





**PROPOSAL TO THE DEPARTMENT OF PUBLIC SAFETY CANADA  
VENDOR INFORMATION AND AUTHORIZATION**

**Vendor Name and Address**

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**Legal Status (incorporated, registered, etc)**

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**GST or HST Registration Number and/or Business Identification Number (Revenue Canada)**

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**Name and Title of Person authorized to sign on behalf of Vendor**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Central Point of Contact**

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Each proposal must include a copy of this page properly completed and signed.**



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## PART 1 – GENERAL INFORMATION

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### 1. Requirement Summary

See Part 4, Statement of Work.

### 2. Terms and Conditions of the resulting Contract

The general terms and conditions and clauses contained in Part 7 form part of this Request for Proposal document and any resulting contract, subject to any other express terms and conditions.

### 3. Period of Work

3.1 The period of the Contract is from date of contract award to **March 31, 2015**.

### 4. Contracting Authority

Rachel Hull  
Contracting and Procurement Officer  
Public Safety Canada  
269 Laurier Avenue West  
Ottawa ON K1A 0P9

Tel: 613-949-1048  
Fax: 613-954-1871  
Email: [contracting@ps.gc.ca](mailto:contracting@ps.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

Public Safety Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

The main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination

### 7. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestion, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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## PART 1 – GENERAL INFORMATION

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### **8.      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 10 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

### **9.      Security**

There is no security requirement identified.



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## PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

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### 1. Enquiries – solicitation stage

All enquiries or issues concerning this procurement must be submitted in writing to the Contracting Authority named in Part 1, item 5 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.

A request for a time extension to the bid closing date will be considered provided it is received in writing by the PS Contracting Authority at least five (5) working days before the closing date shown on page 1 of this RFP document. The request, if granted, will be communicated by [www.BuyandSell.gc.ca](http://www.BuyandSell.gc.ca) at least two (2) working days before the closing, showing the revised closing date. The request, if rejected, will be directed to the originator at least three (3) working days before the closing date by the PS Contracting Authority.

### 2. Right to Negotiate or Cancel

Rights of Canada

Canada reserves the right to:

- (a) Reject any or all bids received in response to the bid solicitation;
- (b) Enter into negotiations with bidders on any or all aspects of their bids;
- (c) accept any bid in whole or in part without negotiations;
- (d) Cancel the bid solicitation at any time;
- (e) reissue the bid solicitation;
- (f) if no responsive bids are received and the requirement is not substantially modified, reissue the bid Solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- (g) Negotiate with the sole responsive Bidder to ensure best value to Canada.

### 3. Proposal Validity Period

Proposals submitted in response to this Request for Proposal will remain open for acceptance for a period of not less than one hundred and twenty (120) days from the closing date of the bid solicitation, unless otherwise indicated by Canada in such bid solicitation.

### 4. Terms and Conditions of Request for Proposal and Resulting Contract

The proposal must be signed by the Bidder or by an authorized representative of the Bidder. The signature indicates that the Bidder agrees to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. 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. Provision of Signed Page 1 of this RFP may serve as an acceptance to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP.



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## PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

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### 4.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

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

The standard instructions and conditions 2003(2013-06-01) Standard Instructions – Goods or Services – Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

***However any reference to Public Works and Government Services Canada or its Minister contained in these terms and conditions shall be interpreted as reference to Public Safety Canada or its Minister.***

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

### 5. 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 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.

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.



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## PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

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### 1. Proposal Preparation Instructions:

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

- Section I: Technical Offer (4 hard copies and 1 soft copies on CD, DVD or USB)
- Section II: Financial Offer (1 hard copies)
- Section III: Certifications (1 hard copies)

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

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

Canada requests that Bidders follow the format instructions described below in the preparation of their offer:

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

#### 1.1 Section 1: Preparation of Technical Proposal:

In the Technical Proposal, the Bidder should demonstrate its understanding of the requirements of the Statement of Work Part 4, and how the requirements of Part 5 will be met.

Four (4) printed copies and One (1) soft copy of the Technical Proposal are required.  
The technical proposal must exclude any reference to financial information relative to the costing of the proposal.

**Failure to provide a technical proposal with the submission will result in non-compliance and will not be evaluated.**

#### 1.2 Section 2: Preparation of Financial Proposal:

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

Bidders are requested to submit their financial proposal (single copy) in an envelope separate from their technical proposal.

1.2.2 The Financial Proposal must include the pricing table provided in Part 5 to this solicitation.

**Failure to provide a financial proposal with the submission will result in non-compliance and the bid will not be evaluated**

#### 1.3 Section 3: Certifications one (1) copy

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



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## PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

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### 2. Submission of Proposals

Your proposal is to be addressed as follows and must be received on or before 2:00 p.m. EDT, 2013-27-08. Please ensure that all envelopes/boxes, etc are marked URGENT.

Rachel Hull  
Contracting and Procurement Section  
Public Safety Canada  
340 Laurier Avenue West, 1<sup>st</sup> Floor Mailroom  
Ottawa, Ontario, K1A 0P9

Tel: 613-949-1048  
Fax: 613-954-1871  
Email: [contracting@ps.gc.ca](mailto:contracting@ps.gc.ca)

All by hand deliveries must be made to the mailroom located on the ground floor at 340 Laurier Avenue West, Ottawa. If hand delivering, bidder must ensure that the proposal is time and date stamped to confirm adherence to the deadline. Entrance is on Gloucester at shipping door, behind the building

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

### 3. Evaluation Procedures:

Proposals will be evaluated in accordance with the Evaluation Procedures and Criteria specified in Part 5.

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

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.

**Contractor Selection Method is outlined in Part 5 Section 2.**





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## PART 4 – STATEMENT OF WORK

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### 1. TITLE

Crime Prevention in Canada – Documenting Implementation Challenges and Strategies to Address Them

### 2. CONTEXT

The Government of Canada is committed to tackling crime and enhancing the safety of communities through effective prevention, policing, and corrections. With respect to prevention, Public Safety Canada is responsible for the administration of the National Crime Prevention Strategy (NCPS). The Strategy aims to reduce offending among at-risk groups of the population by funding evidence-based interventions. Its current priorities are to address early risk factors among children, youth, and young adults who are at risk of offending, respond to priority crime issues (youth gangs, drug-related crimes), prevent recidivism among high-risk groups, and foster prevention in Aboriginal communities.

In this context, the National Crime Prevention Centre (NCPC), a directorate within Public Safety Canada, provides national leadership for the development and dissemination of knowledge on effective practices and interventions to help practitioners and decision makers make informed decisions on the use of their crime prevention resources.

Identifying what works to prevent crime is achieved through evaluating carefully chosen crime prevention projects. Selected projects undergo an evaluation to measure their impacts on outcomes such as reduced contacts with the police. In addition, all projects provide quantitative and qualitative data and information that contribute to better understanding how crime prevention programs work or don't work, and issues relating to implementation.

### 3. BACKGROUND

In 2008-09, the NCPC began providing, through a grants and contributions agreement program, multi-year funding for model, promising and innovative crime prevention projects focused on addressing known risk factors for populations at high risk of becoming or staying involved in criminal behaviours.

As part of the funding agreements, all projects are required to report on their activities and outputs through performance monitoring and process evaluation. The specific reporting requirements of the funding agreement consists of the systematic and continuous monitoring of indicators of selected aspects of program implementation (*performance monitoring*) and the extent to which the program has been implemented as planned (*process evaluation*).

In addition, some selected projects are also undergoing impact evaluation. *Process and impact evaluations* primarily examine the extent to which the target group has been reached, whether the projects were implemented as planned and what impacts can be attributed to the program.

Finally, at the end of their funding agreement with Public Safety Canada, all NCPC projects are required to deliver a final activity report.

### 4. OBJECTIVES

The goal of this contract is to have an analysis of the issues related to the implementation of evidence-based crime prevention projects in local communities. This work is part of the NCPC mandate to build and share the Canadian base of knowledge on effective crime prevention. The main objectives are to:



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## PART 4 – STATEMENT OF WORK

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- 4.1 To conduct a review of 80 projects to document common challenges, examine whether the common challenges differ based upon certain aspects of the project and, when possible, identify facilitators of successful implementation.
- 4.2 Develop a coding guide and a repository to collect information about implementation challenges.
- 4.3 Of the 80 projects, write 50 project summaries.
- 4.4 Conduct a separate analysis of 12 selected projects that have both process and impact evaluation.

### 5. **SCOPE AND METHODOLOGY OF WORK**

#### 5.1 **Documenting Common Challenges**

For this study, the Project Authority/Technical Authority (PA/TA) will identify up to eighty (80) projects for review. These projects will have completed their activities and will have submitted final project reports for review. The Contractor must review final activity reports, and performance monitoring and process evaluation reports. The Contractor must collect data on variables of the projects and develop a repository of information. The variables must include, but not be limited to, the following:

1. Project participant characteristics
2. Location/geography of the project
3. Access to services
4. Project delivery and management
5. Project implementation
6. Community partnerships
7. Project training
8. Project satisfaction
9. Project challenges
10. Lessons learned

For each project, implementation challenges will be identified and analyzed in terms of their relationships to above noted variables. Strategies to address challenges and implementation facilitators will be identified and described and concrete examples of challenges and successes from projects funded will be provided.

#### 5.2 **Coding System and Project Data Repository**

The Contractor must develop a method for coding in order to extract data on each of the 80 projects. Based on the coding system, the Contractor must develop a repository for the information in a format such as Excel, Access or SPSS and must be within the scope of the licensing agreement Public Safety has for the software used. The PA/TA will approve the methodology of extracting information from reports and documents in order to ensure this work can be incorporated in to ongoing roles and responsibilities once it has been developed, piloted and documented. The variables recorded in the repository must, at a minimum, capture the variables identified in 5.1 above. The Contractor must receive approval from the PA/TA prior to entering data from any project in to the repository.

#### 5.3 **Review of Projects with Impact Evaluation**

Of the 80 projects, 12 will also have had impact evaluations completed. The impact evaluation reports will be provided by the PA/TA to the Contractor. The Contractor must complete a separate analysis to assess the relationship between the implementation quality and the achieved (or not) outcomes of projects. This separate analysis will help explain and illustrate why implementation matters and how implementation can directly affect, positively or negatively, program outcomes.



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## PART 4 – STATEMENT OF WORK

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### 5.4 Project Summaries

While all 80 projects do have final reports, the Contractor must write project summaries for 50 of the projects. The selection of the most appropriate and relevant projects will be made through discussions between the Contractor and the PA/TA; however, the final decision will be made by the PA/TA. The projects summaries will be 5-8 pages in length and must adhere to the existing template provided in Annex C.

The main purpose of these summaries is to share information and knowledge with crime prevention practitioners and policy makers about the projects undertaken and to help them determine appropriate approaches for crime prevention. The Contractor must, for each project summary, capture the lessons learned and challenges associated with implementation. Documenting what has been learned about what has worked and not worked so well will allow for its dissemination and increase future implementation success.

### 6. DATA SOURCES

The Contractor will be provided access to all relevant documentation including Quarterly and Final Project Activity Reports; Bi-annual Performance Monitoring Reports; Process Evaluation Plans and Reports, and Impact Evaluations (where applicable). Additionally, the Contractor will have access to the Project Authority to discuss the projects under review for clarification.

### 7. OUT OF SCOPE

Given that the performance monitoring, process evaluations and impact evaluations will have already been completed, the Contractor will not be responsible for conducting these.

### 8. TASKS

The Contractor must perform the following tasks:

- 8.1 Meet with the Project Authority (PA)/Technical Authority (TA) for a kick-off meeting, either in person or by teleconference within five days of contract award to discuss the overall requirement, approach and methodology, the work plan and to clarify any issues.
- 8.2 Submit an updated work plan based on the discussion at the kick-off meeting.
- 8.3 Based on the discussion at the kick-off meeting, submit an updated methodology and approach, and the coding guide. The methodology must include an outline of how the information will be extracted and analyzed as well as outline the structure and technical specifications of a repository for the information.
- 8.4 Using the coding guide, review the relevant information from the reports and documents for the 80 projects.
- 8.5 Develop a full, searchable repository (in Excel, Access, SPSS or other format agreed to by the PA/TA) of the information and data extracted for the 80 projects. The repository must be in a format that allows for continued use by the PA/TA so additional data from future projects can be added. The variables to be captured in the repository must include, at a minimum, the following:
  - 8.5.1 Project participant characteristics
  - 8.5.2 Location/geography of the project



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## PART 4 – STATEMENT OF WORK

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- 8.5.3    Access to services
  - 8.5.4    Project delivery and management
  - 8.5.5    Project implementation
  - 8.5.6    Community partnerships
  - 8.5.7    Project training
  - 8.5.8    Project satisfaction
  - 8.5.9    Project challenges
  - 8.5.10    Lessons learned
- 8.6    Develop documentation on how to use the established methodology and coding guide to extract relevant information from other future project reports and document, and how to enter the information in to the repository.
- 8.7    For the 12 projects that have also had impact evaluations completed, the Contractor must complete a separate analysis to assess the relationship between the implementation quality and the achieved (or not) outcomes of projects. This report must respond to the question of how implementation can affect outcomes of programs. The Contractor will submit a draft copy of the report for comments and feedback by the PA/TA. The Contractor must make any requested changes to report and then submit a final version.
- 8.8    Develop and submit project summaries (5-8 pages in length, based on the template provided in Annex C) for 50 of the 80 identified projects. While the selection of the most appropriate and relevant projects will be made through discussions between the Contractor and the PA/TA, the final decision will be made by the PA/TA. The information for the project summaries will come from a review of the file (Quarterly and Final Project Activity Reports; Bi-annual Performance Monitoring Reports; Process Evaluation Plans and Reports, and Impact Evaluations (where applicable). Each project summary must be submitted as a draft for comments and feedback by the PA/TA. The Contractor will then be responsible for making any requested changes to the project summaries and for submitting a final version.
- 8.9    For all 80 projects that had data captured in the repository, the Contractor must submit a draft synthesis report of the analysis of the information and data collected. It must include common implementation challenges and strategies for addressing them, or implementation facilitators. The report must include at least the five following parts: Introduction; Method; Results; Discussion; and Implications. The PA/TA will provide comments and feedback and the Contractor must make any requested changes and then submit a final version.
- 8.10    The Contractor must submit a draft PowerPoint (or other format agreed to by the PA/TA) presentation to the PA/TA for review. The presentation must detail the findings of both synthesis reports. The PA/TA will provide and feedback to the Contractor who must make any requested changes to the presentation. The Contractor will then deliver the presentation at a knowledge event to be scheduled and organized by the PA/TA. After the presentation, the Contractor must assist in facilitating a discussion of the findings and the presentation. The presentation may be delivered via either teleconference or videoconference.
- 8.11    Submit ongoing weekly status reports to the PA/TA to advise of progress, issues and challenges and level of effort consumed.

## 9.    **DELIVERABLES**

The Contractor must submit the following deliverables:

- 9.1    A work plan.
- 9.2    An approach methodology.

## PART 4 – STATEMENT OF WORK

- 9.3 A coding guide.
- 9.4 A full, searchable repository.
- 9.5 Fifty (50) project summaries for the selected projects.
- 9.6 A synthesis report for the 80 projects on the findings on implementation challenges and strategies for addressing them and/or implementation facilitators.
- 9.7 A synthesis report for the 12 projects with impact evaluations on the links between the quality of implementation and outcomes.
- 9.8 A PowerPoint (or other format agreed to by the TA/PA) presentation of findings.
- 9.9 Ongoing weekly status reports.

All deliverables must be written in plain language, while being well structured, informative and concise. All documents, excluding the repository, must be submitted using Microsoft Office software. The format of the repository must be in a mutually agreed upon format between the PA/TA and the Contractor.

Reports may be submitted in the Contractor's language of choice. Public Safety reserves the right to translate these reports.

### 10. PERIOD OF WORK AND SCHEDULE

The period of work would occur from date of contract award to March 31, 2015.

Deliverables	Due Date
Start date	Contract Award
5.1 Work plan and methodology	Contract Award + 1 month
5.2 Repository (with some initial data) and draft Manual	Contract Award + 5 months
5.3 Project Summaries	Contract Award + 9 months
5.4 Synthesis Report – Implementation Challenges and Strategies to Address Them	Draft October 2014 Final December 2014
5.5 Synthesis Report – Links Between Implementation and Outcomes	Draft November 2014 Final January 2015
5.6 Final Repository and Manual	February 2015
5.7 Presentation at knowledge event	February 2015

### 11. LANGUAGE

The contractor may choose to work in either official language but must have the capacity and skills to conduct discussions, read and analyze documents in both French and English.

### 12. LOCATION OF WORK

The contractor will be expected to conduct the work at their own facilities and to attend meetings with the PA/TA by telephone and/or in person.



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## PART 5 – EVALUATION CRITERIA

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### 1. Evaluation Procedures

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

### 2 Experience:

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purposes of this evaluation. The Bidder should provide complete details as to where, when, month and year, and how, through which activities / responsibilities, the stated qualifications / experience were obtained. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

When completing the resource grids the specific information which demonstrates the requested criteria should be in the grid. The reference to the page and project number should also be provided so that the evaluator can verify this information. It is not acceptable that the grids contain all the project information from the résumé, only the specific answer should be provided.

Bidders are advised that the month(s) of experience listed for a project in which the timeframe overlaps that of another referenced project of the same resource 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.

Bidders are also advised that the experience is as of the closing date of the Request for Proposal. For example, if a given requirement states "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP.

Proposals not meeting the mandatory requirements below will be given no further consideration.

### 3 MANDATORY REQUIREMENTS

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

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

The Bidder must provide sufficient detail to clearly demonstrate how they meet each mandatory requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purpose of this evaluation.



**PART 5 – EVALUATION CRITERIA**

<b>Mandatory Technical Criteria</b>		
<b>Number</b>	<b>Mandatory Technical Criterion</b>	<b>Demonstrated Compliance</b>
<b>MT1</b>	The Bidder <b>must</b> submit a signed proposal as per the “Acceptance of Terms and Conditions” clause, Part 2, Article 4 of the Request for Proposal.	
<b>MT2</b>	<p>The Bidder must provide a detailed résumé for EACH of its’ proposed resources which clearly describes relevant descriptions of the resource’s work experience, academic qualifications, professional certifications and publications. The Bidder must detail the role of EACH resource, particularly noting who are the PROJECT LEAD and the SENIOR RESOURCE(S).</p> <p>The Bidder will bold-face or highlight the relevant areas in the resource CVs. The bidder must include relevant information in the CVs such as:</p> <ul style="list-style-type: none"> <li>• A description of roles;</li> <li>• A description of the work experience; and</li> <li>• Education.</li> </ul>	
<b>MT3</b>	<p>The Bidder must demonstrate that at least one of the proposed resources has a minimum of three (3) years of experience in conducting or interpreting community-based* program evaluation results (process and/or impact evaluation).</p> <p>*Community-based means that the program evaluated took place in a community with participants from the community rather than in an academic or experimental setting.</p> <p>Note that to satisfy this criterion (MT3), it is not sufficient to simply state that the proposed resources has the relevant experience/expertise, or provide a list of bibliographical citations. The response to this criterion must explain in detail how the relevant 3+ years of experience were obtained, including but not limited to description of the project, start and end date (mm/yy), and role of the resource.</p>	
<b>MT4</b>	<p>The Bidder must demonstrate that at least one of the proposed resources has created at least two (2) searchable repositories of information for data extracted from project reports and documents.</p> <p>Note that to satisfy this requirement (MT4), it is not sufficient to simply state that a proposed</p>	



**PART 5 – EVALUATION CRITERIA**

<b>Mandatory Technical Criteria</b>		
	<p>resource has the relevant experience/expertise. The response to this criterion must explain, in detail, how the relevant experience was obtained, including, but not limited to, a description of the projects, start and end dates (mm/yy), role of the resource, etc.</p>	
<b>MT5</b>	<p>The Bidder must demonstrate that at least one of the proposed resource(s) has developed at least two (2) coding system for reports containing both qualitative and quantitative data.</p> <p>Note that to satisfy this requirement (MT5), it is not sufficient to simply state that a proposed resource has the relevant experience/expertise. The response to this criterion must explain, in detail, how the relevant experience was obtained, including, but not limited to, a description of the projects, start and end dates (mm/yy), role of the resource, etc.</p>	
<b>MT6</b>	<p>The Bidder must demonstrate that at least one of the proposed team members is fluently bilingual and is capable of working, both orally and in writing, in both official languages.</p>	
<b>MT7</b>	<p>The Bidder must demonstrate that Project Leader has experience writing reports in plain language.</p> <p>Note that to satisfy this criterion (MT7) the Bidder must demonstrate that the proposed Project Leader has been the lead author on a minimum of <b>three (3)</b> reports and/or publications intended for a target audience made up of researchers, practitioners and policy makers. To demonstrate compliance, the Bidder must provide a list of bibliographical citations of the Project Leader with descriptions of the subject matter.</p>	



## PART 5 – EVALUATION CRITERIA

### 4 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

	Point Rated Criteria	Maximum Points	Scoring	Demonstrated Compliance
<b>R1</b>	<p>The Bidder should provide a breakdown of the project into a proposed per-deliverable work plan that:</p> <ul style="list-style-type: none"> <li>shows a logical organization of tasks to be completed and scheduling for the project including resources to be consulted;</li> <li>provides details on team composition, the responsibilities of the team members and expected level of effort per task; and,</li> <li>demonstrates the level of effort that is appropriate for the tasks outlined in the Statement of Work.</li> </ul>	<b>15</b>	<p>Up to three (3) points per bullet point up to a maximum of <b>15 points</b> will be awarded as follows:</p> <ul style="list-style-type: none"> <li>Shows a clear and precise breakdown of all tasks to be completed.</li> <li>Shows a clear and precise breakdown of each resource’s specific tasks and level of effort.</li> <li>The breakdown of level of effort per task and per resource is appropriate.</li> <li>It provides a clear demonstration that the deadlines and deliverables will be met.</li> <li>A clear identification of any risks associated with the timelines, deliverables or outputs and any mitigation strategies.</li> </ul> <p>Bidders must achieve a minimum of 9 (nine) points for this rated criterion in order to be considered responsive. Failure to achieve the 9 (nine) points will result in the bidder being found non-compliant.</p>	
<b>R2</b>	<p>The Bidder should outline the comprehensive approach and specific tasks proposed to complete all aspects of the project.</p> <p>Sufficient detail should be provided to</p>	<b>15</b>	<p>Up to five (5) points per bullet point up to a maximum of <b>15 points</b> will be awarded as follows:</p> <ul style="list-style-type: none"> <li>The Bidder has integrated all of the objectives and methods described in the</li> </ul>	

**PART 5 – EVALUATION CRITERIA**

	Point Rated Criteria	Maximum Points	Scoring	Demonstrated Compliance
	allow for a complete understanding of the approach to the work undertaken by the proposed resource. This should include a description of the methodology for extracting relevant information from project reports and documents, data analysis plan and structure of repository (e.g. database) for systematic storage of the information.		Statement of Work into a comprehensive methodological approach. <ul style="list-style-type: none"> <li>• The Bidder has provided a complete and clear explanation of how all elements of the proposed methodology satisfies the objectives of the work.</li> <li>• The methodology to be used to extract relevant information from project reports and technical specifications to develop the repository of data extracted are well developed and sound.</li> </ul> Bidders must achieve a minimum of 9 (nine) points for this rated criterion in order to be considered responsive. Failure to achieve the 9 (nine) points will result in the bidder being found non-compliant.	
	<b>Maximum Points</b>	30		
	<b>Pass Mark:</b>	18		

**NOTE: Any proposal that fails to achieve the minimum points required will be considered non-compliant and will not receive further consideration.**

## PART 5 – EVALUATION CRITERIA

### 5 Basis of Selection – Highest Combined Rating of Technical Merit 70% and Price 30 %

- 5.1 To be declared responsive, a bid must:
- (a) comply with all the requirements of the bid solicitation;
  - (b) meet all the mandatory evaluation criteria; and
  - (c) obtain the required minimum number of points specified in Part 5 for the point rated technical criteria.
- 5.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 5.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) :  **$PS_i = LP / P_i \times 30$** .  $P_i$  is the evaluated price (P) of each responsive bid (i).
- 5.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i):  **$TMS_i = OS_i \times 70$** .  $OS_i$  is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Article 4, determined as follows: total number of points obtained / maximum number of points available.
- 5.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows:  **$CR_i = PS_i + TMS_i$**
- 5.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in article 4 will be recommended for award of a contract.
- 5.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	91/100	86/100	81/100
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	91 / 100 x 70 = 63.70	50,000* / 60,000 x 30 = 24.99	88.69
Bidder 2	86 / 100 x 70 = 60.20	50,000* / 55,000 x 30 = 27.27	87.47
Bidder 3	81 / 100 x 70 = 56.70	50,000* / 50,000 x 30 = 30.00	86.70

\* represents the lowest evaluated price

In the example above, Bidder 1 is the Bidder who obtained the highest combined technical and financial score.



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## PART 5 – EVALUATION CRITERIA

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### 6. FINANCIAL PROPOSAL

The financial proposal must provide the total price for completing the work as well as a detailed breakdown of that price. The financial proposal should address each of the following, as applicable:

- 3.1 Labour:** for each individual and/or labour category, indicate the proposed time rate and the level of effort. Support for the rates may be requested.
- 3.2 Subcontracts:** List any subcontracts proposed, describing the work to be performed and a cost breakdown.
- 3.3 Materials, supplies and other expenses:** Indicate general categories of materials, supplies and other expenses to be used or incurred during the course of the work, and the cost estimate for each.
- 3.4 Payment Schedule:** The bidder is to provide a proposed milestone payment schedule based on the deliverables identified in the Statement of Work. This payment schedule will be subject to negotiation at the time of contract award. The basis determining the amount of each milestone payment should be clear.
- 3.5 The amounts provided for items 3.1 through 3.5 above, exclusive of taxes (GST/HST), will be totalled to provide the Total Quoted Price.**

**Please note that the basis of payment is defined in Part 7 – resulting contract clauses**

Customs duty is included and the total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

**NOTE: Prices must only appear in the Financial Bid and in no other part of the bid.**

#### 6.2 Good and Services Tax (GST) / Harmonized Sales Tax (HST)

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 and will be paid by Canada.

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 any amounts of GST and HST paid or due.



PART 6 – 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 the 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 Required with Bid

The certification included in Article 1.1 to Part 6, Certifications, must be duly completed and submitted by the Bidder as part of its bid. Should this not be part of the Bidder's proposal, the Contracting Authority reserves the right to request the certification prior to evaluations. Failure to provide the certification within the prescribed timeframe may result in disqualification.

1.1. CERTIFICATION 1 – ACCEPTANCES OF TERMS AND CONDITIONS

I, the undersigned, as the Bidder and/or an authorized representative of the Bidder, hereby certify that by signing the proposal submitted in response to RFP 201400662 that I agree to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modifications or other terms and conditions included in our Proposal will be applicable to the resulting contract notwithstanding the fact that our proposal may become part of the resulting contract

Name (block letters): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_

Fax number: ( ) \_\_\_\_\_

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



PART 6 – CERTIFICATIONS

2. Certifications Precedent to Contract Award

The certifications included below, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed or 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.

2.1 CERTIFICATION 2

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

2.2 CERTIFICATION 3- Certification of Availability and Status of Personnel

2.2.1 Availability of Personnel:

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this solicitation, the persons proposed in its proposal shall be available to commence performance of the Work as 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 fulfillment of this requirement who is not an employee of the Bidder, the Bidder must submit one copy of the following certification for each non-employee proposed.

(signature)

(Name and Title)

(Date)



PART 6 – CERTIFICATIONS

2.2.2 This section is to be completed only if bidder is proposing any person in fulfillment of this requirement who is not an employee of the bidder.

One copy of this certification must be submitted for each non-employee proposed.

AVAILABILITY AND STATUS OF PERSONNEL

"I, \_\_\_\_\_ (name of proposed candidate), certify that I consent to my résumé being submitted on behalf of \_\_\_\_\_ (name of firm) in response to the Request for Proposal \_\_\_\_\_ (RFP number)."

\_\_\_\_\_  
Signature of Proposed Personnel

\_\_\_\_\_  
Date

2.3 CERTIFICATION 4- EMPLOYMENT EQUITY, FEDERAL CONTRACTORS' PROGRAM

Federal Contractors Program for Employment Equity - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program for Employment Equity (FCP-EE) and have been declared ineligible contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contract 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-EE for a reason other than the reduction of their workforce. Any bids from ineligible contractors will not be considered for award of a contract. Any bids from ineligible contractors will be declared non-responsive.

The Bidder certifies that it has not been declared an ineligible contractor by HRSDC.

2.4 CERTIFICATION 5- CONFLICT OF INTEREST

Canada may have engaged the assistance of private sector contractors in the preparation of this solicitation. Responses to this solicitation from any such contractor or with respect to which any such Bidder or any of its subcontractors, employees, agents or representatives are in any manner directly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. The Bidder represents and certifies that it has not received, nor requested, any information or advice from any such contractor or from any other company or individual in any way involved in the preparation of this solicitation or in the definition of the technical requirement. The Bidder further warrants and certifies that there is no conflict of interest as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## PART 6 – CERTIFICATIONS

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### 2.5 CERTIFICATION 5 – FORMER PUBLIC SERVANT

#### 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 spending 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" means a 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 and includes:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up 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 Public Service.

"Pension" means a pension payable pursuant to the *Public Service Superannuation Act, R.S., 1985, c. P-36* as indexed pursuant to the *Supplementary Retirement Benefits Act, R.S., 1985, c. S-24*.

#### Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

- a) name of former public servant,; and
- 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,; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.





PART 6 – CERTIFICATIONS

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

STATEMENT:

I, the undersigned, as a director of the Bidder, hereby certify that the information provided on this form and in the attached proposal are accurate to the best of my knowledge.

Name (block letters): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_

Fax number: ( ) \_\_\_\_\_

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

The above-named individual will serve as intermediary with Public Service Canada

2.6 CERTIFICATION 6 – BASIS FOR CANADA’S OWNERSHIP OF INTELLECTUAL PROPERTY

Public Safety Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: To generate knowledge and information for public dissemination

The Bidder concurs with the foregoing.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Name of duly authorized representative of Bidder

\_\_\_\_\_  
Signature of duly authorized representative of Bidder

\_\_\_\_\_  
Date



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## PART 7 – RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex “A” and the bidder’s technical proposal in response to RFP 201400662

### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

#### 2.1 General Conditions

2035 – (2013-06-27), General Conditions - Higher Complexity – Services

However any reference to Public Works and Government Services Canada or its Minister contained in these terms and conditions shall be interpreted as reference to Public Safety Canada or its Minister

#### 2.2 Supplemental General Conditions

Public Safety Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: To generate knowledge and information for public dissemination

4007 – (2010-08-16) – Canada to Own Intellectual Property Rights in Foreground Information

Public Safety Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

The main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination

### 3. Security Requirement

This document is UNCLASSIFIED, however;

3.1 The Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy; and

3.2 Contract personnel requiring casual access to the installation site do not require a security clearance but may be required to be escorted at all times.



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## PART 7 – RESULTING CONTRACT CLAUSES

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### 4. Term of Contract

#### 4.1 Period of Contract

The Work is to be performed from date of contract award to **March 31, 2014**

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rachel Hull  
Contracting and Procurement Officer  
Public Safety Canada  
340 Laurier, Ave. West  
Ottawa, Ontario, K1A 0P8

Tel: 613-949-1821  
Fax: 613-954-1871  
Email: [contracting@ps.gc.ca](mailto:contracting@ps.gc.ca)

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

#### 5.2 Project Authority

The Project Authority for the Contract is:

*To be identified at Contract award.*

Name of Project Authority  
Title  
Department  
Branch / Directorate  
Address

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.

#### 5.3 Contractor's Representative

*To be determined.*

Name of Contractor's Representative



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## PART 7 – RESULTING CONTRACT CLAUSES

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Title  
Telephone:  
Facsimile:  
E-mail address:

### 6.      **Payment**

#### 6.1     Ceiling Price

For the Work described in Annex A, Statement of Work, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a ceiling price of \$ \_\_\_\_\_ (*insert amount at contract award*).  
Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

### 7.      **Payment Period**

7.1.     Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the general conditions.

7.2.     If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.

### 8.      **Method of Payment**

Canada will pay the Contractor at 100% of the costs incurred and calculated for work performed 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.

### 9.      **SACC Manual Clauses**

A9117C	(2007-11-30)	T1204 – Direct Request by Customer Department
C6000C	(2011-05-16)	Limitation of Price



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## PART 7 – RESULTING CONTRACT CLAUSES

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### 10. Invoicing Instructions

- 10.1 The Contractor must submit invoices in accordance with the information required in Section 12 of, 2035 General Conditions - Services.
- 10.2 An invoice for a single payment cannot be submitted until all Work identified on the invoice is completed.
- 10.3 Each invoice must be supported by:
- (a) a copy of time sheets to support the time claimed;
  - (b) a copy of the release document and any other documents as specified in the Contract;
- 10.4 In the ongoing efforts of being a department that contributes to the greening initiative, as well as to improve our efficiencies when processing invoices, Public Safety Canada is moving towards receiving all invoices electronically from vendors. We ask, where possible, that vendors send their invoices electronically and do not send their invoices in paper format through regular postal mail services.

Email address: [Invoice\\_processing@ps-sp.gc.ca](mailto:Invoice_processing@ps-sp.gc.ca)

### 11. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. 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.

### 12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. **[Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.]**

### 13. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2035 – (2013-06-27), General Conditions - Higher Complexity – Services
- (c) the Supplemental General Conditions 4007 (2010-08-16) – Canada to Own Intellectual Property Rights in Foreground Information)
- (d) Annex “A”, Statement of Work;
- (e) Annex “B”, Basis of Payment
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) in response to RFP **201400662**



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## PART 7 – RESULTING CONTRACT CLAUSES

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### 14. Work Permit and Licenses

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation.

The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor will provide a copy of any such permit, license, or certificate to Canada.

### 15. Conflict of Interest

In order to provide impartial and objective advice to Canada and to avoid any real or apparent conflict of interest, the Contractor represents and warrants that any proposed individual(s) assigned to perform any work under the contract must not be in a situation of conflict of interest that would render it unable to provide impartial assistance or advice to Canada, or affect or otherwise impair its objectivity in performing the work.

### 16. Conflict of Interest- Other Work

The Contractor, during and after the period of performance of the Contract agrees that:

- a) it must not bid for any contract to be let as a result of a solicitation where any work performed by the Contractor under this Contract creates a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), and must not participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for such a resulting contract; and;
- b) it must not bid for any contract where the Contractor, in its work performed under this Contract, is required to assist Canada in evaluating the bids or in overseeing performance of a resulting contract, and must not participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for such a resulting contract; and;
- c) if its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), the Contractor must not bid for any of that resulting contract(s) or participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for any resulting contract.

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts as described in this clause, in respect to which Canada determines, at its sole discretion, that the bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

### 17. Non-Permanent Resident

#### Non-Permanent Resident

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of this Contract. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.



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## PART 7 – RESULTING CONTRACT CLAUSES

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### Non-Permanent Resident (Foreign Contractor)

The Contractor must ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry.

The Contractor must ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

### **18. International Sanctions**

1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-en.asp>

2. It is a condition of this Contract that the Consultant not supply to the Government of Canada any goods or services which are subject to economic sanctions.
3. By law, the Consultant must comply with changes to the regulations imposed during the life of the Contract. During the performance of the Contract, should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Consultant, the situation will be treated by the Parties as a force majeure. The Consultant shall forthwith inform Canada of the situation; the procedures applicable to force majeure shall then apply.

### **19. Canada Facilities, Equipment, Documentation & Personnel**

1. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the work:
  - a. Client department's premises;
  - b. Client department's computer systems;
  - c. Documentation; and
  - d. Personnel for consultation.

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.

Subject to the approval of the Project Authority, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Client department's earliest convenience.



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## PART 7 – RESULTING CONTRACT CLAUSES

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### 20.     Insurance

The Contractor is responsible to decide 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 will be at its own expense and for its own benefit and protection. It will not release the Contractor from or reduce its liability under the Contract.





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**ANNEX A – STATEMENT OF WORK**

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TO BE INSERTED UPON CONTRACT AWARD



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## ANNEX B – BASIS OF PAYMENT

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The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

*(To be inserted at contract award.)*

Canadian Customs Duty and GST/HST extra.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days\_worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$Days\_worked = \frac{Hours\_Worked}{7.5\_hours\_per\_day}$$

### **GOOD AND SERVICES TAX (GST) / HARMONIZED SALES TAX (HST)**

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 and will be paid by Canada.

The estimated GST or HST is included in the total estimated cost. 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 any amounts of GST and HST paid or due.



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## ANNEX C – PROJECT SUMMARY TEMPLATE

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### TEMPLATE - NCPC FINAL PROJECT SUMMARY

Main purposes and audiences for the project summary: to share information and knowledge with crime prevention practitioners and policy makers about projects undertaken in order to:

- Help determine appropriate approaches for crime prevention; and
- Increase implementation success by learning from others about what has worked and not worked so well.

Data Sources (not all listed are always used – depends on the project):

- PMR (Performance Monitoring Reports);
- AR (Activity Reports);
- ER (Evaluation Reports);
- Project Proposal;
- Project Close Out Discussion Summary; and,
- Other reports available including those from evaluations supported by other funders.

The project summary will be five-eight (5-8) pages in length.

#### **Project/Program Title**

##### **Introduction**

Two to three (2-3) sentences describing main purposes and priority group(s) reached; information on location, duration, sponsor (with hyperlink) and standard statement about Public Safety Canada, NCPC support for the project. (ER, Project Proposal)

##### **Goals and Objectives**

Top two to three goals of the project. (ER)

##### **Participants**

Description of the participants – age, gender, numbers. (PMR)

Description of how participants were engaged in the project and what assessment they underwent at the beginning and throughout the project. (ER)

Description of the main risk factors present in the lives of the participants. (PMR)

##### **Key Elements of the Program**

Main activities undertaken; structure of the project; how often activities took place; where activities took place. (AR, ER)

##### **Staffing**

How many staff were involved (part /full time), availability; titles, main roles and responsibilities; academic and/or experience background; training provided for them and by whom. (AR, ER)

##### **Partnerships**

Description of the partners considered essential for implementation of the project. (ER, PMR)

Identification of how many partners were involved and from what sectors they came. (PMR)

##### **Results**

Main findings of the process evaluation. (ER)

##### **Implementation Challenges**

Description of key implementation challenges encountered and how they were addressed. (AR, ER)



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## ANNEX C – PROJECT SUMMARY TEMPLATE

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### **Cost Information**

Information on the costs to implement the project including total cost and NCPC contribution. (ER)

### **Sustainability**

Identification of project elements that continue to be implemented. Description of how this is being done and if available, provide information on funding sources. (ER, Project Close Out Discussion Summary)

### **Sponsoring Organization Contact Information**

Provide full name of organization, address, telephone number, web site address