security concerns in this important but sensitive area.

### **Native-Specific ABE Instruction**

**A2.7.** In most institutions, Native ABE students will be enrolled in general ABE classes, but teaching staff will work with these students in a manner sensitive to Native educational and cultural issues and to the sometimes unique learning styles of Aboriginal offenders.

However, in Mountain Institution, the Contractor will provide an instructor, preferably with experience in Native education, to conduct a Native-specific ABE class. Requirements will be the same as for general ABE classes; however, instruction should have a general context relevant to Native culture and respect the sometimes unique learning styles of Aboriginal offenders.

All teachers of Native students must also have a knowledge of, and sensitivity to, Native cultural and spiritual issues, and reflect these considerations to the greatest degree possible in their teaching style and materials for these students.

The Native-specific ABE class at Mountain will be multi-level, according to the dictates of student needs and efficiency, and must accommodate up to 20 Native students.

### **Francophone ABE Instruction**

**A2.8.** Provision must be made for Francophone offenders who request ABE instruction in French. Often, there will be no demand for this service, but in the past, peak workload has reached as high as eight (8) part-time participants spread over various institutions. It is estimated that no more than one (1) half-time instructor would be required for this purpose on an as-needed basis. Francophone ABE instruction could be required at any of our institutions.

### **Grade Twelve Upgrading**

**A2.9.** Our institutions offer ABE instruction up to, and including ABE Level 3. In addition, all institutions offer Grade 12 upgrading. Grade 12 studies have to be available in a number of forms to accommodate different student aptitudes, interests, and circumstances. The types of Grade 12 upgrading presently offered are GED exam preparation, GED plus selected correspondence courses (to meet entrance requirements for specific post-secondary programs), correspondence course work towards the Adult Dogwood (BC Adult Graduation Diploma), and, in some cases, correspondence course completion of an academic Grade 12.

Correspondence course work in the Grade 12 upgrading program is done in structured classroom settings with supervision, direction and instruction from teachers.

Testing fees for GED examinations must be paid by the Contractor.

### **English as a Second Language (ESL) Instruction**

**A2.10.** As most institutions have ESL students, a capacity for ESL instruction must be provided. It is estimated that approximately 40 students region-wide may be enrolled in ESL programming. The Contractor must utilize recognized, standardized tests in identifying entry and progress levels of ESL students.

### **Reports and Service**

**A2.11.** The Contractor may be asked to provide additional resources to cover CSC employee teacher absences from time to time, at an additional expense to the CSC and in accordance with the rates at Annex B.

**A2.12.** The Contractor must provide qualified resources to replace Contract teachers, when needed (eg. to cover periods of illness, vacation, etc). The cost of these resources will be at the expense of the Contractor.

**A2.13.** In the event of an institutional shutdown of classroom operations, all Contractors are expected to provide work-related services (i.e. course preparation, grading student work, report preparation, book purchasing, etc.), so there is no loss of productive work time to the Department. In such circumstances, all Contractors will normally be expected to be at their usual place of work for their usual work hours.

**A2.14.** The Contractor must provide the following:

- a. Counseling and Liaison Service

Contract teachers will be expected to counsel inmates who test below grade 12 (as per the Regional Reception Centre education assessment results) as to the education programs appropriate and available to them. Contract teachers will also be expected to generate proposed education plans for inmates testing below grade 12 and forward these plans to Case Management staff for inclusion in the offenders' Correctional Treatment Plans. Contract teachers will also liaise with Case Management on student progress and related issues. Follow-up counseling with those inmates testing below grade 12 will also be necessary to motivate reluctant inmates to upgrade their education.

#### b. Reports

The CSC presently requires three types of education-related reports from Contract teachers:

1. Evaluations on a 90 day cycle of student progress, attendance and related issues;
2. Final evaluations of student progress, attendance and related issues when students leave a program;
3. Quarterly reports overviewing student enrollments, grade levels and related data.

The CSC also requires other reports from Contract teachers such as:

1. Bi-weekly attendance reports
2. Inmate Performance Evaluations
3. Observation reports related to incidents, inmate behavior, security issues, etc. as needed

The number and type of reports required may change over time, but the Contractor must be willing to comply with present and future CSC reporting requirements. CSC will provide reasonable time during working hours for the completion of all needed reports.

When students successfully complete education program requirements, certificates of completion must be provided to students and copies provided for inclusion on the students' CSC education files. In addition, notice of any certificates or course completions must be recorded in the CSC's electronic database known as the Offender Management System (OMS). Students must meet the requirements of established exit examinations to qualify for completion status.

#### c. Report Entry in OMS

While some required reports will be in hard copy form, others will be electronic and require the entry of data into OMS. To facilitate electronic reporting, the CSC will provide any necessary Contractors training and computer terminal access. If computer terminal access is not feasible for any reason, the Contractor may be asked to provide any necessary reports on a PC compatible computer disc that can be downloaded into OMS.

In addition, all Contractors will be expected to use the CSC's electronic e-mail system.

All Contractors must follow the CSC's requirements and protocols around the use of the CSC's electronic networks/systems.

### Other Provisions

**A2.15.** As the program will operate within a closed setting, Contract teachers may be required to work on a flexible schedule which may include evenings in accordance with the institutional timetable.

**A2.16.** The Contract must provide for normal inmate supervision functions including:

1. security counts if required (at a requested time. The actual number in attendance would be reported for security purposes);
2. inmate movement control if required, including the completion of passes. (This authorizes inmates to move from one area of the institution to another. Inmate movement control is included in the induction orientation and identifies the appropriate use of passes);
3. ongoing classroom management and discipline; and appearing as a witness in disciplinary courts, if and when required.

**A2.17.** The Contractor must provide local (Lower Mainland of BC) overall management of the Contract.

The Contractor must be capable of managing the Contract education and support staff and of ensuring satisfactory co-ordination of education programs.

The Contractor must have the capacity for conducting professional evaluations of Contract teachers, in the event that such is deemed appropriate, by a person qualified and experienced in teacher evaluation.

The Contractor must develop a process for conflict/problem resolution for dealing with issues which arise during the provision of the services under this Contract.

The Contractor must designate a Technical Manager (s).

The Technical Manager (s) must have the role of overall coordination of all Contract elements of the program. The Technical Manager is responsible for the supervision of Contract teachers. Supervision and lines of accountability should be clear. Peer supervision of staff is not a preferred model. It will be the Technical Manager's responsibility to ensure that a high quality of instruction by Contract teachers is maintained. In the event that the CSC has concerns around the performance or behavior of any teachers or Contract staff, the Technical Manager (s) will be expected to conduct a thorough investigation of same and report their findings to the Project Authority.

The Technical Manager (s) must perform an assistance and consultative function involving all teachers in the Region (both Contract teachers and CSC teachers) in matters pertaining to curriculum, exit tests, professional development, identification and provision of resources, teaching materials, and current Ministry of Education initiatives relating to ABE.

The Technical Manager's duties require that he/she allocate a certain amount of time to each facility. This time should include meeting with both teachers and institutional managers (regarding any issues and concerns). It is estimated that on average, the manager should plan to spend about one to one and a half hours per month at each of the nine sites. This is an estimate only and can vary from month to month, site to site, and with circumstances. Smaller sites may require less time. Flexibility in organizing site visits is required in adapting to institutional requirements. An additional two hours per month should be set aside for consultation with the Regional Project Authority to review overall program operation. The technical manager(s) should also attend the Regional Teachers' Meetings and Regional Librarians' meetings, which together take up about twelve days per year.

**A2.18.** The Contractor must provide all standard textbooks, supplies, equipment and other teaching aids normally required by the program as well as any extra unanticipated supplies, books and teaching aids that become appropriate. The classroom programs all have suitable instructional materials at this time.



Non-program specific supplies, such as writing paper, pens, pencils, etc., will be provided by the Department, as well as audio visual equipment if available.

All photocopying must be provided by the Contractor. Where by mutual agreement of both parties an institutional photocopier is utilized, depending on the level and control of photocopying practices, the cost of usage may be billed back to the Contractor on a monthly or quarterly basis.

**A2.19.** All Contract teachers are to receive a CSC orientation of approximately one (1) day on working in a correctional environment prior to being assigned to a classroom.

CSC will provide further orientation at each institution to familiarize Contract teachers with institutional policy and procedures.

When Contract teachers are moved from one institution to another, the Project Authority and institutional contact staff must be consulted prior to such changes.

**A2.20.** Letters of reference may not be written to or about students in the program. However, if a teacher wishes, a separate summary of the student's achievement may be provided to the Case Management Officer who will take appropriate action. The Contractor will not provide copies of such summaries to the students. However, the Contractor may ask the Case Management Officer to do so. Normal communication of academic achievement from one educational institution to another is not affected by this provision.

**A2.21.** Contract teachers must have valid and current teaching certificate issued by the British Columbia Ministry of Education - Teacher Regulation Branch and have experience in adult education. It is preferred that Contract teachers also have experience in Correctional Education.

**A2.22.** Administrative support must include all non-teaching support services.

**A2.23.** No travel costs will be paid from home to and from the principal place of work at an institution. Travel may be requested and approved by the Project Authority under exceptional circumstances.

**A2.24.** The Contractor must cooperate with CSC in identifying special needs students such as those with learning difficulties and the learning disabled, so that appropriate remediation may be identified, developed and delivered. When appropriate, teachers must assist in making referrals for professional learning disability assessments. In addition, the Contractor must be willing to expand the existing services for students with learning difficulties/disabilities, in accordance with the hourly rates included in Annex B.

**A2.25.** Professional development for Contract teachers should be provided. Absences for "Pro D" purposes must be planned in consultation with the Project Authority and institution management. Additional resources to cover absences may be required. The costs of professional development will be paid by the Contractor.

**A2.26.** The Contractor must accept that all goods purchased under this Contract for the provision of education program services and library services will remain the property of the CSC.

**A2.27** Environmental Requirements: In support of the Canadian Government's Federal Sustainable Development Strategy (FSDS) which includes policies on Green Procurement, Contractors are requested to adhere to the following environmental objectives where possible:

- a. When printing, print using the double-sided function;

- b. Use Energy-Star Office Equipment;
- c. Distribute documents / deliverables electronically where acceptable;
- d. Minimize the number of hard copy documents / deliverables;
- e. Minimize travel requirements; and
- f. Recycle unneeded printed documents (in accordance with Security Requirements).

### **A3. Intake Educational Assessment Component**

#### **Purpose**

One of the primary objectives of the Regional Reception Assessment Centre (which includes offender intake assessment services at Fraser Valley Institution) is to provide education assessments.

In order to achieve this objective, educational testing and assessments, considered to be an essential component of the front-end assessment process in the Pacific Region and are a national requirement of the CSC, provide a major source of information in determining educational levels and needs for each inmate in developing correctional treatment plans.

Educational assessments are to be completed on all first federal offenders and on repeat offenders if needed. Offenders will be referred for educational testing unless there is acceptable official documentation of grade level attainment. These assessments are to be completed during the first two weeks following admission to the Regional Reception Assessment Centre or Fraser Valley Institution. Supplementary assessments will normally be conducted within the first 30 days.

The Education Assessment process at Reception will require two full-time teachers. Normally, one of these staff will be a CSC teacher, so the Contractor will be responsible for providing only the second Contract teacher for this service.

#### **Work to be performed is as follows:**

**A3.1.** Administration of the academic assessment using the Kaufman Test of Educational Achievement - Second Edition, Brief Form (KTEA-II, Brief Form) and a subsequent interview required to deliver the test results and to get an academic history. Based on test results and information gathered during the interview, an additional test (Kaufman Brief Intelligence Test -2) may be administered to determine if the offender should be identified as being "at risk" of having Learning Disabilities. Documentation will be sought from previous educational institutions to gain certification of prior grade levels. As above, this process is required for all new admissions and on repeat offenders as needed by the Regional Reception Assessment Centre (RRAC) unless there is official documentation of grade level attainment. In the event an offender does not require testing or is unavailable for testing during the intake period, documentation in this regard is required to be input into the Offender Management System in order to be accessible to the Case Management Team for follow up. The estimated numbers requiring testing and evaluation are about 480 per year for RRAC and approximately 36 per year for FVI.

**A3.2.** Identification of inmates at RRAC or FVI requiring ESL testing.

**A3.3.** Identification of inmates at RRAC or FVI with potential learning barriers or who are at high risk for having a learning disability. Education Evaluation reports incorporating the KTEA results, the interview and Learning Disability testing (as required) will be completed on all offenders assessed. These reports must be recorded electronically and entered into OMS System. A hard copy must be provided for the offender's education file.

**A3.4.** The Individual Education Plan (IEP) will be initiated for all offenders who have educational requirements.

**A3.5.** All test materials are the responsibility of the Contractor.

**A3.6.** A monthly statistical report will be provided to the Project Authority on results of assessments.

**A3.7.** The number of offenders entering Reception can vary, so if the Assessment teacher has any non-assessment related time, it will be devoted to instruction and educational counseling.

#### **A4. The Learning Disability Assessment Component**

##### **Purpose**

The Correctional Service of Canada (CSC) wishes to provide professional assessments of learning problems for those inmates identified as having significant potential for learning disabilities.

##### **A4.1 Referrals**

Referrals for learning disability assessments may be made to the Contractor by teaching staff at any of the institutions. Before a teacher makes a referral, the following information will be checked and communicated to the individual performing the assessment.

- a. a review of the Psychology file to determine which tests have been completed to date. If information pertaining to intelligence is available, the teacher should ensure that the student to be assessed is at least of average intelligence. If the Psychology file indicates a significant difference between verbal and performance levels, this must be included in the referral.
- b. any results of WRAT, KTEA, CAAT, SCAT or similar tests.
- c. teacher observations of student difficulties (i.e., working from right to left, difficulty with symbols, etc.)
- d. assurance of the full co-operation of the student.

This Contract must provide for assessments as required (estimated at 35 per year). If additional assessments are needed, additional funds may be allocated by the Department, to be paid in accordance with the unit prices in Annex B.

##### **A4.2. Professional Qualifications and Experience**

The assessor must have current and full psychologist credentials and must have experience in learning disability assessments.

##### **A4.3 Assessments**

The assessor must be familiar with and fully qualified to provide the following assessments:

- a. administer and interpret all components of the WAIS-R which will test for learning strengths and weaknesses (i.e. low verbal, high non-verbal).

- 
- b. administer and interpret other diagnostic tests including (1) Brown ADD Scales (2) MAS (Memory Assessment Scale) (3) Category Test (neurological assessment test battery) (4) Trail Making Test (5) Wide Range Achievement Test IV (WRAT-IV) (6) informal visual and auditory memory tests.

Assessment summaries must be generated based on the tests, their interpretation, and any other acquired data. They must be written clearly in layman's terms and be received by the referring institution in a timely fashion, normally within two weeks of the assessment. Also, follow-up counseling/consultation sessions with the students tested and their teacher(s) will be required to discuss assessment results and possible remedial strategies.

When applicable, the assessments may also make recommendations to improve the training of teachers to meet student needs in this area.

#### **A4.4. Learning Disability Consulting Services**

**The Contractor must also provide consulting services to CSC for the following areas:**

- a. general programming advice to teachers with specific emphasis on optimal basic literacy techniques for learning disabled students. The Department may also request that the Contractor summarize some of the findings and provide general advice to teachers in staff training sessions.
- b. research implications of findings. If the Contractor's findings have value from the standpoint of ongoing research, provision may be made to attend a regional research meeting to present such findings.

#### **A5. Library Services Component**

##### **Purpose**

The various federal correctional institutions in British Columbia (part of the Correctional Service of Canada) possess significant library collections including periodicals, legal materials, reference books, leisure holdings, specialized works, etc. These libraries service both our staff and inmate populations.

The CSC's concept of library services extends beyond the usual provision of basic reading materials to include attention to the professional development of staff, bilingual materials, the multicultural nature of Canada's society (and of the prison population and our staff), the need for various technical services, support for a variety of key program initiatives within the CSC, community resources, etc.

Library services within the institutions must operate according to a number of general principles. They are:

- a. the selection of library materials will ensure a broad range of subject matter;
- b. library services will contribute to the self-improvement of its users;
- c. library services will facilitate the efforts/goals of the various programs within the Institution;
- d. library resources will include materials that serve cultural needs;
- e. library resources will be available to both inmates and staff;
- f. library materials will be appropriate for a correctional environment.

**A5.1. With the above in mind, the CSC wishes to sustain and nurture the library services in our institutions by Contracting for professional librarians to manage the libraries in the facilities listed below:**

- a. Ferndale Institution - general library service
- b. Fraser Valley Institution - general library service plus additional service to the Maximum Security Unit
- c. Kent Institution - general library service plus additional service to Segregation and separate population units
- d. Matsqui Institution - general library service plus additional service to Segregation
- e. Mission Institution - general library service
- f. Mountain Institution - general library service plus additional service to Segregation.
- g. Pacific Institution/Regional Treatment Centre- general library service, plus additional service to the Regional Reception Assessment Centre, plus meeting the library's responsibilities in maintaining the Treatment Centre's hospital accreditation standing
- h. William Head Institution - general library service plus management of the Regional Law Library collection with its attendant requirements such as dissemination of legal information as per inmate requests from all institutions in the Region.

In addition to the above, library support service for one (1) day per month (e.g. book acquisition) is required at our smallest minimum security facility - Kwikwexwelhp Institution.

**The Contractor must:**

**A5.2.** Supervise the overall activities of the Contract librarians.

**A5.3.** Provide the services of certified library technicians. All credentials must be of Canadian issue. The CSC accepts that Librarian working hours will include time spent off the premises to conduct library business as follows:

- a. up to six days per year for Regional Librarian Meetings;
- b. inventory and collections management including collection replenishment;
- c. inter-library loans; and
- d. researching data for information requests.

**A5.4** These and any other absences must be arranged in cooperation with institution representatives and respect institution requirements.

**A5.5.** The actual hours of service delivery are to be negotiated with each institution and may include evening hours.

**A5.6.** provide an institutional orientation to all Contract library personnel and substitute librarians

**Contract Librarians must:**

**A5.7.** assess the needs of the library and implement a plan for meeting those needs based upon an established budget, which will be funded through this Contract. The budget will be determined and revised as necessary. The plan will include the control of library collections, cataloguing, record keeping, organization and inventory management.

**A5.8.** carry out daily operations, including the processing of library materials, circulation, statistical reports, inter-library loans, etc.

**A5.9.** provide services related to the acquisition, maintenance and use of a legal collection for inmates. At a minimum, the legal materials available to offenders must include material as per the Commissioner's Directive containing information on Library Services.

**A5.10.** assist in the selection of inmate library assistants (paid by the CSC). Provide training and supervision as required. Inmate library assistants will be used to the greatest extent reasonable in order to maximize the service that the institution libraries can offer. Inmate library assistants will be directly supervised by the librarians.

**A5.11.** provide institutional library services which may include time outside normal inmate working hours (eg. evenings). For specific details on day-to-day procedures, librarians should refer to the Library Procedures Manual, available in each institution library. Further information is available in the Pacific Region Library Policy Guidelines Manual.

**A5.12.** ensure that library acquisitions are suitable for use by the inmate population. If there is any possible doubt in this respect, the Institution Preventative Security Officer should be consulted.

**A5.13.** to the greatest degree reasonable, service requests for information and research material from both inmates and staff. This may involve information gathering from the Internet and other electronic media/sources. When this is the case, particular care must be taken to observe the CSC's security policy and concerns regarding electronic mediums. In this context, Library staff must ensure that they observe all relevant CSC policy documents. In cases where there is any doubt as to the appropriateness of electronic information requests, the institution Informatics Technology staff person must be consulted.

**A5.14.** develop the library collections with consideration for ethnic, language and literacy requirements.

**A5.15.** develop the libraries as humane and pleasant environments through the use of posters, displays, etc.

**A5.16.** ensure the libraries act as community resource centres by providing materials on medical services, social service agencies, education programs, substance abuse programs, community employment opportunities, communities providing literacy/ABE courses, etc.

**A5.17.** through the provision of reference material (eg annotated bibliographies), assist institutional managers in developing a strong resource base in critical Core Programs areas such as Adult Basic Education, Substance Abuse, Living Skills, Vocational Training, etc.

**A5.18.** while carrying out their commitments, co-operate with CSC management and administration staff in matters affecting the security of the institution and the custody of the inmates.

**A5.19.** ensure that all electronic back-up of library data is performed by staff.

**A5.20.** ensure that no inmate operates or has access to a computer back-up device (eg. CD/DVD drive, USB or other removable device). In addition, all removable devices are to be kept in a secure location when not in use.

**A5.21.** complete, as required, inmate pay sheets, inmate performance evaluations, activity records and other reports. Provide statistics on library use on an as-needed basis.

**A5.22.** provide an in-depth annual evaluation of the library services delivered and make appropriate recommendations to improve the quality and delivery of library services.

**A5.23.** maintain their professional standards through training and development.

**A5.24. The CSC will:**

- a. make every effort to provide an environment for the libraries which is functional in design and inviting in appearance.
- b. provide the Contract librarians with necessary equipment such as telephones, copying machines, stationery supplies, as required, for operating the libraries. Such equipment will remain the property of the Correctional Service of Canada.
- c. provide adequate furnishings for operating the libraries

## ANNEX B PRICE LIST

Bidders must provide the following information, budget breakdown information, rates, person hours etc. required for the provision of all required services detailed in Annex A, Statement of Work.

Bidders must provide pricing for each year of the Contract including the optional year.

Rates are not to include taxes. Educational Services are GST/HST exempt

### 1.1 ABE Program Staff Resources and Management/Admin

The Bidder must identify all of the categories of personnel who will be involved in the direct delivery, (i.e.: teachers) and indirect delivery (Technical Manager & support staff) of the ABE Program; the hourly rate the Bidder will charging for their services (note: the hourly rates must include all salary, fringe benefits, overhead, profit, etc.), and the level of effort (total number of hours of service) to be provided by each category of personnel. Also, include and detail all other program costs and direct expenses such as material costs required for delivery of the services described in the Statement of Work.

It is requested that bidders also separate the budget between the staff resource costs and the administration of the program costs.

Bidders may choose to submit this information using the template provided below or bidders may submit the required information in the format of their choice.

### YEAR 1

### 1.1 ABE Program Staff Resources and Management/Admin

Category of Personnel	Est. # Hours	Hourly Rate	Total
ABE Teachers	hours	\$ ____ . ____	\$ ____ . ____
ABE Teacher Assistants	hours	\$ ____ . ____	\$ ____ . ____
Native Specific Instructor(s)	hours	\$ ____ . ____	\$ ____ . ____
Francophone Instructor(s)	hours	\$ ____ . ____	\$ ____ . ____
ESL Instructor(s)	hours	\$ ____ . ____	\$ ____ . ____



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Technical Manager	hours	\$	_____ . ____	\$	_____ . ____
Support Staff	hours	\$	_____ . ____	\$	_____ . ____

## 1.2 Direct Expenses

### Direct Expenses

*Telephone/fax	\$	_____ . ____
*Office supplies	\$	_____ . ____
*	\$	_____ . ____
*	\$	_____ . ____
*	\$	_____ . ____
*	\$	_____ . ____
<i>Add lines as appropriate</i>		

## 1.3 Educational Materials (Annual Budget \$48.8K) - Direct Expenses

The Contractor will provide approx. \$48.8K a year in educational materials in support of the ABE Program. The Bidder does not need to estimate the type of material to be purchased at this stage. However, the Bidder should indicate how it might allocate the funds per each institution.

<b>Educational Materials</b>	<b>\$</b>	<b><u>48,800.00</u></b>
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### *Breakdown of staff resource costs and the administration of the program costs*

<b>ABE Contract Staff Resource Costs:</b>	<b>\$</b>	<b>_____ . ____</b>
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<b>Management and Support Staff:</b>	<b>\$</b>	<b>_____ . ____</b>
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<b>Direct Expenses:</b>	<b>\$</b>	<b>_____ . ____</b>
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<b>TOTAL ABE PROGRAM AND MANAGEMENT/ADMINISTRATION</b>	<b>\$</b>	<b>_____ . ____</b>
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## LIBRARY PROGRAM

### 2.1 Contractor Library Staff Resources

Bidders must provide information as indicated under 1.1 above, however, management and admin. personnel and travel would not be applicable. The management and administration of the Library Services is to be included in 1.1 above.

<b>Category of Personnel</b>	<b>Est. # Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
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Librarian(s)	hours	\$ ____ . ____	\$ ____ . ____
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<b>Total Contractor Library Staff Resources</b>	\$	. ____
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## 2.2 Library Materials (Annual Budget \$40K)

The Contractor will provide approx. \$40K a year in educational materials in support of the Library Services Program. The Bidder does not need to estimate the type of material to be purchased at this stage nor provide an estimate. However, the Bidder should indicate how it might allocate the funds per each institution.

<b>2.2 Library Materials</b>	<b>\$ 40,000.00</b>
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<b>TOTAL LIBRARY SERVICES</b>	\$	. ____
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## 2.3. Learning Disability Assessments

The Bidder is to provide a firm rate per assessment.

<b>Firm Rate Per Assessment \$ ____/each</b> x Est. 35 annual assessments	\$	. ____
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The Bidder is to provide a firm hourly rate in the event that additional services are required throughout the Contract period

<b>Firm Hourly Rate</b>	\$ ____ . ____
/hr	

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<b>TOTAL ABE PROGRAM, LIBRARY SERVICE, LEARNING ASSESSMENT AND OVERALL MANAGEMENT</b>	\$	. ____
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**THE SAME INFORMATION MUST BE INCLUDED FOR YEAR 2 AND OPTION YEAR 3**

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**ANNEX C**  
**SECURITY REQUIREMENTS CHECK LIST**

## ANNEX D INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- (m) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

)

## ANNEX E TECHNICAL BID AND EVALUATION CRITERIA

### E1. Mandatory Criteria:

The following criteria are MANDATORY. The Bidder must provide appropriate back up material/information to demonstrate that it meets the following criteria. If any supporting documentation/material is missing, or additional documentation/material requested, the Bidder must provide it within 2 working days of request. Failure to meet any one of these criteria will result in the bid being considered non-responsive and will not be considered for award.

Bids that meet the following criteria will move to the Weighted Evaluation Criteria phase.

1. Must be a public education institution/district/entity, or, must be private organization affiliated with a public education institution/district/entity for student registration and certification purposes, or, be a private organization accredited by the BC Ministry of Education to deliver adult basic education. Supporting Documentation must be provided.
2. Proposed teaching staff must have valid and current teaching credentials issued by the British Columbia Ministry of Education - Teacher Regulation Branch, or must demonstrate with documentation that proposed teaching staff are in the process of obtaining valid and current certification credentials from the British Columbia Ministry of Education - Teacher Regulation Branch. Copies of teaching certificates should be included with bid.
3. Each proposed teaching staff member must have training and/or experience in adult education.
4. Proposed Library staff must be certified Library Technicians, Library Science graduates, or have partial credentials and equivalent, proven, and appropriate experience and be working on acquiring full credentials.
5. Proposed Learning Disability Assessor must either have, or presently qualify for, professional standing as a Registered Psychologist in the Province of British Columbia. Include copy of credentials/qualification.
6. Must provide job descriptions for any proposed ancillary instructional staff (e.g., teaching assistants, teacher aides, etc.)
7. The Technical Manager must provide local (Lower Mainland of BC) management & administrative oversight.
8. The organization must demonstrate that they have managed Adult Education programs previously.
9. Written letters from the Bidder's professional staff (teachers, teachers aids, Librarians etc.) indicating their willingness and availability to work for the Bidder on this requirement.

## E2. Weighted Evaluation Criteria:

The following criteria will be used in evaluating the technical proposals that meet the Mandatory Criteria indicated above. In order to be considered for contract award technical proposal must score a minimum of 70% of the points available in each of the Criteria A, B & C below. Proposals which fail to do this will be declared non-responsive and not considered for award.

<b>Point - Rated Evaluation Criteria Requirements</b>			
<b>E2.A Work Plan (Maximum 102 points - Minimum 71 points )</b>			
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4-5 points</b>
1. Understanding of the reasons that the CSC provides Correctional Education - 5 points	Superficial understanding	General understanding	Clear understanding
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4 points</b>
2. Understanding of the appropriate use of Computer Assisted Learning, including benefits and limitations - 4 points	Superficial understanding	General understanding	Clear understanding
3. Plan for delivering computer literacy training - 4 points	No plan or weak plan	Thorough work plan	Superior work plan
4. Viability and cost-effectiveness of method for Francophone A.B.E. Services - 4 points	Not addressed or inadequately demonstrated	Adequately demonstrated	Clearly demonstrated
5. Viability and cost effectiveness of method for meeting E.S.L. instructional needs - 4 points	Not addressed or inadequately demonstrated	Adequately demonstrated	Clearly demonstrated
	<b>0-3 points</b>	<b>4-6 points</b>	<b>7-8 points</b>
6. Nature and purpose of teacher communication to Case Management staff - 8 points	Not addressed or inadequately demonstrated	Adequately demonstrated	Clearly demonstrated
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4 points</b>
7. Method(s) of identification of students with learning difficulties/learning disabilities - 4 points	No plan or weak methods	Thorough plan and adequate methods	Superior plan and methods
	<b>0-2 points</b>	<b>3-4 points</b>	<b>5-6 points</b>
8. Understanding of the role of Education Assessment process at Reception - 6 points	Limited understanding	Some understanding	Extensive understanding
	<b>0-3 points</b>	<b>4-6 points</b>	<b>7-8 points</b>
9. Nature of the Library service required by the CSC - 8 points	Not addressed or inadequately demonstrated	Adequately demonstrated	Clearly demonstrated
	<b>0-10 points</b>	<b>11-20 points</b>	<b>21-25 points</b>
10. Suitability of the overall work plan and alignment of resources	Weak or unrealistic	Thorough work plan	Superior work plan



in meeting the needs of the institutions in all areas of the contract - 25 points	work plan and resource alignment	and resource alignment	and resource alignment
	<b>0-5 points</b>	<b>6-7 points</b>	<b>8-10 points</b>
11. Each item within the Statement of Work is adequately addressed and developed to a degree that demonstrates the understanding necessary to fulfill all aspects of the proposed contract - 10 points	Inadequately addressed	Adequately addressed	Addressed superiorly
	<b>0-7 points</b>	<b>8-13 points</b>	<b>14-20 points</b>
12. Innovative & added value approaches/service - 20 points			
<b>E2.B Training and Experience (Maximum 200 points - Minimum 140 points )</b>			
	<b>0-30 points</b>	<b>31-60 points</b>	<b>61-70 points</b>
1. Qualifications, training and experience of A.B.E. Teachers - 70 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
	<b>0-3 points</b>	<b>4-6 points</b>	<b>7-8 points</b>
2. Qualifications and experience of Native-specific A.B.E. Teachers - 8 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4 points</b>
3. Qualifications and experience of any ancillary education staff (e.g. teaching assistants, aides) - 4 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4-5 points</b>
4. Qualifications and experience of Francophone A.B.E. Instructor - 5 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
	<b>0-3 points</b>	<b>4-6 points</b>	<b>7-8 points</b>
5. Qualifications and experience of E.S.L. Instructors - 8 points	Limited qualifications and little	Adequate to good	Very good to extensive qualificati

	related experience	qualifications and related experiences	ons and related experience
	<b>0-7 points</b>	<b>8-13 points</b>	<b>14-20 points</b>
6. Experience of the technical manager and other members of the management team - 20 points	Limited relevant experience	Adequate to good relevant experience	Very good to superior experience
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4-5 points</b>
7. Qualifications and experience of learning disabilities assessor - 5 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
	<b>0-10 points</b>	<b>11-20 points</b>	<b>21-30 points</b>
8. Qualifications and experience of library staff - 30 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
9. Attracting and retaining qualified and effective staff under this contract proposal - 30 points	Weak plan and limited access to qualified personnel	Good plan and demonstrated access to qualified personnel	Superior plan and demonstrated access to qualified personnel
	<b>0-5 points</b>	<b>6-7 points</b>	<b>8-10 points</b>
10. Provision and plan for professional development of staff - 10 points	No plan or weak plan	Thorough work plan	Superior work plan
11. Experience of the Organization - 10 points	Limited relevant experience	Adequate to good relevant experience	Very good to superior experience
<b>E2.C Project Organization and Administration (Maximum 30 points - Minimum 21 points )</b>			
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4-5 points</b>
1. Provision for liaison with Project Authority - 5 points	Limited demonstration	Demonstrated satisfactorily	Superior demonstration
	<b>0-5 points</b>	<b>6-7 points</b>	<b>8-10 points</b>
2. Process and communication strategy with Project Authority and institutions for resolution of issues, problems conflicts, disagreements that may arise during this service delivery - 10 points	No strategy or weak strategy	Thorough and detailed strategy	Superior strategy

	0-1 points	2-3 points	4-5 points
3. Understanding of the role of the technical manager - 5 points			
	0-5 points	6-7 points	8-10 points
4. Reasonable ratio of management/administration resource costs to direct program delivery costs - 10 points	Unrealistic or inadequate ration	Adequate to good ratio	Very good to superior ratio
<b>E2.D Number of Total Hours of ABE Teacher &amp; Aids/Assistants &amp; Librarians/Library Technicians (Maximum 40 points - Minimum 28 points )</b>			
	0-15 points	16-30 points	31-40 points
1. Number of Total Hours of ABE Teacher & Aids/Assistants & Librarians/Library Technicians - 40 points			
<b>Grand Total</b>			
<b>370 points</b>			

### E3. Technical Bid Format:

It is up to the Bidder as to what information to include in its technical bid and the particular format to be used. It is recommended that the Bidder carefully review the technical evaluation criteria to glean from each criteria what information might be provided.

That being said, below is information that should be included for some criteria.

It must be clearly understood that this information is given for general guidance as to what may be included. Canada's provision of this recommended information does not reduce the responsibility of the Bidder to provide appropriate and complete information that addresses the technical evaluation criteria with a level of detail required to allow a complete evaluation.

In the Technical Bid it would assist if the information provided is prefaced by the specific criteria it is addressing.

The numbers below refer to the corresponding numbers of the criteria under "E2 - Weighted Evaluation Criteria":

#### E2.A Work Plan:

##### 1. Understanding of the reasons that the CSC provides Correctional Education.

The Bidder should include up to two pages of narrative that demonstrates its understanding of the nature and purpose of CSC's Education Program.

##### 5. Viability and cost effectiveness of method for meeting E.S.L. instructional needs.

The Bidder should explain how they propose to provide this service, given that the numbers of ESL students in any given institution may not be large enough to justify separate classes.

##### 6. Nature and purpose of teacher communication to Case Management staff.

The Bidder should provide an explanation that demonstrates an understanding of the reasons for this interaction and how it should take place.

**10.** Suitability of the overall work plan and alignment of resources in meeting the needs of the institutions in all areas of the contract.

Along with the suitability of the work plan, CSC will be looking at the appropriateness of how the Bidder is planning to allocate the institution staff resources. The Bidder should provide a detailed breakdown of institutional personnel time and service (i.e.: ABE teachers, Native Specific ABE Instructors Francophone, ESL, Library Services etc.) by institution. This section should also explain how the Bidder intends to provide effective and timely substitute teacher service to replace contract teachers during holidays, periods of sickness, etc.

**12.** Innovative & added value approaches/service.

The Bidder should include any additional/innovative opportunities, initiatives, features that they can bring to the program at either a minimal or no additional cost. If there are additional costs the Bidder should provide details and should understand that they cannot increase the program budget and should not negatively affect other areas of the program.

## **E2.B Training and Experience:**

**9.** Attracting and retaining qualified and effective staff under this contract proposal.

In order to provide consistency of staffing, and in view of the likelihood of future teacher shortages, the Bidder's ability to attract and retain qualified staff is important.

The Bidder should include any information that will demonstrate that it has this capability.

The Bidder should include things such as:

- salary paid to staff including any anticipated wage increases;
- fringe benefits, etc.;
- professional development initiatives and incentives;
- profit sharing arrangements;
- how long staff have been with the Bidder (include dates)

## **E2.D Number of Total Hours of ABE Teacher & Aids/Assistants & Librarians/Library Technicians:**

In the other areas of the evaluation criteria CSC will be evaluating the Bidders' quality of service; in this area CSC will be evaluating the quantity of the service being offered for the budget, and indirectly the value or cost of the service.

The Bidder must provide a breakdown of the total amount of hours for the ABE Teachers & Aids/Assistants & Librarians/Library Technicians. Do not include any staff hours other than these.

**The number of total hours for these categories of personnel should be identical to the amount of hours detailed for these categories in the Price Proposal section. If the number of hours differs, the total hours in the Price Proposal section will take precedence and be used in this evaluation criterion.**

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Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat 21801-120001
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 <b>PUBLIC SAFETY</b>		2. Branch or Directorate / Direction générale ou Direction Correctional Services of Canada, Pacific Region, Programs
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 To provide Adult Education Upgrading Service (grade levels 1 to 12). Library Service, Intake Educational Assessments and Learning Disability Assessments to incarcerated offenders in the federal correctional institutions of the Pacific Region.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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? (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)		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui
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.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" 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 checked="" 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 SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET 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? ☒ No ☐ Yes  
Non Oui

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? ☒ No ☐ Yes  
Non Oui

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

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

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 unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non Oui

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? ☒ No ☐ Yes  
Non Oui

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? ☒ No ☐ Yes  
Non Oui

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? ☒ No ☐ Yes  
Non Oui

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? ☒ No ☐ Yes  
Non Oui

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? ☒ No ☐ Yes  
Non Oui

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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.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien 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?

☒ No  
Non ☐ Yes  
Oui

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?

☒ No  
Non ☐ Yes  
Oui

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 / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Michelle Roxborough		A/Project Authority, Education & Training	<i>Michelle Roxborough</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
604-870-2551	604-870-2612	roxboroughmt@csco-scc.gc.ca	October 14, 2011
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
KAREN PEMBLE		A/RA Security	<i>K. Pemble</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
604-302-4629			2011/10/14
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?			
			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
KRISTA DUBSON		SUPPLY SPECIALIST	<i>Krista Dubson</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
604-775-7088		krista.dubson@tpsgc-pwgsc.gc.ca	
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Roxanne Anille		Contract Security Officer	<i>Roxanne Anille</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-957-6168	954-7171	Roxanne.Anille@tpsgc-pwgsc.gc.ca	