



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
Bid Receiving/Réception des soumissions:

Contract Management Officer / Agent de gestion des contrats
Mailroom, Correctional Service Canada / Salle du courrier, Service correctionnel Canada
Ground Floor / rez-de-chaussée
340 Laurier Ave West / 340, avenue Laurier Ouest
Ottawa, Ontario
K1A 0P9

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT - LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Institutional Chaplaincy Services	
Solicitation No. — N° de l'invitation 21120-14-1935063	Date: May 10, 2013
Client Reference No. — N° de Référence du Client 21120-14- 1935063	
GETS Reference No. — N° de Référence de SEAG	
Solicitation Closes — L'invitation prend fin at / à : 02 :00 PM, Easter Daylight Saving Time on / le : June 20, 2013	
F.O.B. — F.A.B. Plant – Usine: Destination: X Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Michele Chouinard	
Telephone No. – N° de téléphone: 613-943-3055	Fax No. – N° de télécopieur: 613-992-1217
Destination of Goods, Services and Construction: Destination des biens, services et construction: See Herein	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
_____ Name / Nom	_____ Title / Titre
_____ Signature	_____ Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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PART 1 - GENERAL INFORMATION

1. Security Requirement

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

2. Statement of Work

Work to be performed is detailed under Article 2. Statement of Work of the resulting contract clauses.

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

4. Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

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

The 2003 (2012-11-19), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of '01 Code of Conduct and Certifications – Bid', form part of and apply to the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to Correctional Service Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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



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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid: **three (3) hard copies.**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.



Section II: Financial Bid

- 1.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Annex B - Proposed Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, as applicable.
- 1.2 Bidders must submit their rates, FOB destination; Canadian customs duties and excise taxes included, as applicable; and GST or HST excluded.
- 1.3 The rates specified in the financial proposal, when quoted by the Bidder, must include provision of all of the services described in Annex A - Statement of Work, **including** the total estimated cost of all travel and living expenses that may need to be incurred for:
 - a. work described in Annex A, Statement of Work, of the bid solicitation required to be performed at the Institutions listed under Annex E – List of Regions and Institutions.
 - b. travel between the successful bidder's place of business or the successful bidder's proposed resources' residence or place of business and the Institution(s); and
 - c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
- 1.4 The rates specified in the financial proposal **must not include** the estimated cost of all travel and living expenses that may need to be incurred for attendance to meetings as described in Annex A Statement of Work, article 9.2 Scheduled meetings.
- 1.5 When preparing their financial bid, bidders should review clause 1.2, Financial Evaluation, of Part 4.
- 1.6 The Bidder's all-inclusive hourly rate in response to the RFP and resulting contract(s) will apply to where the Work is to be performed as specified in the RFP and the resulting contract(s).

1.7 Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must submit the certifications required under **Part 5 - Certifications**.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

a) Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex F – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

b) Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex F – Evaluation Criteria**.

1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

Note to Bidders: Table Totals will be calculated using the formula included in the table in **Annex B – Proposed Basis of Payment**.

2. Basis of Selection

To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all mandatory technical evaluation criteria; and
- c) obtain the required minimum of 70 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of eighty (80) points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

3. Security Requirement

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;



- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in **Part 6 - Resulting Contract Clauses**;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- 3.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- 3.3 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 Website.



PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Contract Award

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

1.1 Federal Contractors Program - Certification

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

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

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

The Bidder or the member of the joint venture:

- i. 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;



- ii. is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- iii. 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;
- iv. is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

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

1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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



If yes, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES NO .

If so, the Bidder must provide the following information:

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

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

Note to Bidders: Bidders are advised that a contract issued to a FPS in receipt of a pension under the *Public Service Superannuation Act (PSSA)* will be identified as such on the CSC Departmental Proactive Disclosure of Contracts internet site.

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Bidder has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

1.3 Status and Availability of Resources

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

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

1.5 Language Requirements



The bidder certifies that the proposed resource(s) is/are capable of providing verbal and written communication and able to conduct the work in both official languages (English and French) in New Brunswick and Québec and in English in the other provinces of Canada.

1.6 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

1.7 Certification:

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



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

- 1.1 The Contractor/Offeror personnel requiring access to **PROTECTED/CLASSIFIED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS** granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) or Correctional Service Canada (CSC).
- 1.2 The Contractor/Offeror **MUST NOT** remove any **PROTECTED/CLASSIFIED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- 1.3 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CSC.
- 1.4 The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List, described in Annex C;
 - b) Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

3. Task authorization

- 3.1 The work described at Annex A, Statement of Work, will be performed under the Contract on an "as and when requested basis".
- 3.2 With respect to the work mentioned under paragraph 3.1 of this clause,
 - a) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions authorized and issued in accordance with this clause, and only to the extent designated in be authorized TA;
 - b) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
 - c) the Work described in the TA must be in accordance with the Statement of Work in Annex A;
 - d) the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex D, Task Authorization Form. An authorized the TA is a completed Annex D, signed by the Project Authority.

3.3 Task Authorization Process

- a) The Project Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex D.
- b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.



- c) The Contractor must provide the Project Authority, within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document shall be interpreted as a reference to CSC or its Minister.

4.1 General Conditions

2010B (2013-04-25), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

Subsection 31.4 of 2010B, General Conditions – Professional Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010B 31 Code of Conduct and Certifications – Contract’, will form part of the Contract.

5. Term of Contract

5.1 Period of the Contract

The period of the Contract is from October 1, 2013 to September 30, 2014 inclusive.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Michele Chouinard
Title: Contract Management Officer
Correctional Service Canada
Branch/Directorate: Contracting and Materiel Services
Telephone: 613-943-3055
Facsimile: 613-992-1217
E-mail address: Michele.Chouinard@CSC-SCC.GC.ca

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

6.2 Project Authority

The Project Authority for the Contract is (to be completed at contract award):

Name:
Title:



Correctional Service Canada
Branch/Directorate:
Telephone:
Facsimile:
E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.3 Contractor's Representative (to be completed at contract award)

The Authorized Contractor's Representative is:

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____ - _____
Facsimile: _____ - _____
E-mail address: _____

7. Payment

7.1 Basis of Payment for Approved Task Authorization (TA)

The following basis of payment will form part of the approved TA:

TA subject to a Limitation of Expenditures

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the approved TA, as determined in accordance with the basis of payment, in Annex B, to the limitation of expenditure specified in the approved TA.

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

No increase in the liability of Canada or in the price of the Work specified in the approved TA resulting from any design changes, modifications or interpretations of the Work specified in the approved TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the TA Approval Authority before their incorporation into the Work specified in the approved TA. 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 TA Approval Authority. The Contractor must notify the TA Approval Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the final delivery date specified in the approved TA, or



- c) as soon as the Contractor considers that the approved TA funds are inadequate for the completion of the Work specified in the approved TA ,

whichever comes first.

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

7.2 Limitation of Expenditure - Cumulative Total of all Approved Task Authorizations

Canada's total liability to the Contractor under the Contract for all approved Task Authorizations, inclusive of any amendments, must not exceed \$ _____. (to be completed at contract award) Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

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

- a) when it is 75 percent committed, or
- b) four (4) months before the Contract expiry date, or
- c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is TA subject to a Limitation of Expenditure,

whichever comes first.

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

7.3 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

7.4 Method of Payment - Approved TA

The following method of payment will form part of the approved TA:

Monthly Payments

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

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



7.5 Travel and Living Expenses

Institutional Chaplaincy Services:

Canada will not accept any travel and living expenses for:

- a) Work performed at the Institutions indicated under Annex E - List of Regions and Institutions and each Task Authorization;
- b) Any travel between the Contractor's place of business and/or Contractor Resource's residence or place of business and the Institution; and
- c) Any relocation of resources required to satisfy the terms of the Contract. These expenses are included in the all inclusive hourly rates specified in Annex B.

Scheduled Meetings:

For the requirements relative to travel described in article 9.2 Scheduled Meetings of the Statement of Work in Annex A:

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 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 Technical/Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

8. Invoicing Instructions

8.1 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.

8.2 Each invoice must be supported by:

- a) a copy of the release document and any other documents as specified in the Contract;
- b) a copy of the monthly progress report.

8.3 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" in the contract.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 Certification of Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



9.2 SACC Manual Clauses

A7017C (2008-05-12), Replacement of Specific Individuals

10. Applicable Laws

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

11. Priority of Documents

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

- a) the Articles of Agreement;
- b) the General Conditions 2010B (2013-04-25), General Conditions - Professional Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List
- f) Annex D, Task Authorization Form
- g) Annex E List of Regions and Institutions
- h) the Contractor's bid dated _____ (to be inserted at contract award)

12. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- a) The Contractor warrants that it is not under ownership control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities



14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

15. Tuberculosis Testing

15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies

16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

16.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

18. Privacy



- 18.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- 18.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

ANNEX A – Statement of Work

The Correctional Service Canada has a requirement to obtain chaplaincy services at CSC institutions across Canada. The work will involve the following:

1. Objective:

The provision of religious and spiritual services to federal offenders of all faiths residing in CSC's institutions.

2. Background:

- 2.1 Correctional Service Canada (CSC) is a federal government agency responsible for administering sentences of a term of two years or more, as imposed by the courts. CSC is responsible for managing institutions across Canada of various security levels and supervising offenders under conditional release in the community.
- 2.2 CSC contributes to public safety through the custody and reintegration of offenders. More specifically, CSC is responsible for administering court-imposed sentences for offenders sentenced to two years or more. This includes both the custodial and community supervision of offenders, including those with Long Term Supervision (LTSOs) for periods of up to 10 years. CSC is currently responsible for approximately 15,000 inmates and 8,000 offenders actively supervised in the community.
- 2.3 CSC has a presence from coast to coast, in large urban centres with increasingly diverse populations, to more remote Inuit communities across the North. CSC manages institutions, treatment centres, four Aboriginal healing lodges, community correctional centres and parole offices. In addition, CSC has five regional headquarters that provide management and administrative support and serve as the delivery arm of CSC's programs and services.
- 2.4 CSC provides support and services to all federal offenders of all religious backgrounds, as required under the Canadian Charter of Rights and Freedoms, and section 75 of the Corrections and Conditional Release Act, which states:

An inmate is entitled to reasonable opportunities to freely and openly participate in, and express, religion or spirituality, subject to such reasonable limits as are prescribed for protecting the security of the penitentiary or the safety of persons.

- 2.5 In 2013 a determination was made by CSC officials to transform the existing model of provision of Chaplaincy services to that of a single service provider who will provide all religious and spiritual services in conjunction with CSC.

3. Scope:

- 3.1 While respecting the Religious and Spiritual Services ratio outlined in the Memorandum of Understanding between the Interfaith Committee on Chaplaincy (IFC) and the Correctional Service of Canada (2007), and at the direction of the Project Authority, the Contractor will engage Qualified Professional Official Representatives of Canada's religious and spiritual communities to supply 42,900 hours of institutional chaplaincy services in order to meet the following requirements:
 - a) A minimum of 1 (one) person designated as the site-based chaplain (at 37.5 hours per week) for each site identified by CSC. Each site-based chaplain will ensure the provision of religious and spiritual services (with the sole exception of Aboriginal Spirituality) for all inmates at the site. This will include the facilitation of all religious and spiritual rites, rituals, worship and other observances, including spiritual counseling, religious and spiritual education activities, as well as the integration of Chaplaincy

services in the institution, and all other duties as required by the Project Authority and stipulated in this Statement of Work.

- b) Specific religious and spiritual services to inmates on an as-and-when-requested basis as directed and required by the Project Authority through the issuance of a Task Authorization, based on a demographically responsive, tradition-specific model of spiritual and religious service provision. These services include the provision of rites, rituals and observances, spiritual counseling, religious and spiritual education activities, input concerning integration of these services in the institution, and other duties as identified by the Project Authority and stipulated in this Statement of Work.
- c) The Contractor will recruit, screen, hire, place, train, supervise and evaluate its personnel engaged in providing religious and spiritual services within CSC institutions. Some activities will require stakeholder collaboration, which may include the IFC, CSC staff, and inmates as directed by the Project Authority. Any and all resources, including replacements, must meet the Mandatory Criteria outlined in the Request for Proposal for these services.

4. Tasks:

The Contractor must perform the following tasks:

4.1 Visible Presence

Provide an active pastoral presence in and outside of the institution that will include:

- a) being present and seen throughout the institution, representing the spiritual dimension of life, while utilizing holistic restorative processes;
- b) providing a pastoral presence throughout the institution, particularly in areas where offenders do not have free movement such as: hospital, protective custody, special handling units, segregation, and other areas such as shops, schools, gyms, living units, cell ranges, and visits and correspondence area;
- c) providing a pastoral presence throughout and outside of the institution during any disruption of institutional operations;
- d) presenting the Chaplaincy ministry to offenders in reception
- e) providing pastoral counseling both on an individual and group basis;
- f) providing pastoral encounters presenting a theological, restorative interpretation of life in areas such as forgiveness, guilt, anger, hostility, pain, hurt, power, grace, self-worth, acceptance, death, trust, health, grief, and other significant components of human existence and experience;
- g) referring to and consulting with appropriate staff and groups when required;
- h) expressing the prophetic dimension of ministry;
- i) dealing with issues of faith, including personal and spiritual relationships;
- j) involvement with staff and families of offenders;
- k) providing crisis intervention in experiences such as grief, illness, despair, death, anger, depression, parole denial, and suicide attempts;

- l) delivering restorative processes through fully participating in life within a correctional institution;
- m) escorting inmates on temporary absences for religious and/or rehabilitative purposes; and
- n) preparing and implementing an annual pastoral plan to express pastoral priorities, strategies and schedules.

4.2 Worship, Rites and Rituals

Originate, direct, facilitate, and coordinate religious services, rites and rituals as appropriate to offenders, which includes:

- a) planning and leading worship services relevant to the correctional milieu, including services specifically designed to speak to significant events within the institution;
- b) providing appropriate regular worship services as required in consultation with the official representatives of the faith community and for holy days, and significant days and seasons throughout the year;
- c) ensuring that the special religious needs of offenders belonging to faith traditions other than the faith tradition of the Contractor's site-based chaplain are met;
- d) coordinating other faith visitors for offenders of other traditions;
- e) ministry to meet unique crisis and special situations; and
- f) creating and maintaining an atmosphere within the Institutions' sanctuary that enables all faith communities to respectfully use the sacred space.

4.3 Religious/Spiritual Education

Create, coordinate, and deliver religious and spiritual activities that will include:

- a) designing, developing, conducting, evaluating and modifying programs in Religious Education, using available audio-visual, musical, and curriculum resources;
- b) conducting and facilitating prayer, study and personal growth groups;
- c) training chapel volunteers to be involved in Chaplaincy activities;
- d) designing, developing, conducting, supervising, evaluating and modifying Chaplaincy activities;
- e) administering pass lists, security and other procedures necessary to the function of chaplaincy within the institution; and
- f) acquiring and distributing religious/spiritual literature, supplies and materials.

4.4 Community Involvement

Conversing with members of the community, including the Contractor's resources' own and other faith communities, regarding the needs and concerns of persons affected by the criminal justice system, and dialogue with the community concerning their role in restorative processes. This includes the recruitment and training of volunteers for correctional chaplaincy work through:

- a) accepting invitations to address, present papers, lead seminars, act as resource person to meetings in the community;
- b) accepting invitations to address religious/spiritual gatherings;
- c) meeting with local religious and spiritual leaders;
- d) ensuring that the Contractor's resources remain current with the profession through participating in continuing education, attending conferences, workshops, and other meetings;
- e) recruiting and selecting suitable volunteers to be involved in Chaplaincy activities;
- f) training and sustaining chapel volunteers;
- g) involvement in Restorative Justice Week activities and the promotion of restorative justice principles and practices; and
- h) developing partnerships with the community chaplaincies for the benefit of the offenders' reintegration.

4.5 Integration of Chaplaincy

Integrate Chaplaincy Services into the total life of the institution by regular involvement with all staff and attendance at such meetings as may be desirable in line with the Contractor's resource's role as one acceptable to both offenders and staff through:

- a) participating on an ad hoc basis in the case management process, particularly in relation to offenders with whom there is significant involvement;
- b) maintaining the integrity of ministry and adhering to the Professional Code of Conduct for CSC Chaplains;
- c) developing a theological restorative understanding of existence and experiences as constrained by institutional life;
- d) integrating a system of values which reflect restorative justice principles and practices through full participation in institutional life;
- e) acting as a resource person to institutional boards and meetings, to provide a focus on the spiritual dimension of life, while supporting a holistic restorative approach to meeting the religious and spiritual needs of offenders;
- f) involvement in crisis and emergency situations, especially where a particular understanding or relationship has been developed with offenders involved in the crisis, and offering pastoral care and restorative processes to offenders, and their families as needed; and
- g) meeting with institutional management to discuss how the work of Chaplaincy integrates with institutional strategies and plans.

5. Orientation /Training:

The Contractor will provide training as considered necessary to their resources. The Project Authority will provide information on the specific operational environment to the Contractor's resources as needed.

6. Scheduled Meetings:

The Contractor will meet with the working committee consisting of members of the Chaplaincy Management Team and the Interfaith Committee on Chaplaincy on an as-requested basis to apprise the members of the contract to date. The meetings will occur a minimum of 4 times per year.

7. Deliverables:

- 7.1 The Contractor will report monthly and as requested by the Project Authority with respect to the provision of Chaplaincy services across the country, including site-specific, regional and national data. The Project Authority will provide standardized data collection materials.
- 7.2 The Contractor will submit an Annual Report on the overall work performed by the Contractor each year.

8. Language Requirements:

The Contractor's resources must provide bilingual services (in English and French) to offenders in Quebec and New Brunswick. The Contractor's resources must provide services in English in the other Canadian provinces.

9. Location of Work

9.1 Institutional Chaplaincy Services:

The Contractor's resources must provide chaplaincy services at the institutions listed in Annex E.

9.2 Scheduled Meetings:

At the request of the Project Authority, the Contractor's Resources must travel to CSC Regional Headquarters, CSC National Headquarters or any other location across Canada specified by the Project Authority to attend meetings.

10. Crown supplied resources:

- 10.1 CSC will provide a sanctuary for the purposes of worship within each institution.
- 10.2 CSC will provide workspace and a standard CSC desktop for the Contractor's site-based chaplains.
- 10.3 CSC will provide free access to all parts of the institution in which the Contractor's site-based chaplains must exercise ministry.

ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract specified in each Task Authorization. The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.

For the provision of services as described in Annex A - Statement of Work on an as and when requested basis, the Contractor shall be paid the all inclusive firm hourly rate below in the performance of this Contract, HST or GST extra.

	A Number of hours	B Firm Hourly Rate	Total (A x B)
Institutional Chaplaincy Services	42,900		

2.0 Travel and Living Expenses

Total Estimated Cost for Travel and Living Expenses: \$100,000.00

3.0 HST or GST

- (a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- (b) The estimated HST or GST of \$ _____ (to be completed at contract award) is included in the total estimated cost shown on page 1 of this Contract. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.

Annex C – Security Requirement Check List

See attached.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21120-14-1935063
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CORRECTIONAL SERVICE OF CANADA		2. Branch or Directorate / Direction générale ou Direction COP / CHAPLAINCY
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail NATIONAL PROVISION OF INSTITUTIONAL CHAPLAINCY SERVICES		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



PART A (continued) / PARTIE A (suite)

8 Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9 Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

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

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21120-14-1935063
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) REV RICK BURK		Title - Titre DIRECTOR GENERAL, CHAPLAINCY	Signature
Telephone No. - N° de téléphone 613.996.0373	Facsimile No. - N° de télécopieur 613.952.8464	E-mail address - Adresse courriel RICK.BURK CSC-SCC.GC.CA	Date 9 APRIL 2013
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Robert Wattie CSC (NHQ) Contract Security Analyst (T) 613-944-6665 / (F) 613-947-4438 Robert.Wattie@csc-scc.gc.ca		Title - Titre Contract Security Analyst	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2013-05-09
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Méchèle Chouharel		Title - Titre Contract mgmt Officer	Signature
Telephone No. - N° de téléphone 613 543 3055	Facsimile No. - N° de télécopieur 613 947 1217	E-mail address - Adresse courriel	Date June 9-2013
17. Contracting Security Authority / Autorité contractuelle de sécurité			
Name (print) - Nom (en lettres moulées) Robert Wattie CSC (NHQ) Contract Security Analyst (T) 613-944-6665 / (F) 613-947-4438 Robert.Wattie@csc-scc.gc.ca		Title - Titre Contract Security Analyst	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2013-05-09

Block 17 has been duly signed by authorized NHQ/RHQ Contract Security Representatives in accordance with the extension memo dated March 14th, 2013 pertaining to Contract Security and the approved Risk Mitigation Strategy Processes indicated.

Annex D – Task Authorization Form

See attached.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Annex E – List of Regions and Institutions

Atlantic Region

Atlantic Regional Headquarters
1045 Main Street
2nd Floor
Moncton, New Brunswick
E1C 1H1

Atlantic Institution (Max)
13175 Route 8
PO Box 102
Renous, New Brunswick
E9E 2E1

Dorchester Penitentiary (Med)
4902 Main Street
Dorchester, New Brunswick
E4K 2Y9

Springhill Institution (Med)
330 McGee Street
PO Box 2140
Springhill, Nova Scotia
B0M 1X0

Westmorland Institution (Min)
4902 A Main Street
Dorchester, New Brunswick
E4K 2Y9

Nova Institution for Women (Multi)
180 James Street
Truro, Nova Scotia
B2N 6R8

Shepody Healing Centre (Multi)
4902 Main Street
Dorchester, New Brunswick
E4K 2Y9

Quebec Region

Quebec Regional Headquarters
3 Place Laval
Suite 200
Laval, Quebec
H7N 1A2

Donnacona Institution (Max)
1537 Highway 138
Donnacona, Quebec
G3M 1C9

Port-Cartier Institution (Max)
Chemin de l'Aéroport
PO Box 7070
Port-Cartier, Quebec
G5B 2W2

Regional Reception Centre (Multi)
246 Montée Gagnon
Sainte-Anne-des-Plaines,
Quebec
J0N 1H0

Cowansville Institution (Med)
400 Fordyce Avenue
Cowansville, Quebec
J2K 3G6

Archambault Institution (Med)
242 Montée Gagnon
Sainte-Anne-des-Plaines,
Quebec
J0N 1H0

Leclerc Institution (Med)
400 Montée Saint-François
Laval, Quebec
H7C 1S7

La Macaza Institution (Med)
321 Chemin de l'Aéroport
La Macaza, Quebec
J0T 1R0

Drummond Institution (Med)
2025 Jean-de-Brébeuf Blvd.
Drummondville, Quebec
J2B 7Z6

Montée Saint-François Institution (Min)
600 Montée Saint-François
Laval, Quebec
H7C 1S5

Sainte-Anne-des-Plaines Institution (Min)
244 Montée Gagnon

Federal Training Centre (Min)
6099 Lévesque Boulevard

Regional Mental Health Centre (Multi)
242 Montée Gagnon

Sainte-Anne-des-Plaines,
Quebec
J0N 1H0

east
Laval, Quebec
H7C 1P1

Sainte-Anne-des-Plaines,
Quebec
J0N 1H0

Joliette Institution (Multi)

400 Marsolais Street
Joliette, Quebec
J6E 8V4

Ontario Region

Ontario Regional Headquarters
443 Union Street
PO Box 1174
Kingston, Ontario
K7L 4Y8

Kingston Penitentiary (Max)

560 King Street West
PO Box 22
Kingston, Ontario
K7L 4V7

Regional Treatment Centre (Max)

560 King Street West
PO Box 22
Kingston, Ontario
K7L 4V7

Millhaven Institution (Max)

Highway 33
PO Box 280
Bath, Ontario
K0H 1G0

Collins Bay Institution (Med)

1455 Bath Road
PO Box 190
Kingston, Ontario
K7L 4V9

Joyceville Institution (Med)

Highway 15
PO Box 880
Kingston, Ontario
K7L 4X9

Warkworth Institution (Med)

County Road #29
PO Box 760
Campbellford, Ontario
K0L 1L0

Bath Institution (Med)

5775 Bath Rd.
PO Box 1500
Bath, Ontario
K0H 1G0

Fenbrook Institution (Med)

2000 Beaver Creek Drive
P.O. Box 5000
Gravenhurst, Ontario
P1P 1Y2

Frontenac Institution (Min)

1455 Bath Road
PO Box 7500
Kingston, Ontario
K7L 5E6

Beaver Creek Institution (Min)

PO Box 1240
Gravenhurst, Ontario
P1P 1W9

Pittsburgh Institution (Min)

Highway 15, No. 3766
PO Box 4510
Kingston, Ontario
K7L 5E5

Grand Valley Institution for Women (Multi)

1575 Homer Watson Blvd.
Kitchener, Ontario
N2P 2C5

Prairies Region

Prairies Regional Headquarters
443 Union Street
PO Box 1174
Kingston, Ontario
K7L 4Y8

Edmonton Institution (Max)

21611 Meridian Street
PO Box 2290
Edmonton, Alberta
T5J 3H7

Saskatchewan Penitentiary (Med /Max)

15th Street West
PO Box 160
Prince Albert, Saskatchewan

Stony Mountain Institution (Med)

Highway #7
PO Box 4500
Winnipeg, Manitoba

S6V 5R6

R3C 3W8

Drumheller Institution and Annex (Med /Min)

Highway #9
PO Box 3000
Drumheller, Alberta
T0J 0Y0

Bowden Institution and Annex (Med/Min)

Highway #2
PO Box 6000
Innisfail, Alberta
T4G 1V1

Grande Cache Institution (Med/Min)

Hoppe Avenue
Bag 4000
Grande Cache, Alberta
T0E 0Y0

Grierson Centre (Min)

9530 – 101 st Avenue
(Basement)
Edmonton, Alberta
T5H 0B3

Riverbend Institution (Min)

15th Street West
PO Box 850
Prince Albert, Saskatchewan
S6V 5S4

Rockwood Institution (Min)

Highway #7
PO Box 72
Stony Mountain, Manitoba
R0C 3A0

Pê Sâkâstêw Centre (Min)

Highway #2A
P.O. Box 1500
Hobbema, Alberta
T0C 1N0

Regional Psychiatric Centre (Multi-level)

2520 Central Avenue North
PO Box 9243
Saskatoon, Saskatchewan
S7K 3X5

Willow Cree Healing Centre (Min)

PO Box 520
Duck Lake, Saskatchewan
S0K 1J0

Edmonton Institution for Women (Multi -level)

11151-178th Street
Edmonton, Alberta
T5S 2H9

Okimaw Ohci Healing Lodge (Med/Min)

PO Box 1929
Maple Creek, Saskatchewan
S0N 1N0

Pacific Region

Pacific Regional Headquarters

P.O. Box 4500
100-33991 Gladys Avenue
Abbotsford, BC
V2S 2E8

Pacific Institution/Regional Treatment Centre (Multi-Level)

33344 King Road
PO Box 3000
Abbotsford, British Columbia
V2S 4P4

Kent Institution (Max)

4732 Cemetery Road
PO Box 1500
Agassiz, British Columbia
V0M 1A0

Matsqui Institution (Med)

33344 King Road
PO Box 2500
Abbotsford, British Columbia
V2S 4P3

Mountain Institution (Med)

4732 Cemetery Road
PO Box 1600
Agassiz, British Columbia
V0M 1A0

Mission Institution (Med)

8751 Stave Lake Street
PO Box 60
Mission, British Columbia
V2V 4L8

William Head Institution (Min)

6000 William Head Road
Victoria, British Columbia
V9C 0B5

Kwikwèxwelhp Healing Village (Min)

Harrison Mills, British Columbia
(Off Morris Valley Road)
V0M 1L0

Ferndale Institution (Min)

33737 Dewdney Trunk Road
PO Box 50
Mission, British Columbia
V2V 4L8

Fraser Valley Institution for Women (Multi-Level)

33344 King Road
Abbotsford, British Columbia
V2S 6J5



Annex F - Evaluation Criteria

1.0 Technical Evaluation:

The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

Mandatory Technical Criteria
Rated Technical Criteria

2.0 Evaluation Criteria:

- 1 In addressing the mandatory and rated evaluation criteria, the Bidder should supplement the information supplied in response to the mandatory and rated evaluation criteria with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource(s). All claims with regards to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how, when and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during evaluation.
- 2 Proposals should include a résumé for each of the proposed resources, which support the skills/expertise being offered. Names and telephone number of business references should be provided which can substantiate the work experience claimed. The Bidder should indicate the location in the proposed resource's résumé of supporting information to substantiate relevant experience for each mandatory and rated evaluation criteria.
- 3 Experience obtained after bid closing will not be considered.
- 4 For evaluation purposes,
 - (a) "where" means the name of the employer as well as the position/title held by the proposed resource;
 - (b) "when" means the start date and end date (e.g. from January, 2000 to March, 2002) of the period during which the proposed resource acquired the qualification/experience; and
 - (c) "how" means a clear description of the activities performed and the responsibilities assigned to the proposed resource under this position and during this period.
- 5 Furthermore, Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- 6 In order to facilitate evaluation of proposals, it is recommended that bidders address, in their proposal, the mandatory and rated criteria in the order in which they appear below, using the numbering outlined below.
- 7 It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.



3.0 MANDATORY TECHNICAL CRITERIA

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid where the supporting information is provided)	Met/Not Met
M1	<p>The Bidder must provide resumes for ten (10) resources.</p> <p>The ten (10) resources must include a minimum of one (1) representative for each of the following religious affiliations:</p> <ul style="list-style-type: none"> a) Buddhist; b) Catholic; c) Hindu; d) Jewish; e) Muslim; f) Protestant: and g) Sikh. <p>Bidders must clearly indicate, in their bid, the religious affiliation for each of the proposed resources.</p>		
M2	<p>Each of the proposed resources must possess a minimum of three (3) years of experience in ongoing/continuous religious/spiritual service provision as a Qualified, Professional, Official Representative of his/her Faith or Spiritual Community.</p> <p>For evaluation purposes:</p> <ul style="list-style-type: none"> a) Qualified: means a Resource that meets the educational, ministry and personal requirements to perform religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community. b) Professional: means that the proposed resource has been remunerated for performing religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community. c) Official Representative: means that the proposed resource is currently mandated and approved by his/her faith or spiritual community to serve as a chaplain for CSC. 		



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid where the supporting information is provided)	Met/Not Met
	Bidders should provide, at a minimum, complete details as to: 1. where (client name, organization name and address); 2. when (start and end dates of the engagement); 3. how (details about the work performed by the proposed resource during the engagement); the stated experience was obtained; and 4. a Reference.		
M3	A minimum of one (1) resource must be proposed for each of the five (5) Regions in which CSC operates (see Annex E List of Regions and Institutions). Bidders must specify, in their bid, the name of the region for which each proposed resource is being submitted.		
M4	Each of the Bidder's resources must provide a letter from his/her religious organization attesting to that religious organization's official support of the resource. Bidders must provide a copy of the letter for each of the proposed resource with their bid.		

4.0 POINT RATED TECHNICAL CRITERIA

#	Point Rated Technical Criteria	Max Score	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
R1	The Bidder has offices in the regions in which CSC operates (see Annex E – List of Regions and Institutions). Five (5) points will be awarded per region up to a maximum of 25 points.		
R2	The Bidder has experience in providing multi-faith services in a city, province, or region. Five (5) points will be awarded per year of experience to a maximum of 15 points.		



	<p>Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"> 1. where (client name, organization name and address); 2. when (start and end dates of the engagement); 3. how (details about the work performed by the bidder during the engagement); the stated experience was obtained; and 4. a Reference. 		
R3	<p>The Bidder has additional resources beyond those required under M1.</p> <p>a) Each additional resource must possess a minimum of three (3) years of experience in ongoing/continuous religious/spiritual service provision as a Qualified, Professional, Official Representative of his/her faith or spiritual community, as defined under M2, a), b) and c).</p> <p>Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"> 1. where (client name, organization name and address); 2. when (start and end dates of the engagement); 3. how (details about the work performed by the bidder during the engagement); the stated experience was obtained; and 4. a Reference. <p>b) Each additional proposed resource must submit a letter from their religious organization attesting to that religious organization's official support of the resource.</p> <p>Bidders must provide a copy of the letter for each additional resource with their bid.</p> <p>c) The additional resources may fall under one of the religious organizations in the complete list below:</p> <p>Bidders must clearly indicate, in their bid, the religious affiliation for each of the additional resources.</p> <p>Two (2) points will be awarded per additional resource to a maximum of 20 points.</p> <p>Complete list of religious organizations:</p> <p>ANGLICAN / ANGLICAN ASTRUAR PAGAN / PAÏEN ASATRU BAHA'I / BAHA'IE BAPTIST / BAPTISTE BUDDHIST / BOUDHISTE</p>		



	<p>GREEK CATHOLIC / CATHOLIQUE GRECQUE ROMAN CATHOLIC / CATHOLIQUE ROMAN UKRAINIAN CATHOLIC/ CATHOLIQUE UKAINIEN CHRISTIAN SCIENCE / SCIENCE CHRÉTIENNE CHRISTIAN MISSIONARY ALLIANCE / ALLIANCE CHRÉTIENNE ET MISSIONAIRE CHRISTIAN REFORM / CHRÉTIEN RÉFORMÉ DRUIDRY PAGAN / PAÏËN DRUIDE GREEK ORTHODOX / GRECQUE ORTHODOXE HINDU / HINDOU JEHOVAH'S WITNESSES / TÉMOINS DE JÉHOVAH JUDAISM / JUDAISME KRISHNA / KRISHNA LUTHERAN / LUTHÉRIEN MAHAYANA BUDDHIST / BOUDHISTE MAHAYANA MENNONITE / MÉNONITE METHODIST / CHRÉTIEN MÉTHODISTE MORAVIAN / MORAVIEN MORMON / MORMON MUSLIM / ISLAMIQUE CHURCH OF THE NAZARENE / ÉGLISE NAZARÉEN PAGAN / PAÏËN PENTECOSTAL / PENTECÔTISTE PHILADELPHIA CHURCH OF GOD / ÉGLISE DU DIEU DE LA PHILADELPHIE PRESBYTERIAN / PRESBYTÉRIEN RASTAFARIAN / RASTAFARIEN RUSSIAN ORTHODOX / RUSSE ORTHODOXE SALVATION ARMY / ARMÉE DU SALUT SCIENTOLOGY / SCIENTOLOGIE SEVENTH DAY ADVENTIST / ADVENTISTE DU SEPTIÈME JOUR SIKH / SIKH SUFIISM / SOUFISME TAOISM / TAOISME UKRANIAN ORTHODOX / UKRAINIEN ORTHODOXE UNITARIAN / UNITARIEN UNITED CHURCH OF CANADA / ÉGLISE UNIE DU CANADA WESLEYAN CHRIST / CHRÉTIEN WESLEY WICCA / WICCA WORLDWIDE CHURCH OF GOD / ÉGLISE UNIVERSELLE DE DIEU ZOROASTRIAN / ZOROASTRIEN</p>		
R4	<p>The Bidder's proposed resources have experience in the provision of services in the correctional milieu.</p> <p>Two (2) points per resource to a maximum of 20 points.</p> <p>Bidders should provide, at a minimum, complete details as to:</p> <p>1. where (client name, organization name and</p>		



	address); 2. when (start and end dates of the engagement); 3. how (details about the work performed by the proposed resource during the engagement); the stated experience was obtained; and 4. a Reference.		
	Total # of points	80	
	Minimum Score Required: 56 points	/80	