

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT.

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

Title - Sujet Integrated Correctional Prog. Model	
Solicitation No. - N° de l'invitation 21280-120029/A	Date 2012-05-14
Client Reference No. - N° de référence du client 21280-120029	GETS Ref. No. - N° de réf. de SEAG PW-\$MCT-011-4460
File No. - N° de dossier MCT-1-34482 (011)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-06-04	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Sharpe, Charlene A.	Buyer Id - Id de l'acheteur mct011
Telephone No. - N° de téléphone (506)851-3467 ()	FAX No. - N° de FAX (506)851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA Atlantic Dist Office/Comm Prog Mgr 33 Weldon Street, Suite 220 MONCTON New Brunswick E1C0N5 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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21280-120029/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct011

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

21280-120029

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MCT-1-34482

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|--|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
| | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include:

- | | |
|---------|---------------------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Security Requirements Checklist |
| Annex D | Insurance Requirements |
| Annex E | Technical Evaluation Criteria |

2. Summary

Request for a Regional Individual Standing Offer for the delivery of an Integrated Correctional Program Model (ICPM) Community Maintenance Program for Correctional Service of Canada, in Moncton, Fredericton, Bathurst, Edmundston and Saint John areas of New Brunswick, on an as and when requested basis, for the period from October 1, 2012 to September 30, 2013, with a provision to extend the period for four (4) additional one-year periods thereafter.

The Correctional Service of Canada (CSC) contributes to the protection of society by ensuring that appropriate programming is in place when offenders are released. As part of its mandate, CSC requires

community-based behavioural programming for conditionally released offenders, in order to enhance potential for personal development and assist in integration as law-abiding citizens. Community Maintenance Programs were designed to review and apply a selected sub-set of "core" skills learned in the feeder programs for real-life tasks, problems and high-risk situations in the community in order to prevent re-offending. Candidates, who request to participate and meet the selection criteria, shall be referred to the Contractor by the Correctional Service of Canada (CSC).

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

The requirement is limited to Canadian goods and/or services.

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012/03/02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2. Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, **transmission of offers by electronic mail to PWGSC will not be accepted.**

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors are encouraged to:

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

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria as specified in Annex E.

1.1.2 Point Rated Technical Criteria

Point Rated Technical Criteria as specified in Annex E.

1.2 Financial Evaluation

SACC Reference	Section	Date
M0220T	Evaluation of Price	2007/05/25

NOTE: Bidders may submit pricing to provide services in Moncton, or Fredericton, or Bathurst, or Edmunston, or Saint John, or a combination of any or all locations.

2. Basis of Selection

2.1 Basis of Selection - Minimum Point Rating

- 1. To be declared responsive, an offer must:
 - (a) comply with all the requirements of the Request for Standing Offers (RFSO);
 - (b) meet all mandatory technical evaluation criteria; and
 - (c) obtain the required minimum of 60 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 125 points.
- 2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

(Derived from - Provenant de: M0034T, 2007/11/30)

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

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

1. Certifications Precedent to Issuance of a Standing Offer

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

1.1 Federal Contractors Program - Certification

Federal Contractors Program - \$200,000 or more

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

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

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

-
- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to FCP, and has a valid certificate number as follows:
_____ (e.g. has not been declared an ineligible contractor by HRSDC).

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

Signature

Date

(Derived from - Provenant de: M2000T, 2010/08/16)

1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors 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 Offeror a FPS in receipt of a pension as defined above? **YES** () **NO** ()

If so, the Offeror 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 Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** () **NO** ()

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

Signature

Date

(Derived from - Provenant de: M3025T, 2010/01/11)

1.3 Canadian Content Certification

1.3.1 SACC Manual clause A3050T (2010/01/11) Canadian Content Definition

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.

Signature

Date

(Derived from - Provenant de: A3055T, 2010/01/11)

1.4 Status and Availability of Resources

SACC Reference

M3020T

Section

Status and Availability of Resources

Date

2010/01/11

Signature

Date

1.4.1 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

Signature

Date

(Derived from - Provenant de: M3021T, 2007/05/25)

PART 6 - SECURITY AND FINANCIAL REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror'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 7A - Standing Offer;

- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

2. Security Requirement

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B** including an IT Link at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition)

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012/03/02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from October 1, 2012 to September 30, 2013.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) one year periods, from October 1, 2013 to September 30, 2014; from October 1, 2014 to September 30, 2015; from October 1, 2015 to September 30, 2016; and from October 1, 2016 to September 30, 2017; under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

(Derived from - Provenant de: M9014C, 2008/05/12)

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Charlene Sharpe
Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
1045 Main Street, Unit 108
Moncton, NB E1C 1H1
Telephone: 506-851-3467
Facsimile: 506-851-6759
E-Mail: Charlene.Sharpe@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible

for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative *Offerors are to provide the following information*

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
Community Programs
Atlantic District Office
Moncton, New Brunswick

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or electronic document.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$6,780.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$278,200.00 (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply

any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

(Derived from - Provenant de: M4506C, 2011/05/16)

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) 2005 (2012/03/02), General Conditions - Standing Offers - Goods or Services;
- d) 2035 (2012/03/02), General Conditions - Higher Complexity - Services;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements; and
- i) the Offeror's offer _____.

11. Certifications

11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11.2 SACC Manual Clauses

SACC Reference	Section	Date
M3020C	Status and Availability of Resources	2010/01/11
M3060C	Canadian Content Certification	2008/05/12

12. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

Section 17, Interest on Overdue Accounts, of 2035 (2012/03/02), General Conditions - Higher Complexity - Services, will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

(Derived from - Provenant de: C0206C, 2011/05/16)

Travel and Living Expenses

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

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

Estimated Cost: \$_____ (*insert the amount at contract award*).

(Derived from - Provenant de: C4005C, 2010/01/11)

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

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

(Derived from - Provenant de: C6001C, 2011/05/16)

4.3 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
H1001C	Multiple Payments	2008/05/12

4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must include:

- a. An invoice number;
- b. Invoice date;
- c. Contractor's name and address;
- d. Reference Contract Number;
- e. Reference Financial Code;
- f. Project title;
- g. Session delivery dates;
- h. Attendance Record;
- i. Facilitator Name;
- j. Language of program delivered;
- k. Reports (see Statement of Work – Annex A)

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

(Derived from - Provenant de: H5001C, 2008/12/12)

6. SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11
C0710C	Time and Contract Price Verification	2007/11/30

7. Insurance Requirements

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

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

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

(Derived from - Provenant de: G1001C, 2008/05/12)

Solicitation No. - N° de l'invitation

21280-120029/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct011

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

21280-120029

File No. - N° du dossier

MCT-1-34482

CCC No./N° CCC - FMS No/ N° VME

ANNEX D

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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

-
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) 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.
 - (n) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:
Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

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

(Derived from - Provenant de: G2001C, 2008/05/12)

Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - (a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

Solicitation No. - N° de l'invitation

21280-120029/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct011

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

21280-120029

File No. - N° du dossier

MCT-1-34482

CCC No./N° CCC - FMS No/ N° VME

-
- (b) Accident Benefits - all jurisdictional statutes
 - (c) Uninsured Motorist Protection
 - (d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

(Derived from - Provenant de: G2020C, 2008/05/12)

**ANNEX A
STATEMENT OF WORK**

TITLE: INTEGRATED CORRECTIONAL PROGRAM MODEL (ICPM)
COMMUNITY MAINTENANCE PROGRAM, MULTI TARGET (CMP-MT)
AND/OR
COMMUNITY MAINTENANCE PROGRAM, SEX OFFENDER (CMP-SO)

The Correctional Service of Canada (CSC) contributes to the protection of society by ensuring that appropriate programming is in place when offenders are released. As part of its mandate, CSC requires community-based behavioural programming for conditionally released offenders, in order to enhance potential for personal development and assist in integration as law-abiding citizens. Community Maintenance Programs were designed to review and apply a selected sub-set of “core” skills learned in the feeder programs for real-life tasks, problems and high-risk situations in the community in order to prevent re-offending. Candidates, who request to participate and meet the selection criteria, shall be referred to the Contractor by the Correctional Service of Canada (CSC).

One ICPM CMP (MT or SO) program cycle is delivered at a rate of one session per week for twelve weeks; the total number of hours per cycle per program is described in detail in the tables provided in this document.

RESPONSIBILITIES OF THE DEPARTMENT

The Department shall:

- a) Refer offenders to the program.
- b) Ensure that the service provider’s qualifications (including all subcontractors) are acceptable to the department and that he/she is trained in the Integration Correctional Program Model (ICPM) and all other supplementary training required to accomplish tasks associated to the delivery of this program.
- c) Develop a written program delivery schedule. It is recognized that the schedule may change from time to time as requirements are identified.

RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall:

- a) Provide delivery of the requested number of ICPM cycles (whether CMP MT or CMP SO) depending upon the need to offenders according to departmental standards, national directives, guidelines and upon site specific regions;
- b) Deliver the required sessions per week as per needed (see table for CMP-MT (page 4 of 7) and CMP-SO (page 5 of 7);
- c) Process ICPM referrals according to the ICPM National Implementation and Program Management Guidelines. Clients are referred through the CSC Correctional Intervention Board via Offender Management System (OMS). Program Assignment lists are faxed/e-mailed, when updated, to the Contractor.
- d) Ensure the program is kept at or near participant capacity (10 participant maximum) by conducting a weekly review and continuous intake of waitlisted participants with the Program Manager by phone or via the Correctional Intervention Board;
- e) Obtain program materials and prepare lesson plans;
- f) Conduct individual pre-program semi-structured interview, participant evaluations and all that it entails as indicated in the table provided. Upon successful completion of the CSC training for ICPM, the contractor or the sub-contractor’s facilitation of ICPM shall be reviewed, according to national guidelines and standards during the quality review process, by a regional program manager. The results will be shared with the Project Authority, who will provide copies of such to the facilitator (sub-contractor) or the contractor (facilitator).
- g) Final reports are to be completed within (8) working days from the last day of the Offender’s attendance and input data into the CSC Offender Management System (OMS);
- h) Consult or provide feedback, as required, with each participant’s parole officer with reference to the conduct, attendance, the clients’ response to individuals in group and individual treatment;
- i) Immediately provide a verbal (phone call) or written report (casework record in the Offender Management System) of non-scheduled absences from group or individual sessions, or other scheduled activities to the subject’s parole officer;

**ANNEX A
STATEMENT OF WORK**

- j) Consult with the offender's parole officer and the Program Manager prior to removing a participant from the program;
- k) Maintain a program attendance sheet indicating the names of participants of each program (which must be forwarded with monthly invoice to the Project Authority);
- l) Enter casework records in the Offender Management System after each session (including pre-program interview with the signing or refusal to sign the consent form and post-program case conferencing or report sharing); this log will also be forwarded along with the monthly invoice to the Project Authority;
- m) Provide classroom space, necessary equipment and supplies, and all administrative services associated with the program;
- n) Participate in CSC-funded program delivery training as required and available;
- o) Participate in the Community Correctional Intervention Board (CCIB) to provide consultation in regards to CSC Core Program entry criteria and opinion on specific case direction and program involvement as required.
- p) Each session follows the same process (see below) and is approximately two hours in duration (and may include a break of up to 15 minutes):
 - 1. Roundtable and introductions (30 minutes)
 - 2. Grab Bag (optional)
 - 3. Structured segment, each focusing on a specific theme and skills set (50 - 60 minutes)
 - 4. Update Self-Management Plan (10 minutes)
 - 5. Wrap-up (5 - 10 minutes)
- q) The Contractor shall provide the services outlined below to individuals referred by the Correctional Services of Canada (CSC). (All programs must be delivered by an individual trained by CSC personnel, for both the ICPM Community Maintenance Program Multi Target and the ICPM CMP-Sex Offender program. The contractors must also participate in and complete the certification and quality assurance process, in accordance with the most recent and updated National standards and guidelines.)
- r) The Contractor shall provide delivery of the continuous Community Maintenance Program as scheduled by the Correctional Service of Canada, on an as and when required basis. Please see table for a maximum number of cycles per area.
- s) The programs will be delivered on the premises of the contractor unless otherwise pre-arranged. Programs are to be delivered either in the day or during the evenings, based on client availability and client need. Each program, shall be delivered as follows:
 - 1. The Contractor will provide the service for up to ten (10) clients, with, up to four (4) individual one-on-one sessions per cycle. The program shall consist of a weekly group session, with each session being two (2) hours in duration in addition to file and interim/post program interviews and reports.
 - 2. The Contractor shall adhere to course content by providing all sessions of the Community Maintenance Program as per the Community Maintenance Program Manual.

TRANSMISSION OF CASEWORK RECORDS AND PROGRAM REPORTS ON COMPUTER MEDIA:

- a) When OMS Connectivity is unavailable to the Contractor, the Casework Records and Program Reports are to be submitted in hard copy and electronic format. The electronic format must be Microsoft Word 6.0 to XP or a compatible word processing program.
 - **CASEWORK RECORDS** are to be completed for each participant for individual make up sessions following the delivery of each session, within one working day. All other related entries (i.e. progress related to session topic) are to be forwarded **no later than the 28th day of each month**.
 - **FINAL PROGRAM REPORTS SHALL** be entered into OMS eight (8) working days following a 12-week cycle. Once report is completed an email is to be forwarded to the administrative assistant for entry into the OMS and to the Program Manager for Quality Review once it has been entered in the Offender Management System. When OMS Connectivity is available to the contractor, with Secure E-Mail, the Program Reports and Casework Records shall be processed as follows: the Contractor shall enter the report and casework record and advise the administrative assistant to programs department and the Program Manager that the report has been entered and is ready to be reviewed; the contractor will also relay the assignment status of the offender as it relates to the reason for the final report.
 - **GENERIC PROGRAM PERFORMANCE MANAGEMENT (GPPM) RELATED DATA SHALL BE ENTERED FOR EACH OFFENDER AS PER PROGRAM MATERIAL/POLICY.**

**ANNEX A
STATEMENT OF WORK**

CANCELLATION OF A PROGRAM:

1. Written confirmation of Program cancellation will be given to the contractor 48 hours prior to the scheduled start date of the program.
2. Written notification is required to the Project Authority for the Correctional Services of Canada when the contractor must cancel a scheduled program 48 hours prior to the scheduled start date of the program.

Delivery of the Community Maintenance Program (multi target and sex offender) shall be provided in accordance with Commissioner Directives listed below:

- Correctional Programs (CD 726);
- Standards for Correctional Programs (CD 726-1);
- Available at:
 - ♦ English: http://www.csc-s.gc.ca/text/legislat_e.shtml
 - ♦ French: http://www.csc-scc.gc.ca/text/legislat_f.shtml
- Community Residential Facility (CRF)/Community Agencies Security Connection Standard-Annex 10.26.2006;
- "Departure Clearance for Employee/Contractor and Other" form;
- ICPM Community Maintenance Program (Multi Target and Sex Offender) Manuals;
- ICPM Program Implementation and Program Management Guidelines

DELIVERY AUTHORIZATION:

1. This document does not oblige Her Majesty in any way to authorize services in sufficient quantities to expend the total estimated expenditures or any portion thereof whatsoever.

CLIENT REFERRAL:

1. Clients are referred through the CSC Correctional Intervention Board via OMS. Program Assignment lists are faxed/e-mailed, when updated, to the Contractor.

**ANNEX A
STATEMENT OF WORK**

COMMUNITY MAINTENANCE PROGRAM, MULTI-TARGET

THE SESSION CONTENT OF THE CMP-MT COVERS THE FOLLOWING MODULES:

- Finding a SMART Balance
- Managing Cravings, Urges, Temptations and Impulses
- Communication Skills and Relationships
- Focus on Problem Solving
- Managing Harmful Emotions
- What I want From My Leisure Time
- Coping with Risky Thinking
- Balancing the Good Life Wheel
- Good and Bad Support
- Dealing with Conflict
- Watch for Warning Signs
- Keep your Thinking in Perspective

1. Estimated Hours for a maximum of ten (10) offenders:

	ESTIMATED MAXIMUM HOURS
<u>Referrals:</u> Obtain referral lists, relevant information from Correctional Plan, feeder program report, and Offender Intake Assessment (OIA) indicators of need. Schedule pre-program interviews. (.5 hour per offender)	5
<u>Pre-program Interview and Assessment Outcome:</u> Conduct pre-program assessment and data entry. Determine need for participation. (1 -2 hours maximum per offender)	20
<u>Preparation for Delivery:</u> Prepare lesson plan, obtain delivery materials, classroom enhancements, etc. (1 hour per session)	12
<u>Conduct the Program</u> **(2 hours x 12 sessions/cycle = 24 hrs + 1hr to accommodate extenuating circumstances)	**25
<u>Correcting Homework:</u> Participants are assigned homework tasks throughout the program. Facilitator must correct and provide feedback. Also, scoring of tests included.	5
<u>Daily Session/Participant Evaluations:</u> Assessments are done daily while conducting the program. (1 hour per session)	12
<u>Make Up Sessions:</u> Missed sessions must be made up by facilitator in a one to one session. (Up to a maximum of 4 sessions per cycle, as per paragraph s.1 of the Responsibilities of the Contractor on page 2 of 7)	4
<u>Post Assessment:</u> Upon completion of the program, a post program interview and data entry is scheduled with each participant. (1-2 hours per participant)	20
<u>Preparation of Reports:</u> To be compiled at the conclusion of the program for each participant based on progress throughout the program in identified areas of need. Report is to be entered into OMS. (1-4 hours per participant)	40
Total Hours of Delivery Per 12 Sessions	138

**** As the CMP-MT is destined for a maximum of ten participants, CSC will accommodate extenuating circumstances, such as language requirements and/or offenders unable to attend program session due to rural areas. These circumstances would require the delivery of the program to one (or a few) individuals who, cannot attend the weekly sessions, yet must receive correctional intervention in order to be compliant with his/her Correctional Plan.**

**ANNEX A
STATEMENT OF WORK**

COMMUNITY MAINTENANCE PROGRAM, SEX OFFENDER

THE SESSION CONTENT OF THE CMP-SO COVERS THE FOLLOWING MODULES:

- Finding a SMART Balance
- Managing Cravings & Temptations
- Communication Skills & Relationships:
- FOCUS on Problem Solving
- Managing Harmful Emotions
- My Leisure Time
- Coping with Risky Thinking
- Balancing the Good Life Wheel
- Good & Bad Support
- Dealing with Conflict
- Watch for Warning Signs
- Keep your Thinking in Perspective

1. Estimated Hours for a maximum of ten (10) offenders:

	ESTIMATED MAXIMUM HOURS
<u>Referrals:</u> Obtain referral lists, relevant information from Correctional Plan, feeder program report, and OIA indicators of need. Schedule pre-program interviews. (.5 hour per offender)	5
<u>Pre-program Interview and Assessment Outcome:</u> Conduct pre-program assessment and data entry. Determine need for participation. (1 -2 hours maximum per offender)	20
<u>Preparation for Delivery:</u> Prepare lesson plan, obtain delivery materials, classroom enhancements, etc. (1 hour per session)	12
<u>Conduct the Program</u> **(2 hours x 12 sessions/cycle = 24 hrs + 1hr to accommodate extenuating circumstances)	**25
<u>Correcting Homework:</u> Participants are assigned homework tasks throughout the program. Facilitator must correct and provide feedback. Also, scoring of tests included.	5
<u>Daily Session/Participant Evaluations:</u> Assessments are done daily while conducting the program. (1 hour per session)	12
<u>Make Up Sessions:</u> Missed sessions must be made up by facilitator in a one to one session. (Up to a maximum of 4 sessions per cycle, as per paragraph s.1 of the Responsibilities of the Contractor on page 2 of 7)	4
<u>Post Assessment:</u> Upon completion of the program, a post program interview and data entry is scheduled with each participant. (1-2 hours per participant)	20
<u>Preparation of Reports:</u> To be compiled at the conclusion of the program for each participant based on progress throughout the program in identified areas of need. Report is to be entered into OMS. (1-4 hours per participant)	40
Total Hours of Delivery Per 1 Cycle of 12 Sessions	138

**** As the CMP-SO is destined for a maximum of ten participants, CSC will accommodate extenuating circumstances, such as language requirements and/or offenders unable to attend program session due to rural areas. These circumstances would require the delivery of the**

**ANNEX A
STATEMENT OF WORK**

program to one (or a few) individuals who, cannot attend the weekly sessions, yet must receive correctional intervention in order to be compliant with his/her Correctional Plan.

2. Particulars of working with male clients who have offended in a sexual manner:

- (a) Prior to entry into maintenance, all clients will be seen individually by the Service Provider/Program Facilitator, where he/she will carry out file review, assessment interviews, the administration and correction of various questionnaires/tests for each program participant, and provide summary of results, which must be incorporated into the final reports. The participant will take part in an assessment interview, be provided with an orientation, and have the opportunity to review and sign the "Consent for Participation" form. Before the interview, the Service Provider/Program Facilitator will review the client's file and may consider consulting with the service providers from the client's structured sex offender treatment program. It is necessary to obtain a copy of the client's behavioural progression/offence analysis, self-management/community release plan, and treatment reports. Should this information not be available in the client's file, the service provider should contact the service provider who conducted the structured treatment to obtain these materials.
- b) The various questionnaires/tests to be administered are:
- **STATIC 99** must be administered before the program start-up. If completed at intake, a review to determine if there has been any change is required.
 - The **STABLE 2007**: RE-ADMINISTERED DURING THE MAINTENANCE AND ONCE A YEAR AFTER THAT. ALSO, RE-ADMINSTERED FOR THE LAST MAINTENANCE REPORT (E.G. NO FURTHER MAINTENANCE UNTIL WED)
 - **Acute – 2007**: The scale is valid for one (1) month and **must** be re-administered at least monthly and/or if there are any significant changes in the offender's lifestyle. *Integrate results in the interim maintenance reports.

Note: These questionnaires/tests shall be provided to the contractor by CSC.

LOCATION AND MAXIMUM NUMBER OF CYCLES

(per twelve month period on an as and when required basis for CMP-MT or CMP-SO)

LOCATION	MAXIMUM NUMBER OF CYCLES
BATHURST AREA*	6
EDMUNSTON AREA**	6
MONCTON	12
FREDERICTON	12
SAINT-JOHN	12

* The Bathurst area covers: the Restigouche area, Gloucester, Miramichi, Rogersville, Baie st-Anne and the Acadian Peninsula.

** The Edmundston area covers: Claire, Lac Backer, up to the Quebec boarder, Saint Quentin, St Anne, Kedgwick, Grand Falls, New Denmark, Perth Andover, Tobique Reservation right up to the Victoria County line.

TRAINING:

1. Proposed facilitator(s) must have been trained by Correctional Services of Canada in the delivery of the Integrated Correctional Program Model (ICPM) Community Maintenance Program, Multi Target and Sex Offender prior to the program's scheduled start date.
2. CSC Regional Program Trainer will complete the Quality Review Process as outlined in CD 726-1 with the aim of ensuring the trained contracted facilitator respects the content and methods of the program when delivering to groups or individual offenders.
3. The standards against which performance will be evaluated are located in CD 726-1. Certification of the facilitator is the goal of the Quality Review Process.

WORK RELATIONS:

**ANNEX A
STATEMENT OF WORK**

1. This standing offer agreement provides for the provision of a service, and the Contractor is engaged as an independent contractor for the sole purpose of providing a service. The Contractor himself/herself or his/her potential substitutes are not engaged here under as employees, public servants nor agents of the Crown.
2. The Contractor agrees to be the sole party responsible for the payment of all the required premiums and/or salary deductions, including those required for the Canada Pension Plan, the Unemployment Insurance Program, the Workmen's Compensation Plan, or the income tax.

SECURITY CLEARANCE & SUBCONTRACTING:

If required, the Contractor shall provide CSC with a list of employees. Any request for subcontracting will be subject to review and approval by the Project Authority, and all new employees delivering programs shall undergo an appropriate security clearance.

FACILITIES:

CSC shall not provide facilities for the delivery of this program, unless CSC makes this request.

**ANNEX B
BASIS OF PAYMENT**

You will be paid your costs reasonably and properly incurred for the performance of the work as follows;

FOR BATHURST AREA (PAGES 1 TO 4)

To provide the services of Program Facilitator(s) to deliver the ICPM Community Maintenance Programs, the Community Maintenance Program - Multi Target (CMP-MT), as scheduled by the Correctional Service of Canada in the Bathurst area. During this period, CSC will request the contractor to provide services on an as and when required basis.

Services for the delivery of up to a maximum of six (6) cycles during the period October 1, 2012 to September 30, 2013;

- | | |
|--|------------|
| 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 72 sessions (12 sessions per cycle); | \$ _____ |
| 2) A "no show" fee, for scheduled sessions with <u>zero attendance</u> , up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 12 sessions (2 sessions per cycle); | \$ _____ |
| <i>TOTAL ESTIMATED LABOUR</i> | \$ _____ |
| 3) Actual and reasonable travel expenses. | \$5,000.00 |
| <i>TOTAL ESTIMATED TRAVEL CHARGES</i> | \$5,000.00 |
| TOTAL ESTIMATED COST (1 + 2 + 3) | \$ _____ |

**ANNEX B
BASIS OF PAYMENT**

Services for the delivery of up to a maximum of six (6) cycles during the period October 1, 2013 to September 30, 2014;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 72 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 12 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$5,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$5,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

Services for the delivery of up to a maximum of six (6) cycles during the period October 1, 2014 to September 30, 2015;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 72 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 12 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$5,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$5,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

**ANNEX B
BASIS OF PAYMENT**

Services for the delivery of up to a maximum of six (6) cycles during the period October 1, 2015 to September 30, 2016;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 72 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 12 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$5,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$5,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

Services for the delivery of up to a maximum of six (6) cycles during the period October 1, 2016 to September 30, 2017;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 72 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 12 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$5,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$5,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

**ANNEX B
BASIS OF PAYMENT**

For Bathurst Area:

Grand total of estimated costs (initial period + 4 option periods)	\$ _____
HST EXTRA if applicable (13%)	\$ _____
Grand total for evaluation purposes	\$ _____

Notes:

1. Per session rates include: pre and post session preparation, session delivery, report writing and deliverables, all test administration and correction, case conferences etc, as detailed in the attached Statement of Work – Annex A. If called upon during an in-process program to deliver to an individual who cannot attend the group program, the payment for services will be pro-rated only upon approval with the Project Authority (Program Manager). For instance, if the contractor is called upon to complete a CMP-MT and enters the program at session 7 of 12, then the contractor will be paid for the five (5) remaining sessions with one additional session, when required (to be authorized by the Project Authority), so that the pre-program review and research can be completed.

In the event that a session must be cancelled, twenty-four (24) hours notice will be given to the Contractor by CSC. The Contractor will reschedule the missed session.

2. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts only, incurred by personnel directly engaged in the performance of the work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current National Joint Council Travel Directive. Charges for air travel (if required) shall not exceed that for economy class. All payments are subject to government audit.

A sum not to exceed \$5,000.00 for the initial standing offer agreement period and for each option period for actual and reasonable travel expenses.

**ANNEX B
BASIS OF PAYMENT**

FOR EDMUNDSTON AREA (PAGES 5 TO 8)

To provide the services of Program Facilitator(s) to deliver the ICPM Community Maintenance Programs, the Community Maintenance Program - Multi Target (CMP-MT), as scheduled by the Correctional Service of Canada in the Edmundston area. During this period, CSC will request the contractor to provide services on an as and when required basis.

Services for the delivery of up to a maximum of six (6) cycles during the period October 1, 2012 to September 30, 2013;

- | | | |
|----|---|------------|
| 1) | Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 72 sessions (12 sessions per cycle); | \$ _____ |
| 2) | A "no show" fee, for scheduled sessions with <u>zero attendance</u> , up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 12 sessions (2 sessions per cycle); | \$ _____ |
| | <i>TOTAL ESTIMATED LABOUR</i> | \$ _____ |
| 3) | Actual and reasonable travel expenses. | \$5,000.00 |
| | <i>TOTAL ESTIMATED TRAVEL CHARGES</i> | \$5,000.00 |
| | TOTAL ESTIMATED COST (1 + 2 + 3) | \$ _____ |

**ANNEX B
BASIS OF PAYMENT**

Services for the delivery of up to a maximum of six (6) cycles during the period October 1, 2013 to September 30, 2014;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 72 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 12 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$5,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$5,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

Services for the delivery of up to a maximum of six (6) cycles during the period October 1, 2014 to September 30, 2015;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 72 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 12 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$5,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$5,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

**ANNEX B
BASIS OF PAYMENT**

Services for the delivery of up to a maximum of six (6) cycles during the period October 1, 2015 to September 30, 2016;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 72 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 12 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$5,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$5,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

Services for the delivery of up to a maximum of six (6) cycles during the period October 1, 2016 to September 30, 2017;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 72 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 12 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$5,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$5,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

**ANNEX B
BASIS OF PAYMENT**

For Edmundston Area:

Grand total of estimated costs (initial period + 4 option periods)	\$ _____
HST EXTRA if applicable (13%)	\$ _____
Grand total for evaluation purposes	\$ _____

Notes:

1. Per session rates include: pre and post session preparation, session delivery, report writing and deliverables, all test administration and correction, case conferences etc, as detailed in the attached Statement of Work – Annex A. If called upon during an in-process program to deliver to an individual who cannot attend the group program, the payment for services will be pro-rated only upon approval with the Project Authority (Program Manager). For instance, if the contractor is called upon to complete a CMP-MT and enters the program at session 7 of 12, then the contractor will be paid for the five (5) remaining sessions with one additional session, when required (to be authorized by the Project Authority), so that the pre-program review and research can be completed.

In the event that a session must be cancelled, twenty-four (24) hours notice will be given to the Contractor by CSC. The Contractor will reschedule the missed session.

2. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts only, incurred by personnel directly engaged in the performance of the work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current National Joint Council Travel Directive. Charges for air travel (if required) shall not exceed that for economy class. All payments are subject to government audit.

A sum not to exceed \$5,000.00 for the initial standing offer agreement period and for each option period for actual and reasonable travel expenses.

**ANNEX B
BASIS OF PAYMENT**

FOR MONCTON AREA (PAGES 9 TO 12)

To provide the services of Program Facilitator(s) to deliver the ICPM Community Maintenance Programs, the Community Maintenance Program - Multi Target (CMP-MT) or the Community Maintenance – Sex Offender (CMP-SO), as scheduled by the Correctional Service of Canada in the Moncton area. During this period, CSC will request the contractor to provide services **on an as and when required basis**.

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2012 to September 30, 2013;

- | | | |
|----|--|------------|
| 1) | Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); | \$ _____ |
| 2) | A “no show” fee, for scheduled sessions with <u>zero attendance</u> , up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); | \$ _____ |
| | <i>TOTAL ESTIMATED LABOUR</i> | \$ _____ |
| 3) | Actual and reasonable travel expenses. | \$3,000.00 |
| | <i>TOTAL ESTIMATED TRAVEL CHARGES</i> | \$3,000.00 |
| | TOTAL ESTIMATED COST (1 + 2 + 3) | \$ _____ |

**ANNEX B
BASIS OF PAYMENT**

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2013 to September 30, 2014;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2014 to September 30, 2015;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

**ANNEX B
BASIS OF PAYMENT**

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2015 to September 30, 2016;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A “no show” fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2016 to September 30, 2017;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A “no show” fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

**ANNEX B
BASIS OF PAYMENT**

For Moncton Area:

Grand total of estimated costs (initial period + 4 option periods)	\$ _____
HST EXTRA if applicable (13%)	\$ _____
Grand total for evaluation purposes	\$ _____

Notes:

1. Per session rates include: pre and post session preparation, session delivery, report writing and deliverables, all test administration and correction, case conferences etc, as detailed in the attached Statement of Work – Annex A. If called upon during an in-process program, the payment for services will be pro-rated. For instance, if the contractor is called upon to complete a CMP-MT and enters the program at session 7 of 12, then the contractor will be paid for the five (5) remaining sessions with one additional session, when required (to be authorized by the Project Authority), so that the pre-program review and research can be completed.

In the event that a session must be cancelled, twenty-four (24) hours notice will be given to the Contractor by CSC. The Contractor will reschedule the missed session.

2. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts only, incurred by personnel directly engaged in the performance of the work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current National Joint Council Travel Directive. Charges for air travel (if required) shall not exceed that for economy class. All payments are subject to government audit.

A sum not to exceed \$3,000.00 for the initial standing offer agreement period and for each option period for actual and reasonable travel expenses.

**ANNEX B
BASIS OF PAYMENT**

FOR FREDERICTON AREA (PAGES 13 TO 16)

To provide the services of Program Facilitator(s) to deliver the ICPM Community Maintenance Programs, the Community Maintenance Program - Multi Target (CMP-MT) or the Community Maintenance – Sex Offender (CMP-SO), as scheduled by the Correctional Service of Canada in the Fredericton area. During this period, CSC will request the contractor to provide services **on an as and when required basis**.

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2012 to September 30, 2013;

- | | | |
|----|--|------------|
| 1) | Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); | \$ _____ |
| 2) | A “no show” fee, for scheduled sessions with <u>zero attendance</u> , up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); | \$ _____ |
| | <i>TOTAL ESTIMATED LABOUR</i> | \$ _____ |
| 3) | Actual and reasonable travel expenses. | \$3,000.00 |
| | <i>TOTAL ESTIMATED TRAVEL CHARGES</i> | \$3,000.00 |
| | TOTAL ESTIMATED COST (1 + 2 + 3) | \$ _____ |

**ANNEX B
BASIS OF PAYMENT**

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2013 to September 30, 2014;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2014 to September 30, 2015;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

**ANNEX B
BASIS OF PAYMENT**

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2015 to September 30, 2016;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2016 to September 30, 2017;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

**ANNEX B
BASIS OF PAYMENT**

For Fredericton Area:

Grand total of estimated costs (initial period + 4 option periods)	\$ _____
HST EXTRA if applicable (13%)	\$ _____
Grand total for evaluation purposes	\$ _____

Notes:

1. Per session rates include: pre and post session preparation, session delivery, report writing and deliverables, all test administration and correction, case conferences etc, as detailed in the attached Statement of Work – Annex A. If called upon during an in-process program, the payment for services will be pro-rated. For instance, if the contractor is called upon to complete a CMP-MT and enters the program at session 7 of 12, then the contractor will be paid for the five (5) remaining sessions with one additional session, when required (to be authorized by the Project Authority), so that the pre-program review and research can be completed.

In the event that a session must be cancelled, twenty-four (24) hours notice will be given to the Contractor by CSC. The Contractor will reschedule the missed session.

2. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts only, incurred by personnel directly engaged in the performance of the work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current National Joint Council Travel Directive. Charges for air travel (if required) shall not exceed that for economy class. All payments are subject to government audit.

A sum not to exceed \$3,000.00 for the initial standing offer agreement period and for each option period for actual and reasonable travel expenses.

**ANNEX B
BASIS OF PAYMENT**

FOR SAINT JOHN AREA (PAGES 17 TO 20)

To provide the services of Program Facilitator(s) to deliver the ICPM Community Maintenance Programs, the Community Maintenance Program - Multi Target (CMP-MT) or the Community Maintenance – Sex Offender (CMP-SO), as scheduled by the Correctional Service of Canada in the Saint John area. During this period, CSC will request the contractor to provide services **on an as and when required basis**.

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2012 to September 30, 2013;

- | | | |
|----|--|------------|
| 1) | Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); | \$ _____ |
| | | |
| 2) | A “no show” fee, for scheduled sessions with <u>zero attendance</u> , up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); | \$ _____ |
| | | |
| | <i>TOTAL ESTIMATED LABOUR</i> | \$ _____ |
| | | |
| 3) | Actual and reasonable travel expenses. | \$3,000.00 |
| | | |
| | <i>TOTAL ESTIMATED TRAVEL CHARGES</i> | \$3,000.00 |
| | | |
| | TOTAL ESTIMATED COST (1 + 2 + 3) | \$ _____ |

**ANNEX B
BASIS OF PAYMENT**

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2013 to September 30, 2014;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2014 to September 30, 2015;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

**ANNEX B
BASIS OF PAYMENT**

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2015 to September 30, 2016;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

Services for the delivery of up to a maximum of twelve (12) cycles during the period October 1, 2016 to September 30, 2017;

- 1) Labour. at the following firm per session rates -
\$ _____ per session for a maximum of 144 sessions (12 sessions per cycle); \$ _____
- 2) A "no show" fee, for scheduled sessions with **zero attendance**, up to a maximum of two (2) sessions per full cycle
\$ _____ per session for a maximum of 24 sessions (2 sessions per cycle); \$ _____
- TOTAL ESTIMATED LABOUR* \$ _____
- 3) Actual and reasonable travel expenses. \$3,000.00
- TOTAL ESTIMATED TRAVEL CHARGES* \$3,000.00
- TOTAL ESTIMATED COST (1 + 2 + 3)** \$ _____

**ANNEX B
BASIS OF PAYMENT**

For Saint John Area:

Grand total of estimated costs (initial period + 4 option periods)	\$ _____
HST EXTRA if applicable (13%)	\$ _____
Grand total for evaluation purposes	\$ _____

Notes:

1. Per session rates include: pre and post session preparation, session delivery, report writing and deliverables, all test administration and correction, case conferences etc, as detailed in the attached Statement of Work – Annex A. If called upon during an in-process program, the payment for services will be pro-rated. For instance, if the contractor is called upon to complete a CMP-MT and enters the program at session 7 of 12, then the contractor will be paid for the five (5) remaining sessions with one additional session, when required (to be authorized by the Project Authority), so that the pre-program review and research can be completed.

In the event that a session must be cancelled, twenty-four (24) hours notice will be given to the Contractor by CSC. The Contractor will reschedule the missed session.

2. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts only, incurred by personnel directly engaged in the performance of the work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current National Joint Council Travel Directive. Charges for air travel (if required) shall not exceed that for economy class. All payments are subject to government audit.

A sum not to exceed \$3,000.00 for the initial standing offer agreement period and for each option period for actual and reasonable travel expenses.

ANNEX E EVALUATION CRITERIA

Integrated Correctional Program Model (ICPM)

MANDATORY REQUIREMENTS

It is understood by the parties submitting offers that to be considered valid, an offer MUST meet all of the following mandatory requirements. Proposals MUST be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

<u>The Bidder MUST:</u>			RESERVED FOR EVALUATION		
		PAGE NO	MET	NOT MET	COMMENTS
1	Demonstrate that their firm/organization have at least one (1) year of experience within the last five (5) years in project(s) involving counselling and/or intervention services with at-risk clients in an organization that delivers services to persons who have been referred to them by a professional or federal or provincial department.				
2	Demonstrate that the proposed facilitator(s) have at least one (1) year of experience within the last five (5) years in assessing human behaviour.				
3	Demonstrate that the proposed facilitator(s) have at least one (1) year of experience within the last five (5) years in intervening with individuals and/or providing individual or group interventions aimed at changing human behaviour with various clientele, such as individuals who had: mental illness, been involved in the criminal justice system, been homeless, financial or personal problems which interfered or prevented them from functioning at work.				
4	Demonstrate that the proposed Facilitator(s) is a graduate from a recognized university in a field that focuses on understanding and assessing human behaviour (such as a BA in the area of Psychology, Sociology, Social Work, Criminology or Education); - OR - Demonstrate that the proposed Facilitator(s) is a graduate from a recognized university and an additional combination of post secondary studies in a field that focuses on understanding and assessing human behaviour.				
5	Include complete résumés for each proposed facilitator(s)				

ANNEX E EVALUATION CRITERIA

Evaluation Criteria Notes

1. When citing past projects as examples, details MUST include:
 - Project descriptions and overview of deliverables;
 - Types of population. (e.g. gender, culture/language, ageing populations, disabled, low functioning, varying treatment needs....);
 - Type of group and number of participants per group;
 - Start and end time (month / year) of the project and specify actual time period (months, years) (if applicable) spent on the project, and/or number of hours providing the services;
 - Role and responsibilities of your company and/or facilitator(s) within the project, including a description of the services provided to the client and type of deliverables; and
 - Identify the client organization (provide references). Include the client contact name for which the work was directly performed, as well as contact information.
2. Personnel résumés used within the context of the proposal MUST provide details regarding the qualifications, relevant experience, and expertise of the proposed facilitator(s), including a summary/description of their past projects.
3. Note that contact information for any reference cited MUST include contact name, title and current telephone number. The evaluation team reserves the right to contact any reference provided.
4. A copy of the educational degree(s) for the proposed facilitator(s) MUST be included with the proposal.

ANNEX E EVALUATION CRITERIA

POINT RATED REQUIREMENTS:

In addition to meeting all of the mandatory requirements, the technical proposal will be evaluated on the basis of the following. The proposal must obtain 60% of the maximum overall score of 125 points in order to be deemed responsive.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

		RESERVED FOR EVALUATION		
		Page No.	Score	Comments
1,	Understanding			
Total maximum score for this section: 50 points				
<div>1.1 Demonstrated understanding</div> <div>Proposals will be rated based on</div> <div><div><div>Demonstrated knowledge of correctional programs and assessing client progress in relation to the objectives or goals of treatment/intervention; manage, support and motivate clients in individual and/or group settings; report on the impact of the program as it relates to the management of the client’s risk; demonstrate the capacity to work in cooperation with the Correctional Service Canada (CSC) case management team to identify the client’s needs and contribute to program planning; able to communicate effectively orally and in writing. (20 Points)</div><div>Demonstrated understanding of the process of change and techniques to deal with resistant clients: (15 Points)</div><div>Demonstrated understanding of correctional program standards (15 Points)</div></div><div>Maximum 50 points</div></div>				
2.	Facilitator(s) Experience :			
Total maximum score for this section: 50 points				
<div>2.1 The proposed facilitator(s) will be assessed for each degree level obtained.</div> <div>Proposals will be rated based on the demonstrated education of the proposed facilitator(s) e.g. Bachelor, Master, PHD (over and above the mandatory requirement number 4).</div> <div>10 Points: 1st degree obtained</div> <div>4 Points: for each additional degree obtained</div> <div>Maximum 18 points</div>				

ANNEX E EVALUATION CRITERIA

	<p>2.2 The proposed facilitator(s), will be assessed for experience in providing individual or group intervention with socially disadvantaged persons.(i.e., offender populations, domestic violence, substance abuse counseling, etc).</p> <p>Proposals will be rated based on a minimum of six months of providing interventions or group intervention.</p> <p>8 Points: for the first twelve months of experience 4 Points: for each additional 6 months of experience</p> <ul style="list-style-type: none"> Maximum 20 points 			
	<p>2.4 The proposed facilitator(s) will be assessed based on the experience in providing group (four or more participants) intervention with different populations (e.g. by gender, by culture/language, ageing populations, disabled, low functioning, varying treatment needs).</p> <ul style="list-style-type: none"> Proposals will be rated based on the number of types of populations worked with. <p>4 Points: for each type of group the facilitator has worked with.</p> <p>Maximum 12 points</p>			
3	<p>Bidder firm/organization experience.</p> <p>Total maximum score for this section: 25 points</p>			
	<p>3.1 The Bidder's firm/organization will be assessed based on the number of years and projects completed involving counselling and/or intervention services.</p> <p>5 Points for each full year the firm or organization has provided counseling and/or intervention services</p> <p>Maximum 25 points</p>			