

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works and Government Services / Travaux  
publics et services gouvernementaux**  
**Kingston Procurement**  
**Des Acquisitions Kingston**  
**86 Clarence Street, 2nd floor**  
**Kingston**  
**Ontario**  
**K7L 1X3**  
**Bid Fax: (613) 545-8067**

**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> Sex Offender Treatment	
<b>Solicitation No. - N° de l'invitation</b> 21401-121737/B	<b>Date</b> 2012-07-17
<b>Client Reference No. - N° de référence du client</b> 21401-12-1737	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-690-5899	
<b>File No. - N° de dossier</b> KIN-2-38005 (690)	<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 2012-08-02</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rider, Kim (Buyer)	<b>Buyer Id - Id de l'acheteur</b> kin690
<b>Telephone No. - N° de téléphone</b> (613) 545-8739 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA See Herein Ontario 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 / Travaux publics et  
services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**This bid solicitation cancels and supersedes previous bid solicitation number 21401-121737/A dated 14 June 2012 with a closing of 3 July 2012 at 2:00PM.**

**PART 1 - GENERAL INFORMATION**

**1. Security Requirement**

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

**2. Statement of Work**

2.1 Correctional Service Canada (CSC) requires the provision of contracted services to carry out Sex Offender Treatment - Psychological Services to Male and Female Offenders under supervision with the Ottawa District Parole Office in the Ontario Region. The Contractor will provide all services at their own facilities, in consultation with a treatment and supervision team consisting of the parole supervisor, parole officer, Community Program Manager, and if required, the District psychologist. The Offenders will be referred to the Contractor by the Community Program Manager.. Further details can be found in Annex 1.

2.2 It is anticipated that one contract will be awarded.

2.3 Services are required from date of award to 30 June 2015.

2.4 This requirement is not subject to trade agreements.

2.5 This requirement is limited to Canadian services.

**3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided 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 Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**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.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 Ontario.

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

## 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 (1 hard copy)

Section III: Certifications (1 hard copy)

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.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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 8.5 x 11 inch (216 mm x 279 mm) 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Bid**

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Annex 2. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, as applicable.

### **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 Request for Proposal including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are three (3) or more bids with a valid Canadian content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **1.1 Technical Evaluation**

To be considered responsive, a proposal must:

- a) meet all the **Mandatory Technical Criteria**; and
- b) obtain the required minimum number of points specified in the **Point Rated Technical Criteria**. Point-rated technical criteria not addressed will be given a score of zero.

Proposals not meeting 1.1 (a) or 1.1 (b) will be given no further consideration.

##### **1.1.1 Mandatory Technical Criteria**

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive.

**MR #1.** The Bidder must provide the name and Curriculum Vitae (C.V.) of each proposed psychologist.

## MR #2. Registration for Autonomous Practice of Psychology by Provincial Registering/ Licensing Body

The proposed psychologist must be registered as a Psychologist or a Psychological Associate licensed for autonomous practice with the body that licenses psychologists in the province in which the work is performed, with competence in correctional/forensic, clinical, or counselling psychology.

Proof must be in the form of a photocopy of the official document (Certificate of Registration) from the College of Psychologists of Ontario **OR** by providing the Registration Number.

## MR #3. Experience

The proposed psychologist must have no less than two (2) years experience (within five (5) years from the closing date of the RFP) providing treatment to sexual offenders.

Proposals not meeting 1.1.1 will be given no further consideration.

## 1.2 TECHNICAL EVALUATION METHODOLOGY

Calculation of Technical Evaluation Points Awarded to the Bidder

**All Psychologists proposed by a Bidder, under this RFP, will be evaluated on an individual basis regardless of the number of Psychologists proposed. An average score will be calculated based on the total number of points awarded divided by the number of proposed Psychologists.**

**1.2.1 EVALUATION VOCABULARY: One Year:** For the purposes of the evaluation of this Requirement, a full year of experience will be defined as follows: a minimum of 48 consecutive weeks in a one year period equals one (1) year of experience.

	<b>Experience of the Proposed Psychologist</b>	<b>Scoring Methodology</b>	<b>Maximum Points Available</b>
<b>1</b>	<p><b>Years Experience - Psychological Services (Assessment and Treatment) to Incarcerated Offenders</b></p> <p>Number of years experience in providing psychological services to <u>incarcerated</u> offenders in the Provincial correctional, Provincial forensic mental health facilities or in Federal Correctional facilities.</p>	<p>&gt;2 years to less 3 years: 5 points            &gt;3 years to less 5 years: 10 points            &gt;5 years to less 10 years: 15 points            &gt;10+ years: 20 points</p>	<b>20</b>
<b>2</b>	<p><b>Years Experience - Psychological Assessments (Risk and Treatment) to Offenders under Parole Supervision in the Community</b></p> <p>Number of years experience in providing psychological assessments to offenders under Parole supervision or Probation in the Community in the Provincial or Federal correctional system.</p>	<p>&gt;2 years to less 3 years: 5 points            &gt;3 years to less 5 years: 10 points            &gt;5 years to less 10 years: 15 points            &gt;10+ years: 20 points</p>	<b>20</b>
<b>3</b>	<p><b>Years Experience - Psychological Treatment</b></p>	<p>&gt;2 years to less 3 years: 5 points</p>	<b>20</b>

	<p><b>Services to Offenders under Supervision in the Community</b></p> <p>Number of years the proposed psychologist(s) has provided psychological services, other than Assessments, to adult offenders under Provincial or Federal parole supervision.</p>	<p>&gt;3 years to less 5 years: 10 points &gt;5 years to less 10 years: 15 points &gt;10+ years: 20 points</p>	
4	<p><b>Years Experience - Sex Offenders Treatment</b></p> <p>Number of years experience in providing Sex Offender Treatment services to offenders in any of the following:</p> <ul style="list-style-type: none"> <li>Provincial correctional, Provincial forensic mental health facilities or in Federal Correctional facilities.</li> <li>Parole supervision or Probation in the Community in the Provincial or Federal correctional system.</li> </ul>	<p>&gt;2 years to less 3 years: 10 points &gt;3 years to less 5 years: 20 points &gt;5 years to less 10 years: 30 points &gt;10+ years: 40 points</p>	40
<b>MAXIMUM POINTS AVAILABLE:</b>		<b>100 Points</b>	
<b>MINIMUM COMPLIANCE SCORE of 70%:</b>		<b>70 Points</b>	

### 1.3 Financial Evaluation

1.3.1 Bidders must submit **pricing in accordance with Annex 2**, a firm, all-inclusive **hourly rate** for all pricing periods or their bids will be considered non-responsive and will be given no further consideration.

1.3.2 Cost will be evaluated on the total requirement (Contract period), using all-inclusive hourly rate and the number of **estimated** hours per contract year as stated in Annex "2". Each Contract Year Price will be calculated by multiplying the hourly rates by the estimated number of hours for each contract year.

1.3.3 The Contract Year Prices will be added together to arrive at a **Total Evaluation Price**.

## 2. Basis of Selection

2.1. To be declared responsive, a bid must:

- comply with all the requirements of the bid solicitation;
- meet all mandatory criteria; and
- obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 points.

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Bids not meeting "(a), (b) and (c)" will be declared non-responsive.

The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70% .

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

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.

***Refer to Annex 3 for an example calculation.***

**2.2** In the event two or more responsive bids have the same combined rating of point rated technical criteria, the responsive bid that obtained the highest point rated technical score will be recommended for award of a contract.

**3. 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 6 - 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 6 - 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. Canada will not delay the award of any contract to allow bidders to obtain the required clearance.

3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](#)" document on the Departmental Standard Procurement Documents Website.

**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 and Certifications Required with the Bid

Bidders must submit the certifications as provided below:

### 1.1 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.

#### 1.1.1 Risk Assessment Materials

It is understood and agreed that the Contractor's personnel are familiar with and have access to at least four (4) of the following risk assessment materials.

- Psychopathy Checklist-Revised;
- Level of Service Inventory - Revised
- Violence Risk Scale;
- Violence Risk Appraisal Guide;
- Historical Clinical Risk Variables Scheme - 20 or;
- Statistical information on Recidivism Revised.
- Sex Offender Needs Analysis Review
- Sex Offender Risk Appraisal
- Static-99
- Rapid Assessment of Sex Offender Risk

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### 1.1.2 Federal Contractors Program - over \$25,000.00 and below \$200,000.00.

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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;
- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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

### 1.1.3 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.

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.

### 1.1.4 Bidder's Procurement Business Number (PBN) \_\_\_\_\_

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](#). For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

### 1.1.5 Contractor's Representative

Name: \_\_\_\_\_ (Fill in or delete as applicable)

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

## 2. Certifications Required with the Bid

Bidders must submit the certifications as provided below:

### 2.1. Code of Conduct Certifications - Consent to a Criminal Record Verification

2.2 Bidders must submit with their bid, by the bid solicitation closing date:

(a) a complete list of names of all individuals who are currently directors of the Bidder;

(b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

### 2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

### 2.4 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. 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 "4"
  - (b) Industrial Security Manual (Latest Edition).

## 2. Statement of Work

Correctional Service Canada (CSC) requires contracted services to carry out the provision of **Psychological Counselling Services** to Male and Female Offenders

Further details can be found in Annex "1" - Statement of Work.

## 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2010B (2012-07-16) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 3.2 Task Authorization Process:

The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients", or "Task Authorization" form.

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.

The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the Project" Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the contract shall be from date of award to 30 June 2015.

## 5. Authorities

## 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kim Rider  
 Title: Supply Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 86 Clarence Street, 2nd Floor  
 Kingston, Ontario K7L 1X3  
 Tel: (613) 545-8739  
 Fax: (613) 545-8067  
 Email: Kim.Rider@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:

### DETAILS TO BE FILLED IN 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 Contractor's Representative

(TO BE FILLED IN AT CONTRACT AWARD)

## 6. Payment

### 6.1 Basis of Payment

In accordance with pricing provided herein at Annex "2".

### 6.2 Minimum Work Guarantee All the Work - Task Authorizations - SACC B9030C (2011-05-16)

1. In this clause,

"Maximum Contract Value" means the amount specified in the Limitation of Expenditure clause set out in this Contract; and

"Minimum Contract Value" means **20%** of the total contract value as stated on the front page of the contract.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's

maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does utilize the Contractor's services to the amount of the Minimum Contract Value during the period of the Contract, Canada shall pay the Contractor the difference between the Minimum Contract Value and the total amount paid to the Contractor under the Contract.
4. Canada shall have no obligation to the Contractor under this clause in the event that the Minister terminates the Contract in whole or in part for default.

### 6.3 Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment Annex 2, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.4 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority before issuance .

### 6.5 Monthly Payment

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

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

### 6.6 Exemption to Harmonized Services Tax

This requirement is exempt from Harmonized Services Tax in accordance with the following legislation: **Excise Tax Act - subsection 123(1), Schedule V, Part II, Health Care Services:**

7. A supply of any of the following services if the service is rendered to an individual by a practitioner of the service: (j) psychological services;

## 7. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010B (2012/03/02) General Conditions - Professional Services (Medium Complexity).

Invoices and Annex 1 and Annex 2, must be accompanied by the individualized offender attendance sheets, indicating date and time of attendance. Each invoice is to include the following:

### 7.1 Face Sheet

- contract number
- counselling services - total number of individual and group counselling hours,
- counselling services - total fee for counselling;
- consultation services - date and number of consultation hours,
- consultation services - total fee for consultation;

### 7.2 Supplemental Sheet

- counselling services
- offender's name and FPS number;
- therapist's name
- date and type of service performed for each individual; (i.e. counselling group or individual, special report, assessment, consultation)
- referring parole officer's name;
- "no show" dates.

### 7.3 Invoice Submission

Monthly invoices are issued no later than seven (7) working days after the last day of the previous month and are to be submitted to the Project Authority. Invoices should be accompanied by individual offender attendance sheets indicating the date and time of attendance.

### 7.4 SACC Manual Clauses incorporated by reference

A9117C T1204 - Direct Request by Customer Department (2007-11-30)

H1001C Multiple Payments (2008-05-12)

## 8. Certifications

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.

8.1 SACC Manual clause A3060C (2008-05-12) Canadian Content Certification

## 9. Applicable Laws

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

## 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) 2010B (2012-03-02) General Conditions - Professional Services (Medium Complexity);
- (c) Annex 1 Statement of Work;
- (d) Annex 2, Basis of Payment;
- (e) Annex 4, Security Requirements Checklist
- (f) the Contractor's bid dated (PWGSC to *insert date of bid*)

#### **11. Insurance Requirements - SACC G1001C (2008-05-12)**

The Contractor must comply with the insurance requirements specified in clauses 6.1 and 6.2. 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.

##### **11.1 Commercial General Liability Insurance - SACC G2001C (2008-05-12)**

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 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)

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(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) **Owners' or Contractors' Protective Liability:** Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

(m) **Non-Owned Automobile Liability - Coverage for suits against the Contractor** resulting from the use of hired or non-owned vehicles.

## **11.2 G2004C Medical Malpractice Liability Insurance (2008-05-12)**

1. The Contractor must obtain Medical Malpractice 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 \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.

2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.

3. 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.

4. **Notice of Cancellation:** The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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## ANNEX 1 - STATEMENT OF REQUIREMENTS

### DEFINITIONS:

**“Adjunct Staff”** - refers to the Contractor’s clerical support

**"Clinical Hour"** - refers to the Contractor's time spent with the offender and consists of a minimum of forty-five (45) minutes.

**“Discharge Date”** - the date on which the offender’s sentence fully expires.

**"Designate"** - refers to those individuals who meet the appropriate requirements and standards of the individual to whom they are designated.

**“District Psychologist”** - refers to the CSC employed Psychologist who is responsible for all psychological services in the Ottawa District.

**“Education Placements”** - refer to Students and Interns working with the Contractor.

**“Session”** - consists of one (1) clinical hour.

**“Warrant Expiry Date or WED”** - The date on which a sentence imposed by the sentencing judge ends. This is the last day that the Correctional Service of Canada has jurisdiction over an offender.

### **1 Overview**

1.1 Sex offender treatment is cognitive-behavioural in orientation and is a clinical treatment service. The aim of sex offender interventions is to provide quality service to sex offenders under jurisdiction of the Correctional Service of Canada (CSC). Sexual offending is a complex cognitive and behavioural disorder having multiple determined sources. Intervention, both treatment and supervision, aims to assist the individual in managing behaviour, managing sexually deviant thoughts and arousal, changing attitudes, values and beliefs that support sexual offending, taking responsibility for behaviour and, ultimately, changing behaviour. The focus of treatment is to impart techniques that are designed to assist sex offenders in maintaining control of sexually deviant behaviour and managing risk, with the recognition that sexually deviant behaviour cannot be "cured".

Where the terms "**sex offender programs**", "**sex offender treatment**" and "**sex offender treatment programs**" appear below, these refer broadly to service delivery, including direct delivery of program content, assessment of sex offenders, and supervision of sex offenders, unless otherwise indicated, and are used interchangeably within this document. All treatment programs provided to sex offenders must use the National Sex Offender Treatment Program materials or other independently accredited treatment materials.

The Contractor will provide, at their own facility, all services as appropriate, in consultation with the treatment/supervision team (Project Authority (PA), and Parole Officer). The Contractor's facility must be a professional office setting, located within the City of Ottawa. The office must have easy access to local transit routes.

The Contractor must have the capacity to schedule sessions on evenings or weekends, so as not to interfere with an offender's work schedule.

Any registered Psychologist provided by the Contractor must sign and assume accountability for his/her reports. All reports written by a subcontractor who is not a registered psychologist must be counter-signed by the registered psychologist named in the contract, or another registered psychologist delegated to assume responsibility for the work.

## 1.2 Relevant Policy Documents

Sex offender assessment, supervision and treatment services are also subject to the following policy documents:

- (A) **Commissioner's Directives:** [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca)  
 Commissioner's Directive 726 - Management of Correctional Programs  
 Commissioner's Directive 009 - Research  
 Commissioner's Directive 702 - Aboriginal Programming  
 Commissioner's Directive 803 - Consent to Health Services Assessment, Treatment, and Release of Information  
  
 Commissioner's Directive 840 - Psychological Services
- (B) Forensic Psychology: Policy and Practice in Corrections  
 (C) Ethical Standards and Principles for the Management of Sexual Abusers (Association for the Treatment of Sexual Abusers, 1997)  
  
 (D) Professional Codes of Ethics (e.g., The Canadian Code of Ethics for Psychologists)

## 2 Scope of Work

2.1 The Contractor is responsible to provide:

- 2.1.1 Assessments and treatments which meet the CSC guidelines and standards  
 2.1.2 Timely delivery of required documentation  
 2.1.3 Case conferences and case reviews  
 2.1.4 Documentation as to what the program will entail. This should include, but is not limited to:

- Delineating program philosophy
- Treatment objectives and components that will be included in the framework such as victim empathy, identification of high risk situations, adaptive coping skills, problem solving etc. and ;
- Staff credentials (as identified in their curriculum vitae);  
 Treatment Documentation Format

2.2 CSC maintains all offender documents on a computerized record management system (Offender Management System - OMS). This requires that all treatment documentation be submitted via CSC e-mail or on a dedicated USB key (Microsoft Word compatible) accompanied by a signed, hard copy. Further, the Parole Board of Canada (PBC) has announced that as of June 1, 2011, they will no longer accept faxed or mailed hard copies of offender documents; all documents must be accessible via the OMS.

## 2.3 Treatment Orientation

The treatment/counselling orientation endorsed by Correctional Service Canada is cognitive behavioural. The primary objective of sex offender treatment in the community is relapse prevention. When appropriate, the Contractor is expected to utilize a relapse prevention model focusing on the offender's offence cycle with the reduction of the risk to re-offend being a primary treatment objective. This requires the exchange of information among the treatment/supervision team members (i.e., Contractor, parole officer, Parole Supervisor, Community Program Manager), particularly as it applies to the offender's criminogenic factors.

CSC recognizes that not all offenders will be immediately prepared to begin the relapse prevention phase of treatment. For these individuals CSC accepts the Contractor's recommendations for treatment targeting denial and minimization.

The level of treatment should be geared to the offender's risk level. It is understood that the treatment level for high risk offenders should be intensive, that is at least one treatment session per week until the risk level can be reclassified.

There must be no lapse in service or delays in providing service after the initial referral, attributable to the Contractor.

After the initial routine referral, the Contractor must provide service within ten (10) working days. If the initial referral is deemed urgent by CSC, the Contractor must provide service within five (5) working days.

## 2.4 Limits of Confidentiality - Reference: Annex "A"

All parties, including the offender, must understand that the limits of confidentiality are very broad and any issue that may pertain to the offender's offence cycle will be discussed, documented and shared with treatment/supervision team members. Since all psychological and counselling reports are uploaded on an electronic database, the limits of confidentiality must be carefully explained to the offender. The Contractor must use the attached Annex "A". This form has been approved by the College of Psychologists of Ontario and a copy of the form submitted with the signed final report for placement on the offender file.

## 2.5 Evaluation for Treatment - Treatment Plan Reference Annex "B"

Upon receipt of a referral for evaluation for treatment, the Contractor is authorized a maximum billing of three (3) sessions (1 hour each) to determine the offenders suitability for treatment. If treatment is appropriate, the Contractor will develop and submit a Treatment Plan, specific to the individual offender. The Contractor may bill a maximum of two (2) hours for the file review and Treatment Plan preparation. Information to be included as follows:

### 2.5.1 Tombstone Data

Identify the offence, the sentence length, the victim(s) gender, the number of victims and victim's relationship to the offender;

- Phallometric Results (where completed and when);
- Brief Treatment History (where and when);
- Summary of Relevant Background (e.g., briefly comment on: previous diagnoses, evidence of early maladjustment, circumstances of offence, extent of criminality etc.);
- Presentation during assessment interview (especially attitude toward sex offence and attitude toward treatment);

### 2.5.2 Specific Treatment Objectives

This section provides a synopsis to the Parole Officer, of what could be accomplished in the short term (typically, a three month timeframe). The treatment objectives must be specific to the offender, relevant to the offender's risk to re-offend and relatively concrete/short term so that progress toward these objectives can be measured or observed. As treatment progresses, objectives will be modified.

### 2.5.3 Current Risk Status

The Contractor will provide risk management data to Parole Officers in non technical or "lay terms". The Current Risk Status is defined in terms of Static Risk Variables, Dynamic Risk Variables, Risk for Violent Recidivism and Actuarial Risk Estimates. The Contractor is required to delineate the key variables for each category to enable the parole officer to understand what the variables are and how these variables contribute to the risk for re-offending.

Examples of Current Risk Status are:

- Static Risk Variables: for example, criminal history, history of substance abuse, chronic unemployment, anti-social/psychopathic orientation etc.
- Dynamic Risk Variables: for example, current maladaptive behaviour, substance abuse, poor attitude/motivation toward treatment and/or supervision, criminal values, etc.
- Actuarial Risk Estimates: where applicable, significant actuarial data should be referenced (e.g. GSIR, LSI-R, Static-99, etc.) and interpreted in lay term.

### 2.5.4 Current Risk Summary

- Risk for General Recidivism - indicate the level (Low, Med., High) and delineate the relevant key variables.
- Risk for Violent Recidivism - indicate the level (Low, Med., High) and delineate the relevant key variables.
- Risk for Sexual Recidivism - indicate the level (Low, Med., High) and delineate the relevant key variables.

### 2.5.5 Risk Management Recommendations

The Contractor is required to state recommendations regarding:

- How risks can be managed in the community (e.g., urinalysis, participation in Correctional Service Canada core programs, enhanced supervision, change in curfew, etc.).
- What ancillary interventions may maximize successful community reintegration (e.g., job search skills, education/retraining, leisure activities, money management, etc.).

### 2.5.6 Next Treatment Steps

The Contractor will propose future direction for treatment to address longer term treatment concerns

### 2.6 Treatment Authorization and Treatment Documentation

Upon CSC's acceptance of the Treatment Plan the Contractor will be authorized a maximum of twelve (12) treatment sessions. The offender's status will be monitored via Progress Notes.

### 2.7 Progress Notes - Reference: Annex "C"

Progress Notes are to be submitted electronically (via CSC email or USB key) after every 6th session or quarterly if the offender is being seen monthly. The Progress Notes will address the following:

#### 2.7.1 Tombstone Data

In addition to the information required in "2.5.1- Tombstone Data" of the Treatment Plan, the following must be indicated:

- The session frequency; if the frequency has changed this should be noted;
- The number of sessions the offender has attended since the last Progress Note (or Treatment Plan)

#### 2.7.2 Relevant Background

The Contractor will provide the context for the Treatment Objectives. This section must include a brief synopsis of the offender's criminal history/offence cycle, description of the index offence, previous psychological and psychiatric assessments and diagnosis and significant medical conditions. This section may include relevant developmental, social, substance abuse and interpersonal relationships histories.

This section concludes with the offender's presentation (how they are behaving during the session - standard wording used in the form) during the counselling sessions, his/her motivation for treatment and attitude toward supervision.

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### 2.7.3 Specific Treatment Objectives - Refer to 2.5.2

### 2.7.4 Progress Toward Treatment Objectives

Each of the Specific Treatment Objectives that were listed in the previous section is evaluated in terms of the offenders movement (or failure to move) toward achieving that objective. Behavioural examples are cited to illustrate the movement and the significance of that movement to the overall supervision plan.

### 2.7.5 Next Treatment Steps

The Contractor will evaluate the offender's movement documented in the preceding section. This section will propose the future direction for treatment addressing longer term treatment concerns (as they apply to the overall supervision plan), the primary treatment object - risk to re-offend and the offender's successful community reintegration.

### 2.7.6 Current Risk Status - Refer to 2.5.3

### 2.7.7 Current Risk Status Summary - Refer to 2.5.4

### 2.7.8 Risk Management Recommendations - Refer to 2.5.5

### 2.8 Case Review for Continued Treatment Authorization

Following the twelfth (12th) treatment session, a Case Review shall be held. Treatment will continue if the Contractor believes it is appropriate given his/her assessment of the case and his/her assessment of the information provided by the supervision team. The Contractor is responsible for scheduling the Case Reviews no later than ten (10) working days following completion of the twelfth (12th) treatment session. The Case Review will be billed at a maximum of one (1) hour.

### 2.9 Relapse Prevention Plan

Most of the sex offenders are released with a Relapse Prevention Plan (RPP) that was developed in the institution as part of their treatment program. The Contractor will review the RPP regularly with the offender and modifications to the plan will be made, as appropriate.

Some offenders referred may not have a RPP. In this circumstance, the Contractor (or Service Provider) must develop and monitor a RPP as soon as possible.

Upon the completion of treatment the most recent version of the offender Relapse Prevention Plan will be submitted to CSC in hard copy for placement on the offender's file.

## 2.10 Discharge Summary Report Note - Annex "C"

On termination of treatment (this includes formal discharge, transfer to another site, revocation, Warrant Expiry) the Contractor will submit a Discharge Summary Note outlining the following:

- reason for termination
- treatment progress/outcome
- current risk to re-offend
- Relapse Prevention Plan (as appropriate and attach most recent update)

The Discharge Summary Note will be submitted five (15) working days after the offender is discharged. In the case of an offender completing his sentence, the Discharge Note will be submitted five (5) working days prior to the Warrant Expiry Date.

The Discharge Summary Note is billable up to a maximum of one hour.

Termination may occur at any time the Contractor deems that the offender is not benefiting from counselling or counselling is no longer required. The Contractor has the responsibility and authority to discharge the offender after consulting with the Parole Officer and Parole Supervisor.

## 2.11 Assessments - Vocational, Educational and/or Psychological

Correctional Service Canada offenders undergo several batteries of vocational, educational, and psychological tests at various periods of their incarceration, and prior to being released into the community. The results of these tests are available to the Contractor. Given this, if the Contractor believes that additional testing is required to complete the Assessment for Treatment, the additional testing must be authorized in writing, in advance. The Contractor will submit: a brief treatment rationale for the testing, a list naming each test to be administered, and the total cost for administering, scoring and testing report to the District Psychologist. Assessments not authorized in advance will not be remunerated.

## 2.12 Case Conference and Communication

### 2.12.1 Case Conference

In addition to the routine "post 12th session Case Review", circumstance may demand that a case conference be held. The case conference may be held with or without the offender present as determined conference be held. The case conference may be held with or without the offender present as determined by the Contractor, in consultation with the Case Management Team. The case will involve the Contractor, Parole Officer and if required, the Parole Supervisor, Community Program Manager and/or Site Psychologist. The Contractor is responsible for scheduling the case conference that will take place no later than ten (10) working days following the completion of the twelfth (12th) session. The case conference will be billed at a maximum of one hour.

### 2.12.2 Telephone Consultation - Reference: Annex "E" & "F"

The Contractor is to provide feedback and consultation to the CSC supervision staff via brief informal telephone contact if required by CSC. The Contractor is responsible for communicating to the Parole Officer the following information within 24 hours of the Contractor being aware of the information.

- (a) Information which indicates an increased risk to re-offend and/or violations of special conditions (Annex "E") or:
- (b) The offender failing to attend a scheduled appointment (Annex "F")

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## 2.13 Information Sharing

All treatment reports that are written for the purposes of Parole Board of Canada decision-making, or those that contribute to decision-making shall be shared with the offender by the author of the report. Correctional Service Canada policy indicates that the author and offender will sign and date the report at the time that the report is shared. The signed copy and a diskette copy (Microsoft Word compatible) will be submitted to Correctional Service Canada as per the usual procedure. Should the wait for the offenders signature compromise the timeliness of the report, a dated, hard copy of the report with only the Contractors signature may be forwarded, provided that a hard copy, signed and dated by both the offender and the Contractor; is submitted within fifteen (15) working days. The diskette copy of the report should accompany the initial copy so that the report may be uploaded onto OMS for timely distribution. In the event that the offender is temporarily detained, unlawfully at large, or revoked, the offenders parole officer will assume the information sharing responsibility. To ensure that the Discharge Summary Note is shared, the signed copy will be submitted twenty (20) working days prior to the Warrant Expiry Date.

## 2.14 Subcontracting or Education Placements

Prior to a Subcontractor or education placement delivering services to CSC offenders, the Contractor must submit, the individual's current C.V. to the Project Authority for review. Subject to approval by the Project Authority, the individual must undergo an appropriate security clearance. It is preferable that sub-contractors delivering direct treatment services to this population hold a Masters Degree in a relevant field. CSC will accept a sub-contractor holding a Bachelor's Degree in a relevant field, provided that they have a minimum of one year's experience working with sex offenders in a forensic setting.

All sub-contractors or Educational Placements who are not a registered psychologist shall be supervised by the Contractor according to the standards and guidelines set by the Ontario College of Psychologists. All reports written by a subcontractor must be countersigned by the Clinical Director.

The Contractor Adjunct Staff not delivering direct services but in contact with CSC documentation will undergo a security clearance prior to handling the material.

## 2.15 Documentation Security

It is the Contractor's responsibility to ensure that all Correctional Service Canada documents are handled, transported, and stored according to Correctional Service Canada document security guidelines. The Contractor will receive a copy of said guidelines upon contract award. Once the offender is discharged from the service, all Correctional Service Canada generated documents will be returned to Correctional Service Canada no later than thirty (30) days from the date of the offender is discharged from the service.

## 2.16 Offender Activities on the behalf of Correctional Service Canada

Should the Contractor request the offender to participate in volunteer community service activities, and if such activities are stated to be on the behalf of Correctional Service Canada, they must be authorized by the Area Director prior to the offenders participation.

## 2.17 Contract Management

The Project Authority will manage the non-clinical issues pertaining to the contract. The Contractor may be requested to attend one (1) contract maintenance meeting with the Project Authority per year. The purpose of this meeting is to discuss issues that may arise from the Statement of Requirements. This meeting is not billable.

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The Contractor is expected to continually update their education and/or professional training in order to remain familiar with the current literature on sex offender assessment and treatment. The Contractor may be requested to attend one (1) professional update session per year to discuss and receive information regarding changes or innovations in CSC sex offender management protocols. This is not billable.

#### 2.18 Continuity of Treatment

It's the contractor's responsibility to ensure that he/she provides back up services when unable to provide treatment due to planned or unplanned absences.

#### 2.19 Attendance Sheets

The Contractor shall maintain individualized attendance sheets for all cases which should be included with each invoice.

### **ANNEX A - Limits of Confidentiality and Consent to Participate in Psychological Assessment and Counselling**

Psychologists must respect confidentiality and protect their clients' privacy. They must also explain the limits to confidentiality and privacy before they provide service. This form describes these limits and explains situations where psychologists are required and/or permitted to disclose information about you to others.

Psychological risk assessments are not confidential, so that anything that you say during an assessment interview could appear in the final assessment report. You may withdraw your consent to participate at any time during the assessment process, but once the assessment has been completed, your consent to distribute the resulting report is not required. If you do not consent to participate in the risk assessment process, the psychologist may still be required to complete a risk assessment based upon information already available on your files. Risk assessment reports are placed on your Case Management File, your file at the National Parole Board, your Psychology File, and on the Offender Management System (an electronic database). Correctional Service of Canada (CSC) employees, NPB employees, and those who perform services under contract for CSC who need this information to perform their duties, will have access to your Case Management files and the OMS system. Under the terms of the Corrections and Conditional Release Act, if you are ever released as a "high-risk" release, some of the information on your Psychology file may be made available to law enforcement agencies in your area of release.

There is a limited degree of confidentiality in psychological treatment or counseling. Direct access to your Psychology file can only occur under the supervision of a psychologist. Information that is not related to your risk to re-offend will be restricted to the Psychology file. Although access to your Psychology file, in order to review the quality of psychological services, or to complete psychological research, is allowed, information that can identify you will be protected. Anything discussed in counseling that is related to your risk to re-offend, however, including your progress in treatment, will be communicated to your Parole Officer, and will be summarized in Treatment Progress Reports that are distributed to the same files as are the psychological assessment reports described above. Psychological reports will be shared with you by the psychologist or, if this is not possible, by the Parole Officer.

There are situations where psychologists are legally required to break confidentiality. When there are reasonable grounds to believe that a child is, or may be, in need of protection, psychologists must report this information to a Child Protection Agency. If they have reasonable grounds, psychologists must also report the sexual abuse committed against clients by other identified health care providers. Psychologists have a duty to protect you and others from harm. This means that confidentiality will be breached if you are deemed to be at high risk for suicide or self-harm, or when identifiable third parties are at risk of being

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Buyer ID - Id de l'acheteur

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harméd by you. Finally, you should understand that, in contrast to communications with a lawyer, psychological information is not legally defined as "privileged"; therefore, psychologists may be compelled to testify as a witness, or provide the Psychology file in it's entirety, by an order of the court.

I understand this information and agree to participate in:

Psychological assessment \_\_\_\_\_

Psychological counseling \_\_\_\_\_

Name of Client \_\_\_\_\_

Signed \_\_\_\_\_

Psychologist \_\_\_\_\_

Date \_\_\_\_\_

I understand that by not signing this form, I am declining to participate in psychological assessment and/or psychological counseling. The psychologist will discuss the possible implications of this decision with you.

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**ANNEX B - Treatment Plan**

Offenders Name \_\_\_\_\_ FPS \_\_\_\_\_ WED \_\_\_\_\_ DOB \_\_\_\_\_

P.O. \_\_\_\_\_ Referral Date \_\_\_\_\_ Office: \_\_\_\_\_

Session Frequency/month: \_\_\_\_\_ Date of last written Note: \_\_\_\_\_

Since last Progress Note: (1) # of sessions: \_\_\_\_\_ (2) total # of sessions to date: \_\_\_\_\_

(3) # of missed sessions: \_\_\_\_\_ (4) estimated # of sessions to treatment completion \_\_\_\_\_

Tombstone Data

Relevant Background

Offender Presentation

Current Mental Health Status - describe the offender's current mental status and risk for self harm, indicating the circumstances that would increase this risk

Recommendations to Manage Risk for Self Harm - if the offender is assessed as being at elevated risk for self harm.

Current Treatment Objectives

Longer Term Treatment Objectives

Current Risk Status (static/dynamic/actuarial/risk to staff if applicable)

- a) Risk for General Recidivism - indicate the level (Low, Mod., High) and delineate the relevant key variables.
- b) Risk for Violent Recidivism (if applicable) indicate the level (Low, Mod., High) and delineate the relevant key variables.
- c) Risk for Sexual Recidivism (if applicable) indicate the level (Low, Mod., High) and delineate the relevant key variables.
- d) Risk for CSC's staff (if applicable) - indicate the level (Low, Mod., High) and delineate the relevant key variables.
- e) Risk for self-harm/suicide - indicate the circumstances that would increase this risk and indicators/markers that this risk has increased

Risk Management Recommendations

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Therapist Signature \_\_\_\_\_

Date \_\_\_\_\_

(if service was not provided by the contractor)

Offender Signature \_\_\_\_\_ Date \_\_\_\_\_

(for information sharing)

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

cc: Offender File , Psychology file, OMS

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**ANNEX C Treatment Plan - Progress Note - Discharge Summary Note**

Correctional Service Canada: Treatment Plan / Treatment Progress Note / Discharge Note

Offenders Name \_\_\_\_\_ FPS \_\_\_\_\_ WED \_\_\_\_\_ DOB \_\_\_\_\_

P.O. \_\_\_\_\_ Referral Date \_\_\_\_\_ Documents Date \_\_\_\_\_

Session Frequency/Month \_\_\_\_ Number of Sessions since last documentation \_\_\_\_\_

Current Estimated # of Sessions Until Treatment Completion \_\_\_\_\_

Relevant Background: (for Treatment Plan only)

Specific Treatment Objectives:

Presentation in counselling, motivation to change, attitude toward supervision:

Progress Toward Treatment Objectives: (for Treatment Progress and Discharge Notes only. Address each of the objectives listed above, cite behavioral examples and significance re: supervision plan)

Next Treatment Steps: (Include proposed changes in frequency of contact or treatment objectives, ancillary interventions, etc.)

Risk Assessment:

a) Risk for General Recidivism - indicate the level (Low, Mod., High) of risk based on static, dynamic, and actuarial factors.

b) Risk for Violent Recidivism (if applicable) - indicate the level (Low, Mod., High) of risk based on static, dynamic, and actuarial factors.

c) Risk for Sexual Recidivism (if applicable) - indicate the level (Low, Mod., High) of risk based on static, dynamic, and actuarial factors.

Risk Management Recommendations: (interventions other than psychological treatment that may assist in managing risk in the community and maximize community reintegration)

Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_

Therapist Signature \_\_\_\_\_ Date \_\_\_\_\_

(if service was not provided by the contractor)

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Offender Signature \_\_\_\_\_ Date \_\_\_\_\_  
(for information sharing)

Parole Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: Offender File , Psychology file

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**ANNEX D - Communication Form**

(The Contractor prints this form on her/his letterhead)

# of pages including this one: \_\_\_\_\_  
Date \_\_\_\_\_

To \_\_\_\_\_

Parole Officer

Location

To \_\_\_\_\_

Parole Officer Supervisor

Location

To \_\_\_\_\_

Psychology Clerk

Location

From: \_\_\_\_\_

Psychologist/Psychological Associate

Signature

Re: \_\_\_\_\_

Offender Name

FPS

DOB

WED

( ) BREACHED OF CONDITION OF RELEASE OR VIOLATION OF THE LAW:

Information obtained during the appointment of \_\_\_\_\_ indicated that this offender breached the condition of release or violated the law, as follows:

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- This breach of condition/violation of the law implies an increase risk of reoffending
- This breach of condition/violation of the law does not imply an increase in risk of reoffending

---

During the appointment of \_\_\_\_\_, I obtained information that indicates that this offender presents a SIGNIFICANT INCREASE IN RISK FOR:

- NON- SEXUAL VIOLENCE
- SEXUAL VIOLENCE
- SUICIDE/SELF HARM
- NON-VIOLENT OFFENDING
- SUBSTANCE ABUSE

---

Explanation/reason for increase(s) of risk:

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Cc: Parole Officer Supervisor



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**ANNEX "F" - Missed Appointment Form**

(The Contractor prints this form on her/his letterhead)

# of pages including this one: \_\_\_\_\_

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

To \_\_\_\_\_

Parole Officer

Location

To \_\_\_\_\_

Parole Officer Supervisor

Location

To \_\_\_\_\_

Psychology Clerk

Location

From: \_\_\_\_\_

Psychologist/Psychological Associate

Signature

Re: \_\_\_\_\_

Offender Name

FPS

DOB

WED

Date of missed appointment: \_\_\_\_\_

Time of missed appointment: \_\_\_\_\_

Client called to cancel: ( ) Yes ( ) No

Possible date of next appointment: \_\_\_\_\_

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Possible time of next appointment: \_\_\_\_\_

Comments:

Parole Officer Response: (reasons provided by the offenders for his/her failure to attend the above noted appointment)

Parole Officer's Acceptance of Next Appointment:

( ) Yes: I am accepting the proposed appointments for this offender

( ) No: I am proposing a different date/time for the next appointment for this offender, as follows:

Parole Officer Name

Signature

Date

cc: Parole Officer Supervisor.

## ANNEX "2" - BASIS OF PAYMENT

### 1.1 Pricing Proposal

Bidders must submit a firm, all-inclusive **hourly rate** for the provision of services. All estimated usage figures, set out in this RFP, are included for evaluation purposes only and do not represent a commitment on behalf of Canada.

<b>1.2 CONTRACT YEARS:</b>	<b>Estimated Hrs.</b>	<b>Hourly Rate</b>
<b>Year #1: date of award to 30 June 2013:</b>	<b>313</b>	\$_____ per hour
<b>Year #2: 01 July 2013 to 30 June 2014:</b>	<b>242</b>	\$_____ per hour
<b>Year #3: 01 July 2014 to 30 June 2015:</b>	<b>176</b>	\$_____ per hour

### 2 Billable Services

2.1 Evaluation for treatment - the first three sessions with the offender to determine if treatment is appropriate

2.2 File review, Treatment Plan, or letter indicating that treatment is inappropriate at this time (not to exceed one (1) billable hour) - please note that formal assessments will not be remunerated unless they have been pre-authorized by the Project Authority.

2.3 Individual Counselling - this includes the Progress Notes which are not billable, they are included in the fee for direct offender counselling. Only authorized counselling sessions will be remunerated. Correctional Service of Canada reserves the right to withhold payment until Progress Notes are submitted to the Project Authority.

2.4 Discharge Summary Note - not to exceed one (1) hour

2.5 Case conference(s): as per the Statement of Work or as requested by the Project Authority.

2.6 Special Report(s) or Letters as requested by CSC - not to exceed one (1) hour - to be pre-approved by Project Authority.

2.7 Case-review(s): not to exceed one (1) hour.

2.8 Consultation - brief telephone/email with CSC parole staff.

3. Travel - neither travel time or mileage is billable (with the exception of if there is a need to use video conferencing equipment at the parole office). Travel mileage will be reimbursed in accordance with Treasury Board Guidelines.

4. Missed Appointments

When an Offender cannot attend a scheduled appointment, the Contractor may invoice CSC under the following circumstance:

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Appointment missed without notice given to the Contractor - **50% of hourly fee**

When an appointment is missed with 24 hour notice given to the Contractor, there will be **no charge** to CSC

### Annex "3" - Best Value Selection Example

#### Highest Combined Rating of 70% Point Rated Technical Criteria and 30% Price

Best Value Selection involves the assignment of weighted values relating to the Evaluation Price Total and the Point Rated Technical Criteria. The weighted values are identified in the Evaluation Procedures section of the Request for Proposal and established in consultation with PWGSC's client department (ie. Correctional Service Canada).

**EXAMPLE** - Assuming these four (4) bids are responsive.

	BID 1	BID 2	BID 3	BID 4
Point Rated Technical Criteria	130 Points	122 Points	150 Points	112 Points
Price	\$230,000.00	\$200,000.00	\$185,000.00	\$120,000.00

#### Calculations:

<b>Bid 1</b>	Technical	$\frac{130}{150}$	x	70	=	60.7
	Price	$\frac{\$120,000.00}{\$230,000.00}$	x	30	=	15.7
				<b>TOTAL</b>	<b>=</b>	<b>76.4</b>
<b>Bid 2</b>	Technical	$\frac{122}{150}$	x	70	=	56.9
	Price	$\frac{\$120,000.00}{\$200,000.00}$	x	30	=	18.0
				<b>TOTAL</b>	<b>=</b>	<b>74.9</b>
<b>Bid 3</b>	Technical	$\frac{150}{150}$	x	70	=	70.0
	Price	$\frac{\$120,000.00}{\$185,000.00}$	x	30	=	19.5
				<b>TOTAL</b>	<b>=</b>	<b>89.5</b>
<b>Bid 4</b>	Technical	$\frac{112}{150}$	x	70	=	52.3
	Price	$\frac{\$120,000.00}{\$120,000.00}$	x	30	=	30.0
				<b>TOTAL</b>	<b>=</b>	<b>82.3</b>

**BID 3** highest combined rating of point rated technical criteria and price

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**Annex 4**  
**Security Requirements Checklist**  
**Attached.**



Government of Canada

Gouvernement du Canada

Contrat / Marché / Mission des services <b>21401-121737</b> Security Classification / Classification de sécurité
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**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

1. Contract Information / Partis / Informations contractuelles Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>CSC</b>		2. Branch or Directorate / Direction générale ou Direction <b>Correctional Service Canada - GOND</b>	
a) Subcontract Number / Numéro du contrat de sous-traitance		b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	

Brief Description of Work / Brève description du travail  
**Delivery of Sex Offender Treatment to male offenders in the Ottawa community.**  
*4 female*

a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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 / Non <input type="checkbox"/> Yes / Oui
Indicate the type of access required / Indiquer le type d'accès requis	
c) 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 / Non <input checked="" type="checkbox"/> Yes / Oui
d) 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 / Non <input type="checkbox"/> Yes / Oui
e) 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 / Non <input type="checkbox"/> Yes / Oui

f) 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"/>
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g) 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 / ne pas diffuser <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:

h) Level of Information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" 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"/>

Security Classification / Classification de sécurité
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>21401-121737</b>
Security

**PART A (continued) / PARTIE A (suite)**

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

No / Non  Yes / Oui

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 / Non  Yes / Oui

Short Title(s) of materiel / 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?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui

No / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED materiel 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 / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A 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 / Non  Yes / 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 / Non  Yes / Oui



Contract Number / Numéro du contrat <b>21401-121737</b>
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**RTC - (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 PROTEGE			CLASSIFIED CLASSIFIE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRES SECRET	Protected PROTEGE			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRES SECRET
											A	B	C			
Formation / Assets Sensibilisation / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. 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.

2. 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).

Security Classification / Classification de sécurité
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