



Correctional Service Canada / Service correctionnel Canada

Kingston, Canada
K7L 4Y8

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21480-13-16-1913704

REQUEST FOR PROPOSAL

FOR

Psychological Services - Central District Office

**R.F.P. 1913704, 1915217, 1937150
CLOSING DATE: July 15, 2013
TIME: 14:00 hrs (EST)**

**Issued by:
DATE OF ISSUE
Contracting & Materiel Services
Correctional Service of Canada
Kingston, Ontario
K7L 2R8**

Bidder Signature

Vendor/Firm Name and Address	
Telephone No. Facsimile No.	
Name and title of person authorized to sign on behalf of Vendor/Firm (Type or print): _____	
Signature	Date

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NOTE TO POTENTIAL BIDDERS

Contractor Status

This is a request for the performance of a service only and nothing shall be construed to constitute an offer of employment. The successful Contractor will be engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither the Contractor nor any of the Contractor's personnel is engaged by the contract as an employee, servant or agent of Her Majesty. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Employment Insurance, Worker's Compensation or Income Tax.

PART I BIDDER INSTRUCTIONS AND CONDITIONS:

1. 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. Part 1 Bidder Instructions and Conditions;
- b. Part 2 Proposal Preparation Instructions;
- c. Part 3 Resulting Contract Clauses;
- d. Appendix A Statement of Work;
- e. Appendix B Evaluation Criteria and Evaluation Procedures;
- f. Appendix C Certifications;
- g. Appendix D Resulting Contract Clauses;
- h. Appendix E Document Handling and Safeguarding of Protected Information.

2. Enquiries - solicitation stage

All enquiries or issues concerning this procurement must be submitted in writing to the Contracting Authority, named in Part 3, item 4, as early as possible within the bidding period.

Enquiries and issues must be received by the Contracting Authority no later than five (5) business days prior to the bid closing date specified on the cover page or this RFP document to allow sufficient time to provide a response. Enquiries or issues received after that time may not be able to be answered prior to the bid closing date. To ensure consistency and quality of information provided to Bidders, the Contracting Authority will provide, simultaneously to all bidders to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.

It is the responsibility of the Bidder to obtain clarification of the requirements contained herein, if necessary, prior to submitting a bid.

3. Right to Negotiate or Cancel

Rights of Her Majesty

Her Majesty reserves the right to:

- reject any or all proposals received in response to this RFP
- further negotiate with bidders in order to arrive at the most cost-effective contract that is in keeping with the terms and conditions of the RFP
- accept any proposal in whole or in part without prior negotiation
- cancel and/or reissue this RFP at any time
- award one or more contracts
- keep, for Her Majesty's records, all proposals and documentation submitted in response to this RFP.

4. Proposal Validity Period

Proposals submitted in response to this Request for Proposal will remain open for acceptance for a period of not less than ninety (90) days from the closing date of the bid solicitation, unless otherwise indicated by Canada in such bid solicitation.

EXTENSION OF BID VALIDITY PERIOD: Canada may request an extension of the bid validity period if Canada determines that such period is not sufficient for evaluation & contract award. If Canada requests an extension of the bid validity period, a bidder may refuse to extend its bid validity period, in which case, Canada will continue its evaluation without regard to that bidder's proposal.

After any resulting contract is awarded, if Canada terminates it for any reason within 6 months following the contract award date, even if the bid validity period has passed, Canada has the right (but not the obligation) to ask the next-ranked responsive bidder(s) if its bid remains open for acceptance and to award to the next-ranked bidder who confirms its bid remains valid.

5. Terms and Conditions of Request for Proposal and Resulting Contract

The Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract as stated herein. No modification or other terms and conditions included in the bidder's proposal will be applicable to the resulting contract notwithstanding the fact that the Bidder's proposal may become part of the resulting contract.

6. Status and availability of Resources

The Bidder's signature indicates that, should the Bidder be authorized to provide the services under any contract resulting from this solicitation, the persons proposed in its bid shall be available to commence performance of the Work required by the Project Authority and at the time specified herein or agreed to with the Project Authority.

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has the written permission from such person (or the employer of such person) to propose the services of such person in relation to the Work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority in connection with this solicitation. The Bidder must upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. Failure to comply with such a request may lead to disqualification of the Bidder's proposal.

The Project Authority reserves the right to interview any personnel resources proposed to be assigned to the contract and at no cost to the Department to confirm the knowledge and experience claimed.

7. Code of Conduct for Procurement

The Code of Conduct for Procurement provides that bidders must respond to bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid solicitation and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the contract. To ensure fairness, openness and transparency in the bidding process, the following activities are prohibited:

- (a) payment of a contingency fee by any party to a contract to a person to whom the Lobbyists Registration Act, R.S. 1985, c. 44 (4th Supplement) applies;
- (b) corruption and collusion in the bidding process for contracts for the provision of goods and services.

The Bidder's signature indicates that the Bidder certifies that it meets the above requirements.

Bidders further understand that the commission of certain offences may render them ineligible to be awarded a contract. By submitting a bid, the Bidder declares that it has not committed an offence under section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud committed against Her Majesty) or section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada, or under paragraph 80(1)(d) (False entry, certificate or return) subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act.

Furthermore, Bidders agree that compliance with the Code of Conduct for Procurement is a condition of the resulting contract.

8. Supplier Registration Information (SRI)

The Supplier Registration Information (SRI) service has created a database of registered suppliers interested in doing business with the federal government. SRI offers suppliers a central registration point and allows government buyers to search for sources of supply for low-dollar value opportunities. You can register in SRI and obtain a Procurement Business Number (PBN) which will identify you in the system. Processing the SRI registration may take up to two working days, therefore if you do not have a PBN you should obtain one through SRI to avoid possible future delays. You may register in SRI directly through the Internet at: <http://contractscanada.gc.ca/en/index.html>. For non-Internet registration, you may contact the Contracts Canada InfoLine at 1-800-811-1148, or at (819) 956-3440 in the National Capital Area, to obtain the telephone number of the nearest Supplier Registration Agent.

SRI can be accessed by all departments and agencies giving you greater potential for opportunities. The PBN will eventually become the common identifier for all government purchasing and payment systems as government implements electronic commerce processes. You are strongly encouraged to obtain your PBN through the SRI Service as soon as possible.

9. Vendor Performance

1. Canada may reject a bid where any of the following circumstances is present:
 - (a) the Bidder, or any employee or subcontractor included as part of the bid, has been convicted under section 121 ("Frauds on the government" & "Contractor subscribing to election fund"), 124 ("Selling or purchasing office"), or 418 ("Selling defective stores to Her Majesty") of the Criminal Code or under paragraph 80(1)(d) (False entry, certificate or return) subsection 80(2) (Fraud against Her Majesty) or Section 154.01 (Fraud against Her Majesty) of the Financial Administration Act; or
 - (b) the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which renders the Bidder ineligible to bid on the Work;
 - (c) an employee or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which would render that employee or subcontractor ineligible to bid on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - (d) with respect to current or prior transactions with the Government of Canada:
 - (1) the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - (2) evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its bid;
 - (3) Canada has exercised its contractual remedies of suspension or termination for default with respect to a Contract with the Bidder, any of its employees or any subcontractor included as part of its bid; or
 - (4) Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder executed the work in accordance with contractual terms and conditions, is

sufficiently poor to jeopardize the successful completion of the requirement being bid on.

2. Where Canada intends to reject a bid pursuant to a provision of paragraph 1, other than 1(b), the Contracting Authority will so inform the Bidder and provide the Bidder ten (10) days within which to make representations, prior to making a final decision on the bid rejection.

PART 2 PROPOSAL PREPARATION INSTRUCTIONS:

1. Signature of Proposal by Bidder and Definition of "Bidder"

- (a) Canada requires that each proposal be signed by the Bidder or by an authorized representative of the Bidder. Bidder's proposals should be properly signed when submitted at bid closing. However, where Canada determines that the bidder has omitted to sign the proposal as required, Canada will provide the Bidder with 24 hours to submit a proper signature page.
- (b) In this solicitation, the "Bidder" means the legal entity (or, in the case of a joint venture bidder, the legal entities) submitting the proposal in response to the solicitation and does not include the parent, subsidiaries or other affiliates of that legal entity, or its subcontractors.

Note to Bidders: Bidders can sign their proposals by copying the front page of this solicitation, signing it, and submitting it as part of their proposal or by including a signature page in a prominent location in their proposals.

2. Proposal Preparation Instructions

NOTICE: PROPOSALS SUBMITTED BY SUCH MEANS AS ELECTRONIC MAIL WILL NOT BE ACCEPTED.

PROPOSAL AND PRE-AWARD COSTS: No payment shall be made for costs incurred in the preparation & submission of a proposal in response to this RFP. No payments will be made for costs incurred for clarification(s) that may be required by Canada.

Bidders are requested to prepare their proposal in three (3) separate sections as follows:

Section 1: Technical Proposal (with no reference to price): three (3) copies.

Section 2: Financial Proposal: one (1) copy

Section 3: Appendix C Certifications: one (1) copy

2.1 Section 1: Preparation of Technical Proposal:

- 2.1.1 In the Technical Proposal, the Bidder should demonstrate its understanding of the requirements of the Statement of Work **Appendix A**, as well as demonstrate how the Bidder will meet the requirements of **Appendix B**.

Three (3) copies of the Technical Proposal are required.

THE TECHNICAL PROPOSAL MUST EXCLUDE ANY REFERENCE TO FINANCIAL INFORMATION RELATIVE TO THE COSTING OF THE PROPOSAL.

2.2 Section 2: Preparation of Financial Proposal:

2.2.1 Only a single copy of the financial proposal is required.

Proposers are requested to submit their financial proposal (single copy) in an envelope **separate from** their technical proposal (three copies).

Interested sources may bid on one or more contracts.

CSC plans to award up to a maximum of 3 contracts, if possible from this RFP process.

2.2.2 Bidders must provide an all-inclusive fixed price for fees, for the services herein described. All prices are to be quoted GST& HST Extra.

Bidders should use the following format when submitting their financial proposal:

2.2. 2.1 Financial Proposal for Contract A

(Greater Toronto Area, dealing mostly with female federal parolees)

August 1, 2013 to July 31, 2014

Payment of \$_____ per hour session, up to a maximum of 480 hours, for a sum not to exceed \$_____ for fees; will be made payable upon successful completion of the deliverables outlined in the Scope of Work and subject to receipt of monthly invoices; certified by the Departmental Representative/Project Authority (Chief of Psychology, Central Ontario District Office) or designated alternate with the appropriate signing authority.

Option Years

The provision of the rates at this time is no indication that Correctional Service Canada plans to exercise the option period(s). Option periods will be considered at a later date and shall be exercised through a formal contract amendment.

Option Year 1

August 1, 2014 to July 31, 2015

Payment of \$_____ per hour session, up to a maximum of 480 hours, for a sum not to exceed \$_____ for fees; will be made payable upon successful completion of the deliverables outlined in the Scope of Work and subject to receipt of monthly invoices; certified by the Departmental Representative/Project Authority (Chief of Psychology, Central Ontario District Office) or designated alternate with the appropriate signing authority.

Option Year 2

August 1, 2015 to July 31, 2016

Payment of \$_____ per hour session, up to a maximum of 480 hours, for a sum not to exceed \$_____ for fees; will be made payable upon successful completion of the deliverables outlined in the Scope of Work and subject to receipt of monthly invoices; certified by the Departmental Representative/Project Authority (Chief of Psychology, Central Ontario District Office) or designated alternate with the appropriate signing authority.

2. 2.2.2 Financial Proposal for Contract B

(Greater Toronto Area and any surrounding areas within the Central Ontario District, dealing mostly with male federal parolees)

August 1, 2013 to July 31, 2014

Payment of \$_____ per hour session, up to a maximum of 606 hours, for a sum not to exceed \$_____ for fees; will be made payable upon successful completion of the deliverables outlined in the Scope of Work and subject to receipt of monthly invoices; certified by the Departmental Representative/Project Authority (Chief of Psychology, Central Ontario District Office) or designated alternate with the appropriate signing authority.

Option Years

The provision of the rates at this time is no indication that Correctional Service Canada plans to exercise the option period(s). Option periods will be considered at a later date and shall be exercised through a formal contract amendment.

Option Year 1

August 1, 2014 to July 31, 2015

Payment of \$_____ per hour session, up to a maximum of 606 hours, for a sum not to exceed \$_____ for fees; will be made payable upon successful completion of the deliverables outlined in the Scope of Work and subject to receipt of monthly invoices; certified by the Departmental Representative/Project Authority (Chief of Psychology, Central Ontario District Office) or designated alternate with the appropriate signing authority.

Option Year 2

August 1, 2015 to July 31, 2016

Payment of \$_____ per hour session, up to a maximum of 606 hours, for a sum not to exceed \$_____ for fees; will be made payable upon successful completion of the deliverables outlined in the Scope of Work and subject to receipt of monthly invoices; certified by the Departmental Representative/Project Authority (Chief of Psychology, Central Ontario District Office) or designated alternate with the appropriate signing authority.

2. 2.2.3 Financial Proposal for Contract C

(Greater Hamilton Area and surrounding communities within the Central Ontario District, dealing with federal male and female parolees)

August 1, 2013 to July 31, 2014

Payment of \$_____ per hour session, up to a maximum of 317 hours, for a sum not to exceed \$_____ for fees; will be made payable upon successful completion of the deliverables outlined in the Scope of Work and subject to receipt of monthly invoices; certified by the Departmental Representative/Project Authority (Chief of Psychology, Central Ontario District Office) or designated alternate with the appropriate signing authority.

Option Years

The provision of the rates at this time is no indication that Correctional Service Canada plans to exercise the option period(s). Option periods will be considered at a later date and shall be exercised through a formal contract amendment.

Option Year 1

August 1, 2014 to July 31, 2015

Payment of \$_____ per hour session, up to a maximum of 317 hours, for a sum not to exceed \$_____ for fees; will be made payable upon successful completion of the deliverables outlined in the Scope of Work and subject to receipt of monthly invoices; certified by the Departmental Representative/Project Authority (Chief of Psychology, Central Ontario District Office) or designated alternate with the appropriate signing authority.

Option Year 2

August 1, 2015 to July 31, 2016

Payment of \$_____ per hour session, up to a maximum of 317 hours, for a sum not to exceed \$_____ for fees; will be made payable upon successful completion of the deliverables outlined in the Scope of Work and subject to receipt of monthly invoices; certified by the Departmental Representative/Project Authority (Chief of Psychology, Central Ontario District Office) or designated alternate with the appropriate signing authority.

All Inclusive Fixed Price

The following clauses will also apply under this fixed price request for proposal:

- a) The fixed hourly rates in 2.2.2 will be inclusive of all costs including but not limited to payroll, overhead costs, and profits required to complete the work (Note: hourly rate(s) are not to be quoted as ranges).
- b) All prices are to be quoted GST/HST EXTRA.
- c) Payments will be made upon submission of monthly invoices detailing the level of effort expended during the billing period, based on the hourly rates included in Appendix "C" of the resulting contract.
- d) Bidders submitting a price proposal other than the one requested in 2.2.2, or Bidders submitting more than one price may be declared non-compliant for their financial proposal.

2.2.3 Missed Appointments

When an Offender cannot attend a scheduled appointment, the Contractor may invoice Correctional Services Canada under the following circumstances:

- a) Appointment missed without notice given to the Contractor – 50% of hourly fee.
- b) When an appointment is missed with 24 hour notice given to the Contractor, there will be no charge to Correctional Services Canada.

(Note: This clause may be subject to review at a later date).

2. 2.4 Contract Cost

The cost of Contract A, **excluding travel expenses**, should not exceed \$_____ (GST/HST extra).

The cost of Contract B, **excluding travel expenses**, should not exceed \$_____ (GST/HST extra).

The cost of Contract C, **excluding travel expenses**, should not exceed \$_____ (GST/HST extra).

2. 2.5 Goods and Services Tax (GST) and Harmonized Sales Tax (HST)

The price quoted is exclusive of the Goods and Services Tax (GST) and Harmonized Sales Tax (HST). All amounts shown in the proposal or resulting contract are exclusive of GST/HST unless otherwise indicated. Bids will be evaluated without GST/HST. The GST/HST to the extent applicable will be shown as a separate item and incorporated into all invoices or progress claims and will be paid by Canada. The Contractor agrees to remit to Revenue Canada any GST/HST paid or due.

2.2.6 Pricing Review

Bidders are advised that a review of the proposed pricing may be required by Canada. Detailed supporting data may be requested by Canada to validate the rates & other charges proposed.

In case of an error in the extension of prices, the unit price will govern.

2.3 Section 3: Certifications (See Appendix C): one (1) copy

Only a single copy of the completed and signed certifications is required.

Proposers are requested to submit their certifications (single copy) in an envelope **separate from** their technical proposal (three copies).

3. Submission of Proposals

Your proposal is to be addressed as follows and **must be received on or before July 15, 2013 at 14:00hrs (EST)**. It is to be clearly marked, "TO BE OPENED BY ADDRESSEE ONLY", and marked in the upper right hand corner with the R.F.P number and the closing date and time.

Geoff Hinch
Contract Authority
P.O. Box 1174, 443 Union Street
Kingston, Ontario K7L 2R8

All by hand deliveries must be made to the CSC Regional Headquarters Reception located on the ground floor at 443 Union Street, Kingston, Ontario.

LATE BIDS: CSC will return, unopened, bids delivered after the stipulated bid solicitation closing date and time.

PART 3 RESULTING CONTRACT CLAUSES:

1. Terms and Conditions of the resulting contract

The general terms and conditions and clauses contained in appendix D form part of this Request for Proposal document and any resulting contract, subject to any other express terms and conditions.

2. Period of Work

The contracts are for the approximate periods between August 01, 2013 and July 31, 2014, with an option to renew annually for up to two years.

3. Project Authority

Dr. Jeffrey Abracen
Chief Psychologist
Correctional Service Canada
Central Ontario District
180 Dundas Street West, Suite 215
Toronto, ON M5G 1Z8

The Project Authority or his designated representative will be responsible for monitoring the progress of the work and will be responsible for the technical requirements, the acceptance and approval of the deliverables. Any proposed changes to the scope of work may be discussed with the Project Authority, but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

4. Contracting Authority

Geoff Hinch
Contract Authority
443 Union Street, Box 1174
Kingston, Ontario
K7L 2R8
Telephone: (613) 530-3167
Facsimile: (613) 536-4571
E-mail: Geoff.Hinch@csc-scc.gc.ca

The Contracting Authority is responsible for all matters of a contractual nature.

5. Inspection/Acceptance

All work to be performed and all deliverables to be submitted for the proposed Contract shall be subject to inspection by and acceptance of the Project Authority designated therein.

6. Intellectual Property

All material to be produced under this contract is subject to the Privacy Act and Access to Information Act. Copyright will belong to the Crown.

APPENDIX A STATEMENT OF WORK:

1. Background

Correctional Service Canada has a requirement to provide psychological treatment and assessment of federal male/female parolees conditionally released within the Greater Toronto and Surrounding Area Communities and the Greater Hamilton and Surrounding Area Communities; located within the Central District of the Ontario Region. Extensive experience working with high risk forensic clients is required. The intention is to have three contracts resulting from this RFP.

2. Objective

- 2.1 To provide psychological counselling services to offenders as referred by the Parole Officer Supervisor or designate, (as appropriate) in consultation with a treatment/supervision team consisting of the Contractor, Parole Officer Supervisor, Parole Officer and the psychologist responsible for the quality assurance of the contracted work.
- 2.2 The Contractor's facility must be a professional office setting, located within the region identified in the contract. The office must have easy access to local transit routes.
- 2.3 The Contractor should preferably have the capacity to schedule sessions so as not to interfere with an offender's work schedule. This may require provision of services during evenings or weekends.
- 2.4 The resulting contracts "A" and "B" , from this process will be used for the Greater Toronto Area and all the surrounding areas with the Central Ontario District, and the contract "C" will be used for the Greater Hamilton Area and its surrounding areas, within the Central Ontario District.

3. Scope

Definitions

"Adjunct Staff" refers to the Contractor's clerical support.

"Contractor" refers to a licensed member of the College of Psychologists of Ontario who is competent to provide assessment and counselling services to offenders. The Contractor is responsible for ensuring the clinical integrity, professionalism and ethics of offender assessment and treatment.

"Clinical Hour" refers to the time spent with the offender and consists of a minimum of forty-five minutes.

"Discharge Date" refers to the date that counselling with the offender is terminated.

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

"Community Psychologist" refers to the Correctional Service Canada employed Psychologist who is responsible for psychological services in the district.

"Education Placements" refer to Students and Interns working with the Contractor.

"Session" consists of one clinical hour.

“Technical Authority” refers to the person who is responsible for all matters concerning the technical content of the Work under this requirement, and manages the non-clinical issues pertaining to the contract. The Technical Authority is a non-psychologist manager, the Regional Psychologist, the Senior Community Psychologist or another psychologist. Clinical oversight of the work done by the Contractor for the purposes of quality assurance is the responsibility of the Regional Psychologist, the Senior Community Psychologist or another designated psychologist.

Any proposed changes to the scope of the Work are to be discussed with the Technical Authority and (where appropriate) the psychologist responsible for the clinical oversight of the work. Any proposed change can only be implemented by a contract amendment issued by the Contracting Authority.

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

3.1 Overview

To provide psychological counselling services to offenders as referred by the Parole Officer Supervisor or designate, (as appropriate) in consultation with a treatment/supervision team consisting of the Contractor, Parole Officer Supervisor, Parole Officer and the psychologist responsible for the quality assurance of the contracted work.

The Contractor’s facility must be a professional office setting, located within the region identified in the contract. The office must have easy access to local transit routes.

The Contractor should preferably have the capacity to schedule sessions so as not to interfere with an offender’s work schedule. This may require provision of services during evenings or weekends.

4. Tasks:

4.1 The Contractor is responsible for:

Assessment and treatment that meet Correctional Service Canada guidelines & standards;

- Timely delivery of required documentation;
- Participating in case conferences and case reviews;
- Providing documentation of appropriate delineating program philosophy, objectives, components, and staff credentials (resumes and registration documents); and
- Providing special reports or letters as requested.

4.2 Treatment Orientation

The treatment/counselling orientation recommended by Correctional Service Canada is cognitive-behavioural. The principal focus of treatment will depend on the nature of the referral and the offender’s needs. The usual objectives of treatment include the reduction of risk to re-offend, the amelioration of the offender’s mental health and emotional or behavioural functioning, including feelings, attitudes, beliefs and behaviours that may be related to re-offending. The offender’s motivation for the index offence (particularly in cases of sex offenders) should be addressed in this context.

5. Client support

5.1 Communication and Consultation

At the Parole Officer Supervisor's request, the Contractor will provide feedback and consultation to the Parole Officer and Parole Officer Supervisor via brief informal telephone contact, case review meetings, or individual case conferences. Brief telephone contact is not billable.

5.1.1 Case Conference

In addition to the Case Review, circumstances may demand that a case conference be held. The case conference may be held with or without the offender present as determined by the Case Management Team, in consultation with the Contractor. The case conference will involve the Contractor, Parole Officer, Parole Officer Supervisor, Technical Authority and/or Community Psychologist. The Case Management Team is responsible for scheduling the case conference. The case conference will be billed at a maximum of one billable hour.

5.1.2 Consultation

5.1.2.1 The Contractor is required to immediately notify by direct contact by telephone or by fax the Parole Officer (or the Parole Officer Supervisor, the Technical Authority, or the psychologist responsible for quality assurance of contracted psychological services, if the Parole Officer cannot be reached) if the offender presents any indication of a breach of a condition of release, any violation of the law (such as the use of illicit drugs), or any increased risk to re-offend, to behave violently, or to engage in self-harm or suicide. If immediate notification is made by telephone, the Contractor must follow this up within twenty-four hours by faxing written notification using the attached Annex "E" – "Psychological Counselling: Communication Form" to provide this information. This service is not billable.

5.1.2.2 If an offender fails to attend a scheduled appointment, the Contractor must report the occurrence by fax (using the attached Annex "F" – "Missed Appointment Form") within 24 hours of the missed appointment. This service is not billable.

6. Constraints:

6.1 Mandatory Requirements/Qualifications of Contractor

6.1.1 Registration for Autonomous Practice of Psychology by Provincial Registering/Licensing Body

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

6.1.1.2 Any registered Psychologist provided by the Contractor to provide any of the services described herein must sign and assume accountability for his/her reports. All reports written by a subcontractor who is not a registered psychologist must be counter-signed by the registered

psychologist named in the contract, or another registered psychologist delegated to assume responsibility for the work.

6.1.2 CSC Risk Assessment Training

Contractors who are new to Correctional Service Canada will be required to attend a one-half (1/2) day Risk Assessment Information session. This is a mandatory Correctional Service Canada requirement, to ensure that the Contractor can provide services meeting CSC's standards of practice. The session is normally not billable, but exceptions may be made where circumstances require it, as determined by the Technical Authority. Travel mileage will be reimbursed in accordance with Treasury Board guidelines: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp. Additional sessions may be also necessary, as negotiated by the Technical Authority, the psychologist responsible for quality assurance, and the Contractor. Such additional sessions are normally not billable, though again special circumstances may justify exceptions. Travel mileage will be reimbursed in accordance with Treasury Board guidelines: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp.

6.1.3 Knowledge of CSC Policies/Guidelines

- The Contractor's personnel shall carry out duties of their profession and training, while ensuring the safety and security of the institutional environment in accordance with:
- CSC's Mission Statement: http://www.csc-scc.gc.ca/text/organi/organe01_e.shtml
- CSC Policy (Commissioner Directives and Standard Operating Practices) and Legislation: http://www.csc-scc.gc.ca/text/legislat_e.shtml
 - Pertinent Commissioner Directives which should be reviewed and adhered to are as follows:
 - CD 240: Contracting
 - CD 568-1: Recording and Reporting of Security Incidents
 - CD 701: Information Sharing
 - CD 803: Consent to Health Services Assessment, Treatment and Release of Information
 - CD 840: Psychological Services
 - CD 843: Prevention, Management and Response to Suicide and Self Injuries
 - CD 850: Mental Health Services
- The Corrections and Conditional Release Act (CCRA): <http://laws.justice.gc.ca/en/C44.6/34022.html#rid-34239>
- Forensic Psychology: Policy and Practice in Corrections (1996). To be provided by the Technical Authority.
- Excerpts from the on-line Psychology Manual, as judged appropriate by the Technical Authority or the psychologist responsible for quality assurance of the Contractor's work

- Professional Code of Ethics (e.g., The Canadian Code of Ethics for Psychologists)

6.1.4 Education Placements

Prior to delivering services to Correctional Service of Canada offenders, Educational Placement personnel will submit to the Regional Psychologist, Community Psychologist, or other psychologist responsible for quality assurance a current resume. Given a positive review of the resume, the student will undergo a check for appropriate security clearance prior to providing services to offenders.

6.2 Limits of Confidentiality

Given the correctional model of treatment (as stated above) and that Correctional Service Canada maintains psychological and counselling reports on a computerized data base, limits of confidentiality are broad. It is understood that to maximize treatment effect, information must be readily exchanged among the treatment/supervision team members particularly as it applies to the offender's criminological factors. (For this reason, offenders must be advised of the Contractor's responsibility to report breaches of the law [such as illicit drug use] or violations of release conditions if they become known.) See the attached Annex "A" – "Limits of Confidentiality and Consent to Participate in Psychological Assessment and Counselling" form.

7. Milestones and Control Points

7.1 Assessment of Suitability for Treatment/Treatment Plan

- 7.1.1 Upon receipt of a referral for evaluation for treatment, the Contractor is authorized a maximum billing of four billable hours for an assessment to determine the offender's suitability for treatment. This fee is intended to cover a file review, assessment interview(s) with the offender, and the time required to prepare a Treatment Plan report specific to the individual offender, outlining information below (using the attached Annex "B" – "Psychological Counselling: Treatment Plan").
- 7.1.2 The Treatment Plan shall be submitted no later than six weeks after the first Evaluation for Treatment session. The standard response time to a routine referral is ten working days; the standard response time to an urgent referral is five working days. If treatment is not appropriate, the Contractor must indicate this in a letter outlining the reason why treatment is not appropriate. This letter is to be submitted no later than three weeks after the first Evaluation for Treatment Session.
- 7.1.3 In the event that an offender is assessed as not being suitable for treatment, the Contractor will submit a letter summarizing the assessment and indicating that treatment is not appropriate. This letter is billable up to a maximum of one billable hour. All reports must be submitted in hard copy and electronically on a disk for uploading to the Offender Management System.
- 7.1.4 The Treatment Plan document will include information under the following headings:

7.1.4.1 Tombstone Data

In addition to the standard personal identifiers, the session frequency and estimated duration of treatment completion must be indicated, which will be based upon the clinician's assessment of the offender's needs, and the likely impact of

treatment on the offender's emotional/behavioural functioning, including his/her risk to re-offend.

7.1.4.2 Relevant Background

This section provides the context for the Treatment Objectives. This section must include a brief synopsis of the offender's criminal history/offence cycle, description of the index offence, and previous psychological and psychiatric assessments and diagnosis. This section may include relevant developmental, social, substance abuse and interpersonal relationship histories.

7.1.4.3 Offender Presentation

This section provides information on the offender's presentation during the assessment for treatment interview(s), his/her motivation for treatment, and attitude toward supervision.

7.1.4.4 Current Mental Health Status

This section provides information regarding the offender's current mental status and risk for self harm/suicide, indicating the circumstances that would increase this risk. In accordance with Correctional Service Canada policy, confidentiality of the offender's health information shall normally be maintained if it is not relevant either to the assessment or the management of risk to the offender or others.

7.1.4.5 Recommendations to Manage Risk for Self Harm

If the offender is assessed as being at elevated risk for self harm, give recommendations regarding how this risk can be managed in the community. (If the Contractor judges the offender to be at elevated risk for self harm at any time, he/she should immediately notify by fax the Parole Officer (or the Parole Officer Supervisor, the Technical Authority or the psychologist responsible for quality assurance of contracted psychological services, if the Parole Officer cannot be reached.) The Contractor should use the attached Annex "E" – "Psychological Counselling: Communication Form", to communicate this information.

7.1.4.6 Current Treatment Objectives

This section provides a synopsis to the Parole Officer of what could be accomplished in the short term (typically a three month time frame). Treatment objectives must be specific to the offender and relevant to reducing the risk to re-offend and/or the amelioration of the offender's mental health and emotional or behavioural functioning, including feelings, attitudes, beliefs and behaviours that may be related to re-offending. Treatment objectives should be relatively concrete and attainable in the short term, so that progress toward these objectives can be measured or observed. As treatment progresses, it is understood that these treatment objectives may be modified.

The level of treatment should be geared to the offender's need and/or risk level. It is understood that the treatment level for high-need or high-risk offenders should be intensive, that is, at least one treatment session per week until the level of need/risk is judged to be reduced. Frequency of contact after completion of assessment of suitability for treatment will be based upon the Contractor's assessment of the likely impact of treatment on mental health needs and/or risk to re-offend.

7.1.4.7 Longer Term Treatment Objectives

This section is used to propose future direction for treatment to address longer term treatment concerns, as they apply to the overall supervision plan, treatment needs (i.e., reducing risk of re-offending, and/or ameliorating mental health and enhancing emotional and behavioural functioning), and the offender's successful community reintegration. This should include a proposed frequency of contact.

7.1.4.8 Current Risk Status

This section provides an assessment of risk to re-offend written in a way helpful to Parole Officers. Current Risk Status is defined in terms of Risk for General Recidivism, and, if applicable, Risk for Violent Recidivism, and/or Risk for Sexual Recidivism. These risk statements should be based on Static and Dynamic Risk Variables, as well as the results of actuarial risk instruments.

Static Risk Variables: for example, criminal history, history of substance abuse, chronic unemployment, and anti-social/psychopathic orientation.

Dynamic Risk Variables: for example, current maladaptive behaviour, substance abuse, poor anger management skills, poor attitude/motivation toward treatment and/or supervision, and criminal values.

Actuarial Risk Estimates: where applicable, significant actuarial data should be referenced (e.g. GSIR, LSI-R, etc.) and interpreted in lay terms.

Current Risk Status should be summarized, referencing the key variables for each category, helping the Parole Officer to understand what the variables are and how they contribute to the risk for re-offending. The Contractor is required to summarize Current Risk Status by specifying:

- Risk for General Recidivism - indicate the level (Low, Medium, High) and delineate the relevant key variables.
- Risk for Violent Recidivism (if applicable) - indicate the level (Low, Medium, High) and delineate the relevant key variables.
- Risk for Sexual Recidivism (if applicable) - indicate the level (Low, Medium, High) and delineate the relevant key variables.
- Risk for C.S.C.'s staff (if applicable) - indicate the level (Low, Medium, High) and delineate the relevant key variables.

7.1.4.9 Risk Management Recommendations

As appropriate, state recommendations regarding:

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

7.2 Special Reports

Occasionally, there will be a need for a Contractor to produce a special report for Case Management or National Parole Board purposes. These reports are billable to a maximum of one billable hour. (Refer to the attached Annex "G" – "Correctional Service Canada - Special Report"). All reports must be submitted in hard copy and electronically on a disk for uploading to the Offender Management System.

7.3 Assessments - Vocational, Educational and/or other Psychological

Correctional Service Canada offenders undergo several batteries of vocational, educational and psychological tests at various periods of their incarceration, and prior to being released into the community. The results of these tests are available to the Contractor. Given this, if the Contractor believes that additional testing is required to complete the assessment for treatment, the additional testing must be authorized in writing, in advance. The Contractor will submit to the Technical Authority a brief treatment rationale for the testing, a list naming the tests to be administered, and the total cost preparing a vocational, educational, and/or other psychological assessment. Assessments not authorized in advance will not be remunerated.

7.4 Information Sharing

All treatment reports that are written for Case Management purposes (including for the National Parole Board) and/or those that contribute to decision-making shall be shared with the offender by the author of the report. Correctional Service Canada policy specifies that the author and offender will sign and date the report at the time that the report is shared. The signed copy and a diskette copy (Microsoft Word compatible) will be submitted to Correctional Service Canada per the usual procedure. Should the "wait for the offender's signature" compromise the timeliness of the report, a dated, hard copy of the report with only the Contractor's signature may be forwarded, provided that a hard copy, signed and dated by both the offender and the Contractor is submitted as soon as possible. The diskette copy of the report should accompany the initial copy so that the report may be uploaded onto the Offender Management System for timely distribution. In the event that the offender is temporarily detained, unlawfully at large, or revoked, the offender's Parole Officer will assume the information sharing responsibility. To ensure that the Final Treatment Report is shared, the signed copy will be submitted five working days prior to the Warrant Expiry Date. All reports must be submitted in hard copy and electronically on a disk for uploading to the Offender Management System.

7.5 Attendance Sheets

The Contractor shall maintain individualized attendance sheets (using the attached Annex "H" – "C.S.C. Psychological Counselling - Offender Attendance Confirmation Sheet" for all of his/her cases. Invoices may be accompanied by the attendance sheets.

7.6 Case Review for Continued Treatment Authorization

Prior to the last authorized session (the 12th session if twelve sessions were authorized), the Treatment Plan and Interim Treatment Report shall be reviewed by the treatment/supervision team. The decision to continue treatment will be made on the basis of the team's input. It will be the responsibility of the Case Management Team to arrange a case review meeting. Barring operational difficulties, treatment will continue if the Contractor believes it appropriate, given a supportive assessment by the Case Management Team. Each subsequent block of 12 treatment sessions (maximum) will be preceded by a case review prior to further treatment authorization to be given by the Technical Authority or delegate. To avoid disruption in service, treatment authorization

may be via fax. Unauthorized treatment sessions will not be remunerated. The case review is billable at a maximum of one billable hour.

7.7 Final Treatment Report

- 7.7.1 On termination of treatment (this includes formal discharge, transfer to another District, revocation and WED) the Contractor will submit a Final Treatment Report. The format and required content for this report is outlined in the attached Annex "D" – "C.S.C. Psychological Counselling: Final Treatment Report", and parallels the format of the other reports required.
- 7.7.2 The Final Treatment Report will be submitted within ten working days after the offender is discharged. In the case of an offender completing his sentence, the Final Treatment Report will be submitted at least five working days prior to the Warrant Expiry Date.
- 7.7.3 The Final Treatment Report is billable up to a maximum of one billable hour.
- 7.7.4 Termination of treatment may occur at any time the Contractor deems that the offender is not benefiting from counselling or counselling is no longer required. The Contractor may recommend discharging the offender after consulting with the Regional Psychologist, Community Psychologist, other delegated psychologist, Parole Officer Supervisor or his/her delegate. A clinical note to this effect will be completed by the Contractor, to be placed on file.
- 7.7.5 All reports must be submitted in hard copy and electronically on a disk for uploading to the Offender Management System.

7.8 Subcontracting

- 7.8.1 Prior to delivering services to Correctional Service Canada offenders, all individuals will submit to the Community Psychologist or another designated psychologist a current resume, and subject to a positive review of the resume, will undergo an appropriate Correctional Service Canada security clearance.
- 7.8.2 All reports written by a subcontractor will be countersigned by a psychologist registered for autonomous practice in the province of work. Adjunct staff (clerical support) not delivering direct services but with access to Correctional Service Canada documentation will undergo a Correctional Service Canada security clearance prior to handling the material.

7.9 Documentation Security

It is the Contractor's responsibility to ensure that all Correctional Service Canada documents are handled, transported, and stored according to Correctional Service Canada document security guidelines. See Appendix E. Once counselling with the offender is terminated, all Correctional Service Canada generated documents will be returned to the Correctional Service Canada Technical Authority; **no later than thirty days from the date the offender's treatment is terminated.**

7.10 Offender Activities on the behalf of Correctional Service Canada

Should the Contractor request the offender to participate in volunteer community service activities, and if such activities are stated to be on the behalf of Correctional Service Canada, they must be authorized by the Technical Authority and/or the psychologist responsible for quality assurance of clinical aspects of the Contractor's work prior to the offender's participation.

7.11 Contract Management

7.11.1 The Technical Authority will manage the non-clinical issues pertaining to the contract. Clinical oversight of the quality of work done will be the responsibility of the Regional Psychologist, Senior Community Psychologist or another psychologist delegated the responsibility.

8. Deliverables:

8.1 Treatment Authorization

Upon submission of the Treatment Plan, the Contractor will be authorized a maximum of twelve treatment sessions. The offender's status will be updated in writing by the submission of Interim Treatment Reports (using the attached Annex "C" – "C.S.C. Psychological Counselling: Interim Treatment Report"). All reports must be on a disk for uploading to the Offender Management System.

8.2 Interim Treatment Reports

8.2.1 Interim Treatment Reports communicate to the Parole Officer an updated evaluation of the offender's current emotional/behavioural status, including an assessment of risk to re-offend, and the offender's progress toward the current treatment objectives.

8.2.2 Interim Treatment Reports are billable to a maximum of one billable hour. They are to be submitted in writing after every eighth session (or every three months, whichever is sooner), and include information under the following headings. (See also attached Annex "C" – "Psychological Counselling: Interim Treatment Report") All reports must be submitted in hard copy and electronically on a disk for uploading to the Offender Management System.

8.2.2.1 Tombstone Data

Refer to 7.1.4.1. In addition to the standard tombstone data the following must be indicated:

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

8.2.2.2 Offender Presentation

Refer to 7.1.4.3. This section provides information on the offender's presentation during treatment interview(s), his/her motivation for treatment, and attitude toward supervision.

8.2.2.3 Current Mental Health Status

Refer to 7.1.4.4. The Contractor should describe the offender's current mental status and risk for self harm, indicating the circumstances that would increase this risk and/or specifying the markers that suggest that this risk has increased.

8.2.2.4 Recommendations to Manage Risk for Self Harm

Refer to 7.1.4.5. If the offender is assessed as being at elevated risk for self harm, the Contractor should give recommendations regarding how this risk can be managed in the community. As well, the Contractor should immediately notify by direct contact by telephone or by fax the Parole Officer (or the Parole Officer Supervisor, the Technical Authority, or the psychologist responsible for quality assurance of contracted psychological services, if the Parole Officer cannot be reached). If immediate notification is made by telephone, the Contractor must follow this up within twenty-four (24) hours by faxing written notification using the attached Annex "E" – "Psychological Counselling: Communication Form" to provide this information. This service is not billable.

8.2.2.5 Current Treatment Objectives

Refer to 7.1.4.6. Note any changes in treatment objectives and the rationale for same.

8.2.2.6 Progress toward Treatment Objectives

Each of the Current Treatment Objectives that were listed in the previous section is evaluated in terms of the offender's progress (or failure to make progress) toward achieving that objective. Behavioural examples should be cited to illustrate the progress and its significance to the overall supervision plan.

8.2.2.7 Longer Term Objectives/ Next Treatment Steps

Refer to 7.1.4.7.

8.2.2.8 Current Risk Status

Refer to 7.1.4.8.

8.2.2.9 Risk Management Recommendations

Refer to 7.1.4.9.

8.3 Continuity of Treatment

It is the Contractor's responsibility to ensure that he/she provides back-up services when unable to provide services due to planned or unplanned absences. All cases must remain under the supervision of a registered psychologist at all times.

8.4 Treatment Documentation

Correctional Service Canada maintains all offender documents on a computerized record management system (Offender Management System). This requires that all treatment documentation be submitted on diskette or flashcard/USB stick (Microsoft Word compatible) accompanied by a signed hard copy. The National Parole Board no longer accepts faxed or mailed hard copies of offender documents; all documents must be accessible via the Offender Management System.

9. Scheduled Meetings

- 9.1 The Contractor may be requested to attend one contract maintenance meeting with the Technical Authority per year. The purpose of this meeting is to discuss issues that may arise from the Statement of Requirements. This meeting is not billable.
- 9.2 The Contractor may also be requested to attend one professional update session per year with the Regional Psychologist, Senior Community Psychologist or another psychologist responsible for quality assurance of the work performed under contract. The purpose of this meeting is to discuss and receive information regarding changes or innovations in Correctional Service Canada assessment, treatment, and/or offender management protocols. This meeting is not billable.

The Project Authority reserves the right to schedule additional face to face meetings, as deemed necessary, according to how the project is progressing.

The contractor shall immediately report to the Project Authority, by telephone with a follow up by electronic mail, any urgent issue that arises during the course of the work that could impact on its progress.

APPENDIX B EVALUATION CRITERIA AND EVALUATION PROCEDURES:

1. Evaluation Criteria:

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

- 1.1 Mandatory Requirements
- 1.2 Rated Requirements

b. EVALUATION CRITERIA

- i) LISTING EXPERIENCE WITHOUT PROVIDING ANY SUPPORTING DATA TO DESCRIBE WHERE AND HOW AND WHEN SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE EXPERIENCE NOT BEING INCLUDED FOR EVALUATION PURPOSES.
- ii) All experience is to be strictly work-related unless otherwise indicated. Time spent during education and/or training does not count, unless otherwise indicated. Experience must be demonstrated through employment history.
- iii) ***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.***
- iv) ***It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.***
- v) Only one psychologist (who will be personally delivering the services) needs to be identified. This is also based on the relatively low maximum level of services required under each contract but should any proposals include more than one psychologist, each proposed psychologist shall be evaluated against the mandatory and rated requirements. Failure by any psychologist to clearly meet all of the mandatory and rated requirements shall disqualify the entire proposal.
- vi) In the case of rated requirements, an average score will be determined from among the proposed psychologists should more than one be identified.

1.1 Mandatory Requirements

1.1.1 Certifications: The bidder must include the completed and signed certification 1 and 2 enclosed as Appendix C, with their proposal.

1.1.2 The Firm:

Table 1.1.2	
MANDATORY REQUIREMENT	DEMONSTRATED COMPLIANCE: Bidders should include, as a minimum, for each project submitted: <ol style="list-style-type: none"> 1. a project description 2. the name of the client 3. the date of the project, 4. details about the work performed by the contractor on the project 5. reference(s)
1.1.2.1 Proposals must demonstrate that the proposed psychologist is registered with the College of Psychologists of Ontario.	Proposals must include a current copy of the psychologist's registration certificate.
1.1.2.2 Proposals must demonstrate that the proposed psychologist possesses a minimum of two years experience providing psychological services.	
1.1.2.3 Proposals must include a Curriculum Vita for the proposed psychologist.	

All of the proposed personnel must be able to obtain CSC Security Clearance to the level of enhanced reliability at the time of contract award.

1.2 Rated Requirements:

In addition to the above mandatory requirements, proposals will be evaluated and scored according to the following rated requirements. It is incumbent upon the bidder to provide sufficient detail to fully assess the understanding, work plan, approach and methodology, and experience.

1.2.1 Rated Requirements for Contracts A and C when dealing with female parolees:

Table 1.2.1			
Rated Requirements	Max Score	Proposal Score	Rationale for Score
1.2.1.1 Number of months the proposed psychologist has provided psychological services to adults with a range of severe mental health problems (e.g. depression, schizophrenia, acute risk for suicide, substance abuse). < 12 month 0 points 1 to 23 months 5 points 24 to 35 months 10 points 36 to 47 months 15 points 48 to 59 months 20 points	20 points		

Table 1.2.1				
Rated Requirements		Max Score	Proposal Score	Rationale for Score
Addressed	3 points			
Below Average	1 points			
No mention	0 points			
Total Score	100			

1.2.2 Rated Requirements for Contracts B and C when dealing with male parolees

Table 1.2.2				
Rated Requirements		Max Score	Proposal Score	Rationale for score
<p>1.2.2.1 Number of months the proposed psychologist has provided psychological services to adults with a range of severe mental health problems (e.g. depression, schizophrenia, acute risk for suicide, substance abuse).</p> <p>< 12 month 0 points 1 to 23 months 5 points 24 to 35 months 10 points 36 to 47 months 15 points 48 to 59 months 20 points</p>		20 points		
<p>1.2.2.2 Number of months the proposed psychologist has provided psychological services to juvenile or adult forensic clients (in either community, hospital or prison settings) (i.e., mental health clinic).</p> <p>< 12 month 0 points 1 to 23 months 10 points 24 to 35 months 25 points 36 to 47 months 35 points 48 to 59 months 45 points</p>		45 points		
<p>1.2.2.3 Provide a sample treatment plan. Maximum 2 pages to address treatment approach for a 22 year old first time male federal offender (no prior criminal history). He is serving a 2 year sentence for robbery (held up convenience store with verbal threats for money). History of addiction to crack cocaine, questionable associates, and no work history. Problematic institutional behaviour (aggressive behaviour; suspected of substance abuse).</p> <p>Static and Dynamic Risk Variables: Mention two static and two dynamic variables</p> <p>Excellent 7 points Good 5 points Addressed 3 points Below Average 1 points No mention 0 points</p> <p>Actuarial Risk: Mention of commonly used actuarial scale/measure</p> <p>Excellent 7 points Good 5 points Addressed 3 points Below Average 1 points</p>		35 points		

Table 1.2.2			
Rated Requirements	Max Score	Proposal Score	Rationale for score
No mention	0 points		
Dynamic Risk:			
Mention of a commonly used measure of dynamic risk			
Excellent	7 points		
Good	5 points		
Addressed	3 points		
Below Average	1 points		
No mention	0 points		
Treatment Target:			
Mention of a measurable treatment target			
Excellent	7 points		
Good	5 points		
Addressed	3 points		
Below Average	1 points		
No mention	0 points		
Risk Management Recommendations:			
Describe how risk can be managed in the community; Recommend appropriate interventions.			
Excellent	7 points		
Good	5 points		
Addressed	3 points		
Below Average	1 points		
No mention	0 points		
Total Score	100		

1.3 Evaluation Procedures:

- 1.3.1 Proposals will be evaluated in accordance with the Evaluation Procedures and Criteria identified herein for the total requirement of this Request for Proposal (RFP) and in conjunction with the accompanying Statement of Work, Appendix A.
- 1.3.2 The evaluation team reserves the right but is not obliged to perform any of the following:
 - a) Seek clarification or verify any or all information provided by the Bidder with respect to this RFP;
 - b) Contact any or all of the references supplied and to interview, at the sole costs of the Bidder, the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirement, on 48 hours notice, to verify and validate any information or data submitted by the Bidder.
- 1.3.3 It is understood by the parties submitting proposals that, to qualify:**
 - 1.3.3.1 Bidders must
 - (a) Meet all the mandatory requirements of the RFP and
 - (b) Achieve a score of 70% (per proposed psychologist) on the rated requirements for the criteria which are subject to point rating. The rating is performed on a scale of 100 points.

Proposal not meeting (a) and (b) above will be deemed non-compliant and given no further consideration.

1.3.3.2 Neither the responsive proposal with the lowest price nor the one with the highest rated score will be awarded the contract. Rather the proposal with the best combination of technical merit and price (lowest cost per point) will be recommended for the award of the contract. In case of a tie, the proposal with the technically superior rating will prevail. **Please note that, for evaluation purposes, the total bid price will be the total fixed price for fees only as per the Part 2 Proposal Preparation Instructions, outlined under 2.2.2.**

APPENDIX C CERTIFICATIONS:

NOTE TO BIDDERS: THE FOLLOWING CERTIFICATION REQUIREMENTS APPLY TO THIS REQUEST FOR PROPOSAL (RFP). BIDDERS ARE REQUESTED TO COMPLETE THESE CERTIFICATIONS BY FILLING IN THE APPROPRIATE SPACES BELOW AND INCLUDE THEM WITH THEIR PROPOSAL.

CERTIFICATION 1:

CERTIFICATION OF EDUCATION / EXPERIENCE:

"The Bidder hereby certifies that all the information provided in the résumés and supporting material submitted with the bid, particularly as this information pertains to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that the individuals proposed by the Bidder for the requirement are capable of satisfactorily performing the Work described herein".

Name of Bidder

Name of duly authorized representative of Bidder

Signature of duly authorized representative of Bidder

Date

CERTIFICATION 2 - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY (FCP-EE)

1. The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers bidding for federal government contracts, valued at \$200,000 (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP-EE, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations (currently at \$25,000.00, including all applicable taxes). 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-EE for a reason other than the reduction of their workforce. Any bid from ineligible contractors will not be considered for award of a contract.

2. **The Bidder certifies its status with the FCP-EE, as follows (please applicable box below):**

The Bidder:

- (a) is not subject to the FCP-EE, having a workforce of less than 100 permanent full or part-time employees in Canada,
 - (b) is not subject to the FCP-EE, being a regulated employer under the Employment Equity Act;
 - (c) is subject to the requirements of the FCP-EE, having a workforce of 100 or more permanent full or part-time employees 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 (form LAB 1168) is required from the Bidder and should be attached to this signed certification and included with the bid.
 - (d) is subject to the FCP-EE, and has a valid certificate number as follows: _____ (e.g. has not been declared ineligible contractor by HRSDC).
3. If the Bidder does not fall within the exceptions enumerated in 2.(a) or (b) above, or does not have a valid certificate number confirming its adherence to the FCP-EE, the Bidder must fax a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC at 819-953-8768. The form can be found on the following Service Canada Website: <http://www1.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>.
 4. The bidder acknowledges that the Minister shall rely on this certification to award the contract. Should a verification by the Minister disclose a misrepresentation on the part of the bidder, the Minister shall have the right to treat any contract resulting from this bid as being in default and to terminate it pursuant to the Default provisions of the Contract.

In all cases, the bidder is required to produce evidence or supporting information on demand prior to contract award, if such evidence is not included with its bid.

Further information on the FCP-EE is available on the following HRSDC Website: <http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml>.

All Bidders to sign, provide name, title, and date:

Signature of authorized representative : _____

Name, Title and Date: _____

APPENDIX D RESULTING CONTRACT CLAUSES:

1. You may contact the noted contract authority for advance copies of the General and Supplementary Condition Clauses which shall be included within the written contract.

APPENDIX E DOCUMENT HANDLING AND SAFEGUARDING OF PROTECTED INFORMATION

In accordance with Contract Section 1.0 **Security Requirements**, the Contractor may be permitted to remove PROTECTED information on a TEMPORARY basis during the performance of the contract and to store or to create PROTECTED documents at their facility subject to the following storage and safeguarding requirements:

- All documents or computer media (e.g. CD's, USB Flash Drives etc...) containing PROTECTED information MUST be stored in a locked filing cabinet at the Contractor's facility within an OPERATIONS ZONE and accessible only by authorized, appropriately security screened personnel with a need to know. An OPERATIONS ZONE is defined by the Operational Security Standard on Physical Security, as an area where access is limited to personnel who work there, appropriately screened and to properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored periodically;
- Contractor IT computer equipment used in the performance of the contract to create, produce or modify PROTECTED electronic information or data must be located within an OPERATIONS ZONE (as described above) and accessed only by authorized, appropriately security screened personnel with a need to know;
- No PROTECTED information may be stored on the computer hard drive or be processed on a computer belonging to the Contractor, unless the Contractors' IT computer equipment and systems, has been accredited by Correctional Service Canada IT Security personnel.
- The Contractor must remove any and all sensitive Correctional Service of Canada (CSC) electronic information that belongs to the Department or was processed in the completion of the contract, from any storage medium belonging to the Contractor or any of its agents. The sensitive CSC electronic information must be removed in a manner that complies with requirements of the Policy on Government Security and associated Standards documents, for the removal of information of the sensitivity involved.
- No information provided by the Department is to be copied or retained by the Contractor, following the conclusion of this contract;
- The Contractor will personally pick up and deliver all PROTECTED information from and to the Departmental Representative;
- All notes, working papers, electronic media storage devices etc..., that are or have been used in the completion of the contract requirement and contain PROTECTED information shall be returned to the Departmental Representative for proper disposal and destruction;
- The Contractor shall not share or release any PROTECTED information related to the completion of this contract with anyone, without the prior consultation and written authorization of the Departmental Representative;
- The Contractor shall ensure that all of its employees, that are involved in this contract, requiring access to any PROTECTED information or assets, are appropriately screened to RELIABILITY STATUS and are briefed on their security obligations related to the handling, storage, safeguarding, transmittal and disposal of CSC's PROTECTED information and assets, as outlined in this Appendix.