

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier  
Place du Portage , Phase III  
Core 0A1 / Noyau 0A1  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Canadian incident database	
<b>Solicitation No. - N° de l'invitation</b> 0D160-143016/A	<b>Date</b> 2013-10-11
<b>Client Reference No. - N° de référence du client</b> 0D160-143016	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$\$V-035-26479	
<b>File No. - N° de dossier</b> 035sv.0D160-143016	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-11-20</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hulse, Joseph	<b>Buyer Id - Id de l'acheteur</b> 035sv
<b>Telephone No. - N° de téléphone</b> (819) 956-3356 ( )	<b>FAX No. - N° de FAX</b> (819) 997-2229
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Science Procurement Directorate/Direction de l'acquisition  
de travaux scientifiques  
11C1, Phase III  
Place du Portage  
11 Laurier St. / 11, rue Laurier  
Gatineau, Québec K1A 0S5

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

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation document is divided into seven parts plus attachments and annexes as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security: includes specific requirements that must be addressed by bidders; and,
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

### 2. Summary

The "National Security Data Initiative: Enhancing the Canadian Evidence Base for Policy and Operations" is a project funded under Defence Research and Development Canada's (DRDC) Canadian Safety and Security Program (CSSP), and managed by Public Safety Canada (PS).

The overall goal of the National Security Data Initiative (NSDI) is to improve national security data methodology and collection in priority areas. Managed by the Research and Academic Relations (RAR) unit at PS, this initiative has a number of federal partners, including the Royal Canadian Mounted Police (RCMP), the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC), Statistics Canada and Correctional Service of Canada (CSC). The academic component of the project, which is the subject of this agreement, seeks to enhance the availability and organization of unclassified data related to national security, for use by researchers. On December 17, 2012, the NSDI's Project Review Committee made a decision about re-orienting the academic component of the project so that the aim is to establish an open source and publically accessible database on terrorism and other extremist crime in Canada.

The specific objective of this contract is to support the creation of a free-access resource to provide unclassified information to national security researchers, which can be used to identify patterns and trends in order to improve our understanding of terrorist/extremist crime in Canada.

This involves creating and hosting an incident database that would:

- a. be accessible to the public at no cost to the user on a web site;
- b. be maintained by the host institution without any assumption of ongoing funding from DRDC or PS;
- c. house source materials in both official languages, as long as legal and copyright requirements are not violated, and that housing source materials can be accomplished within the constraints of time and funding;

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- d. find and code English and French language source materials;
  - e. build as much as possible on existing data collection work to avoid duplication of efforts;
  - f. involve a collaborative effort between scholars and graduate students at multiple universities; and,
  - g. focus on data needs relevant to contemporary issues for Canadian national security pertaining to terrorism and extremist crime within a changing Canadian legal context (e.g. Canadian laws concerning terrorism and hate crime) while taking into account issues of international comparability.

### **3. Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days

Insert: 90 days

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 4. Applicable Laws

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

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

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## 5. 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 suggestions, 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 10 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 6. Maximum Funding

The maximum funding available for the contract resulting from the bid solicitation is \$130,000.00 (\$65,000.00 Fy 2013/14 and \$65,000.00 Fy 2014/15 Applicable tax extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I : Technical Bid (4 hard copies and 1 soft copy on CD)

Section II : Financial Bid (1 hard copy)

Section III : Certifications (1 hard copy)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

### Section I : Technical Bid

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

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

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**Section II : Financial Bid**

**1.1** Bidders must submit their financial bid in accordance with the following :

- (a) A firm all-inclusive hourly rate for each category of resources listed in Attachment 1 Financial Bid Presentation Sheet for each year of the contract period and for each option period.

The total amount Applicable Tax is to be shown separately.

No travel and living expenses will be paid for services provided within the National Capital Region (NCR). Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the NCR. All of these costs are to be included in the firm all inclusive labour rates requested above.

The information should be provided in accordance with the Financial Bid Presentation Sheet in Attachment 1.

- (b) For Canadian-based bidders, prices must be in Canadian funds, Canadian customs duties and excise taxes included, and applicable tax excluded.

For the purpose of the bid solicitation, bidders with an address in Canada are considered Canadian-based bidders and bidders with an address outside of Canada are considered foreign-based bidders.

**Section III : Certifications**

Bidders must submit the certifications required under Part 5.

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

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

Refer to Attachment 2 Mandatory and Point Rated Technical Criteria.

##### **1.1.2 Point Rated Technical Criteria**

Refer to Attachment 2 Mandatory and Point Rated Technical Criteria.

### **1.2 Financial Evaluation**

#### **1.2.1 Mandatory Financial Criteria**

Refer to Attachment 1 Financial Bid Presentation Sheet

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Highest Rated Within Budget**

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory technical evaluation criteria;

- 
- (c) obtain the required minimum points for each criterion with a pass mark; and
  - (d) obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) or (d) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement. In the event that the highest number of points is obtained by more than one responsive bid, the responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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 to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Mandatory Certifications Required Precedent to Contract Award

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

#### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

### 2. Additional Certifications Precedent to Contract Award

The certifications in Attachment 3, Certifications Precedent to Contract Award, should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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## PART 6 - SECURITY

### 1. Security Requirement

This solicitation does not contain a security requirement.

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## PART 7 - RESULTING CONTRACT CLAUSES

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, titled 'National Security Data Initiative - Canadian incident database'.

#### 1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

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

#### 2.1 General Conditions

2040 (2013-06-27), General Conditions - Research and Development, apply to and form part of the Contract.

### 3. Security Requirement

There is no security requirement applicable to this Contract.

### 4. Term of Contract

#### 4.1 Period of Contract

The period of the Contract is from date of Contract award to March 31, 2015 inclusive.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

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Joseph Hulse  
Public Works and Government Services Canada  
Acquisitions Branch  
Science Procurement Directorate  
Place du Portage, Phase III, 11C1  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Telephone: (819) 956-3356  
Facsimile: (819) 997-2229  
E-mail address: Joseph.Hulse@pwgsc.gc.ca

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

## **5.2 Technical Authority**

The Technical Authority for the Contract is:

(To be entered at contract award)

The Technical 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 Technical Authority; however, the Technical 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 entered at contract award)

## **5.4 Procurement Authority**

The Procurement Authority for the Contract is:

(To be entered at contract award)

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

## 6. Payment

### 6.1 Basis of Payment - Firm Price

For the Work described in the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ **(insert the amount at contract award)**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.2 Method of Payment

#### 6.2.1 Milestone Payments

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex B and the payment provisions of the Contract, up to 90% percent of the amount claimed and approved by Canada if:
  - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>) and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (b) the total amount for all milestone payments paid by Canada does not exceed 90% percent of the total amount to be paid under the Contract;
  - (c) all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
  - (d) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted

### 6.3 SACC Manual Clauses

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

## 7. Invoicing Instructions - Progress Claim

1. The Contractor must submit a claim for progress payment using form PWGSC-TPSGC 1111 (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>).

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - b. copy of the monthly progress report.
2. Applicable tax must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no GST/HST payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify an original claim on Form PWGSC-TPSGC 1111, and forward it to the Contracting Authority for certification in an electronic format to the electronic mail address identified under section entitled "Authorities" of the Contract. Adobe Reader (.pdf) format is acceptable. The Contracting Authority will then forward the certified claim, in an electronic format, to the Technical Authority for appropriate certification after inspection and acceptance of the Work takes place, and onward submission to the Payment Office for the remaining certification and payment.

## 8. Progress Reports

1. The Contractor must submit quarterly reports, in electronic format, on the progress of the Work, to both the Technical Authority and the Contracting Authority.
2. The progress report must contain three parts:

(a) PART 1: The Contractor must answer the following three questions:

- (i) Is the project on schedule?
- (ii) Is the project within budget?
- (iii) Is the project free of any areas of concern in which the assistance or guidance of Canada may be required?

Each negative response must be supported with an explanation.

(b) PART 2: A narrative report, brief, yet sufficiently detailed to enable the Technical Authority to evaluate the progress of the Work, containing as a minimum:

- (i) A description of the progress of each task and of the Work as a whole during the period of the report. Sufficient sketches, diagrams, photographs, etc., must be included, if necessary, to describe the progress accomplished.
- (ii) An explanation of any variation from the work plan.
- (iii) A description of trips or conferences connected with the Contract during the period of the report.

(iv) A description of any major equipment purchased or constructed during the period of the report.

(c) PART 3: The "Contract Plan and Report Form", PWGSC-TPSGC 9143 (<http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/9143.pdf>), (or an equivalent form acceptable to the Contracting Authority) showing the following:

- (i) Actual and forecast expenditure on a monthly basis for the period being covered. (Expenditures are to be outlined by month and by task.)
- (ii) Progress of the Work against the Contractor's original Contract Plan (instructions for showing the above on the Contract Plan are detailed in Annex "\_\_\_\_\_" attached). The form will provide the basis for planning and estimating the cost of work, and reporting actual progress and cost against the plan during contract performance.

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

### 9.2 SACC Manual Clauses

A3060C (2008-05-12), Canadian Content Certification

## 10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (to be inserted at contract award).

## 11. Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions 2040 (2013-06-27), General Conditions - Research and Development;
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. the Contractor's bid dated \_\_\_\_\_.

## **12. Insurance**

SACC Manual clause G1005C (2008-05-12), Insurance

## **13. Government Site Regulations**

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

**ATTACHMENT 1****FINANCIAL BID PREPARATION INSTRUCTIONS**

The Bidder must complete the following table identifying costing information for the contract period (Fiscal Year 2013/2014 and 2014/2015). The bidder is to propose a total, all inclusive firm price for the work required. The maximum funding available for the contract resulting from the bid solicitation is \$130,000.00 ( \$65,000.00 Fy 2013/14 and \$65,000.00 FY 2014/15 Applicable tax extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

**Fiscal Year Break Down**

Fiscal Year	Fy - 2013/14 (\$65,000.00 Maximum)	Fy 2014/15 (\$65,000.00 Maximum)
Firm Price Per Year		

**Milestone Breakdown**

Milestone Number	Deliverable	Firm Price	Estimated Delivery Date
1	1st Quarterly progress and financial reports.		December 31, 2013
2	Summary progress and financial report on the establishment of a Canadian incident database.		March 15, 2014
3	2nd Quarterly progress and financial report.		March 31, 2014
4	3rd Quarterly progress and financial report.		June 30, 2014
5	4th Quarterly progress and financial reports and delivery of the Canadian incident database Codebook.		September 30, 2014
6	5th Quarterly progress and financial report.		December 31, 2014
7	Final report on the establishment of a Canadian national security database and launch of database on host institution website.		March 15, 2015
8	6th Quarterly progress and financial report.		March 31, 2015

Total Bid Price \$\_\_\_\_\_

## ATTACHMENT 2

### MANDATORY AND POINT RATED TECHNICAL CRITERIA

#### 1. Mandatory Technical Criteria

At bid closing time, the Bidder must comply with the following mandatory technical criteria and provide the necessary documentation to support compliance. Any bid which fails to meet the following mandatory technical criteria will be declared non-responsive. Each criterion should be addressed separately.

Technical Proposals that meet all the mandatory requirements set out in the evaluation criteria will be evaluated and scored in accordance with specific point-rated evaluation criteria. The degree that the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to the total possible point allotment, with 0 meaning the proposal completely fails to satisfy the requirements, and the total possible allotment meaning the proposal fully meets the outlined criterion.

To demonstrate experience, the bidder must provide the following:

- The project name, duration in months, and name of the client department.
- Client contact info (reference if available).
- Description of the project, what the resources role was in the project and what the resources contributed to the project.
- Explain how this experience meets the specific criteria of this solicitation.
- For experience to be valid, the resources must have been working at least 20% of a five day and 37.5 hour work week, directly performing the described mandatory and point rated experience.

#### 2.0

Criteria	Met/ Not Met	Location in proposal / Comments
M1. Bid must demonstrate the technical capacity to host a free online public-facing web site database with a server capable of hosting a database up to 100mbs.		
M2. The bidder must demonstrate that at least one team member has at least one year of experience creating, populating and maintaining a database of similar scale (500 incidents x 8 variables) or greater.		
M3. The bidder must propose a project lead with at least two years of experience managing projects involving academic and other stakeholders.		
M4. The bidder must demonstrate at least one year of experience gathering data from publicly available sources.		
M5. The bidder must demonstrate that at least one team member has two years of experience in programming online databases.		
M6. The bidder must demonstrate that two team members have Ph.D's relating to the following areas:		

-National Security -Criminology -Terrorism  The two Ph.D.s must have also published peer-reviewed academic: - Journal articles; or - Books; or - Book chapters published by an academic press; all in the areas relevant to understanding terrorism and/or extremist crime.		
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### 3.0

Criteria	Point Breakdown	Points	Location in proposal / Comments
<b>1.0 WORK PLAN</b> The Bidder must provide a work plan with timelines and budget lines for tasks that its proposed resources will undertake to establish the database and meet all deliverables.  The work plan must include all the tasks listed in the statement of work, with brief descriptions of how the task will be approached and what will be considered.	<b>0-5 points</b> - Poor Work Plan; absence of some key activities, deadlines and/or budgetary resources for necessary steps in the process of creating and maintaining a database; lack of explanation of some work activities; unrealistically presented methods/outcomes/outputs/timing and budgetary issues. <b>6-10 points</b> - Weak Work Plan; incomplete and/or insufficient detail provided on work activities, deadlines and deliverables; presence of some inconsistencies or lack of realism. <b>11-15 points</b> - Solid Work Plan; sufficient detail presented on work phase definitions, work activities, deadlines and deliverables to provide a substantiated and rational plan whose likelihood of successful implementation is high. <b>16-20 points</b> - Excellent Work Plan; realistic details and explanations of work activities, with realistic deadlines and budget distribution resulting in a complete understanding of the work plan, its practicality and achievability.	Min pass score 10	
<b>2.0 ABILITIES AND EXPERTISE</b> The Bidder must describe the relevant expertise of its team	<b>1 point</b> for every Ph.D. involved as resources with a relevant background as evidenced through	Min pass	

<p>members and demonstrate collaboration between academics at multiple locations which is key to the success of such a database. In particular, the Bidder must describe:</p> <ul style="list-style-type: none"> <li>- the academic expertise of the resources in the area of security, terrorism, criminology and database creation and their qualifications to undertake the work;</li> <li>-the ability to seek, understand and code database source materials in English and French;</li> <li>-evidence of partnerships and collaboration with academics and academic institutions across Canada in creating and maintaining the database;</li> </ul>	<p>their area of work and/or publications, to a maximum of 10 points.</p> <p><b>1 point</b> for every institution academic / research involved in the bid to a maximum of 4 points.</p> <p><b>1 point</b> for evidence of collaboration with existing terrorism or extremist crime databases.</p> <p><b>0-5 points for ability to seek, understand and code source materials in English and French</b></p> <p><b>0 points:</b> No evidence provided for capacity to seek, understand and code source materials in both official languages.</p> <p><b>1 point:</b> Limited capacity to seek, understand and code source materials in both official languages.</p> <p><b>2 points:</b> Involvement of human resources, at least one of whom is proficient in the official language other than the official language in which the bid is made.</p> <p><b>3 points:</b> Involvement of human resources, at least one of whom is proficient, and has authored academic publications, in the official language other than that in which the bid is made.</p> <p><b>4 points:</b> Involvement of human resources, at least two of whom are proficient, and have authored academic publications, in the official language other than that in which the bid is made.</p> <p><b>5 points</b> for the involvement of both Anglophone and Francophone universities/ institutions and their resources.</p>	<p>score 10</p>	
<p><b>3.0 DATABASE SUSTAINABILITY PLAN</b></p> <p>Bidder should provide a database sustainability plan, which outlines how the Bidder plans to continue to host and maintain the database and provide free public access to the database, past the life of this contract. The plan should include</p>	<p><b>5 points</b> - Poor Sustainability Plan; absence or near absence of any realistic way of maintaining the database with free public access without ongoing PS or DRDC funding.</p> <p><b>10 points</b> - Weak Sustainability Plan; incomplete and/or insufficient detail provided on how the</p>	<p>Min pass score 10</p>	

reference to how the database will be maintained and at what cost to whom. The plan should not assume any further funding from Public Safety Canada or Defence Research and Development Canada.	<p>database will be maintained with free public access without ongoing PS or DRDC funding; presence of some inconsistencies or lack of realism.</p> <p><b>15 points</b> - Solid Sustainability Plan; sufficient and realistic detail presented on how the database will be maintained with free public access without ongoing PS or DRDC funding.</p> <p><b>20 points</b> - Excellent Sustainability Plan; strong motivation to maintain the database free of charge to the public, sufficient and realistic detail presented on the degree, source and commitment of the resources necessary to maintain the database without ongoing PS or DRDC funding, and high likelihood that the database will be so maintained.</p>		
	<b>Total Score</b>	<u>    </u> /60	

## ATTACHMENT 3

### CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND CERTIFICATIONS REQUIRED WITH THE BID

#### 1.0 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

##### 1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies as per section 01 of Standard Instructions 2003 for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

#### 2.0 Certifications Precedent to Contract Award

##### 2.1 Former Public Servant - Competitive Requirements

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

##### Definitions

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

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes ( ) No ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

## 2.2 Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

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

## 2.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

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

## 2.4 Status and Availability of Resources

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

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

## **2.5 Education and Experience**

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

## **2.6 Language Capability**

The Bidder certifies that it has the language capability required to perform the Work, as stipulated in the Statement of Work.

## **2.7 Certification**

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

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## ANNEX A

### STATEMENT OF WORK

#### 1 1. Title

National Security Data Initiative (CRTI-09-428RD) Canadian incident database

#### 2. Background

The “National Security Data Initiative: Enhancing the Canadian Evidence Base for Policy and Operations” is a project funded under Defence Research and Development Canada’s (DRDC) Canadian Safety and Security Program (CSSP), and managed by Public Safety Canada (PS).

The overall goal of the National Security Data Initiative (NSDI) is to improve national security data methodology and collection in priority areas. Managed by the Research and Academic Relations (RAR) unit at PS, this initiative has a number of federal partners, including the Royal Canadian Mounted Police (RCMP), the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC), Statistics Canada and Correctional Service of Canada (CSC). The academic component of the project, which is the subject of this agreement, seeks to enhance the availability and organization of unclassified data related to national security, for use by researchers. On December 17, 2012, the NSDI’s Project Review Committee made a decision about re-orienting the academic component of the project so that the aim is to establish an open source and publically accessible database on terrorism and other extremist crime in Canada.

On March 11th and 12th, 2013, RAR organized a workshop to develop a national security data collection strategy as part of the National Security Data Initiative. The objective of the workshop was to gather academics and policy-makers to work towards the establishment of a Canadian database regarding terrorism and extremist crime relevant to the Canadian context.

The benefit of an open-source publicly accessible database on Canadian terrorism and extremist crime to academic researchers is the ability to do research on patterns and trends without having to start from scratch in finding a record of incidents. Notably, the Commission of Inquiry into the Investigation of the Bombing of Air India Flight 182 found that there is limited research conducted in Canada relevant to national security, particularly counter-terrorism. The Kanishka Project research initiative was created to help address this need, where one of the core goals is to foster the development of a national, multidisciplinary community of researchers outside government who can collectively improve the quality and relevance of research on national security and counter-terrorism. The academic component of the NSDI serves as an additional, complementary effort alongside the Kanishka Project, to support the development of this community of researchers working to improve the evidence base on national security matters.

The March 2013 workshop identified that one of the challenges in doing research on terrorism and extremist crime in Canada is that there is no repository of information. Every researcher must start from scratch in accumulating the same materials, and some researchers have a proprietary approach to the information they collect and do not share it with others. International databases, such as the Global Terrorism Database, although containing some Canadian incidents, do not house source materials, do not necessarily use source materials in French, are incomplete in terms of the Canadian incidents listed, and do not necessarily code incidents in a way that would enable Canadian researchers to find them. A Canadian incident database would facilitate research by cutting down on the time and duplication required for individual researchers to find all the incidents and source materials themselves. Free access to the

database would ensure that graduate students and researchers at non-governmental organizations (NGOs) would not only be able to use the information, but also be encouraged to contribute data based on their research. This is the successful model used for a number of similar international and US-specific databases of terrorism and extremist crime. These databases, mainly housed at academic institutions, provide a degree of prestige to the host institution which allows it to attract researchers and graduate students of high quality to its security studies programs.

The benefit of such a database for PS and its federal partners is that non-governmental national security researchers interested in Canada will have ready access to information to conduct and publish research to better understand how, where and when Canadian terrorism and extremist crime occurs, and identify patterns that may not be evident from case studies alone. This research can then be used by PS and its federal partners as evidence for policy and program development.

The database workshop allowed Public Safety and federal partners to engage with academics to identify priority gaps; consider parameters and issues for implementation; and most importantly, provided the opportunity for academics from across Canada to form collaborative partnerships, including with subject matter experts from abroad, and develop proposals for the creation and maintenance of a Canadian terrorism and extremist crime database. A number of issues were identified as important to consider in discussions and designs. The following emerged repeatedly as crucial to the success of this endeavor:

- Source material and the Canadian context - It was stressed that the Canadian incident database should start with existing materials and previous Canadian data collection work. It is also important that a Canadian incident database be able to deal with source materials in French, for example court cases and media coverage in Quebec.
- Definitions/inclusion criteria – A number of participants commented on the importance of having a database that is of utility to many stakeholders, and that is built with future development and growth in mind. This means that it could start with some variables, while leaving the possibility for further expansion at a later date. Some suggested contingencies include: inserting variables to reflect whether or not an attack meets the Canadian Criminal Code definition of terrorism, capturing as much data as possible and creating mechanisms to capture incidents that are not attributable to a particular day (e.g. terrorism financing schemes that operate over a period of time).
- Sustainability - Participants noted that it is important the database be sustainable in the long run without reliance on government funding but also flexible and well maintained by a trusted group of contributors. In this sense, this contract aims to provide seed funding.

### 3. Objective/Requirement/Scope

The mandate of the Research and Academic Relations Unit is to foster interest and collaboration among Canadian academics, both professors and graduate students, in doing research on issues of policy and program interest to Public Safety Canada. The specific objective of this contract is to support the creation of a free-access resource to provide unclassified information to national security researchers, which can be used to identify patterns and trends in order to improve our understanding of terrorist/extremist crime in Canada.

This involves creating and hosting an incident database that would:

- a) be accessible to the public at no cost to the user on a web site;
- b) be maintained by the host institution without any assumption of ongoing funding from DRDC or PS;

- 
- c) house source materials in both official languages, as long as legal and copyright requirements are not violated, and that housing source materials can be accomplished within the constraints of time and funding;
  - d) find and code English and French language source materials;
  - e) build as much as possible on existing data collection work to avoid duplication of efforts;
  - f) involve a collaborative effort between scholars and graduate students at multiple universities; and,
  - g) focus on data needs relevant to contemporary issues for Canadian national security pertaining to terrorism and extremist crime within a changing Canadian legal context (e.g. Canadian laws concerning terrorism and hate crime) while taking into account issues of international comparability.

The database must contain data on Canadian incidents from the year 2005 to the present, and must be designed to provide for ongoing data collection as incidents occur. Although the incidents from 2005 on must be included in the database, the Contractor is encouraged to choose an earlier start date for the inclusion of incidents (i.e. prior to 2005), as long as data from 2005 to the present are included.

The database must offer public, web-based access to its incident data, and include at a minimum the ability to capture incident date or date range (in the case of financial crimes occurring over a period of time), a description of the incident, location(s) of the incident, any known ideological motivation(s) for the incident, whether the incident occurred within Canada (or at least partly within Canada) or outside Canada, weapons or instruments used in the incident (e.g. guns, explosive devices, chemical agents) and identification of whether the incident was a hoax, sources (references, links or reproduction of sources), and a comment field for any other pertinent information. The Contractor is free to add other variables as long as the work can be performed within the timeframe and budget, or if the Contractor secures other funding to do so. If the Contractor adds a variable about any known perpetrators of the incident, legal considerations must be taken into account. The database must be fully searchable.

Although the Internet may be used as a data source, every effort must be made to ensure accuracy. As media reports, for example, may be contradictory and partially inaccurate, and information changes over time, the Contractor must develop a plan to code incidents and a plan to revise incidents should new information surface, such as relevant court decisions. The plan must also include an approach to assessing and communicating the degree to which source material can be considered reliable (e.g. court records versus online news reports). Including scans of or links to original sources in the database would greatly add value, but the Contractor would have to take issues of timeframe, budget and copyright into consideration.

The Contractor must include and code French and English language source materials, but is free to have the database itself function (e.g. navigation panels, etc.) in one official language only.

The Contractor will be responsible for training those who will be contributing material to the database. Contributors must have academic training or academic publications in the area of national security and/or extremist crime, given the need to make appropriate judgment calls about the relevance and accuracy of source materials as well as to accurately code information with a view to how other researchers may search for them later.

As there are many issues and problems that may arise with a project of this complexity, the Contractor must consult regularly with the National Security Data Initiative Project Manager, who will have input into important decisions.

The objective of this contract is to provide seed funding to establish a Canadian incident database of terrorist and extremist crime which will be of value to academic researchers. The workshop participants made clear that there is great interest among academic researchers in Canada to continue to contribute content to the database once it is established. As such, and given the PS aim to support the development

of a stronger national community of researchers who can contribute to national security, proposals that build in a diverse set of researchers, students and universities will have an advantage. The objective of this contract includes having a functioning database by March 2015, but does not require that the database be a complete record of all Canadian incidents at that time. The objective is to create a functional database to which the academic community can choose to contribute its research over time.

#### 4. Tasks

Within the constraints of time to completion, the Contractor must complete, in consultation with the National Security Data Initiative Project Manager, the following tasks:

##### Fiscal Year 2013/2014 Tasks - **Production of progress reports on preliminary work to establish the database**

The output of these tasks will be the production of a progress report on the establishment of a Canadian incident database, including partnerships and collaborations, database inclusion parameters, framework for database source materials, technical platform, and any progress made toward creating a codebook and training contributors.

1. Confirm partnerships and collaborations – who can contribute what in terms of time, expertise, graduate students, information technology support, further funding and other assets.
2. Develop parameters for what variables should be included in the database – e.g. incident date or date range, type, motivation, weapon or instrument used, suspect (individual or group) named by media or authorities, brief description of incident, convictions related to the incident) – related incidents, comments, sources. Looking at how researchers use existing databases may be useful in determining priority variables. Prioritize what needs to be included at the start, and what could be added later. The Contractor may choose to start small, such as with only the eight variables and comment field listed in Section 3 (Objective/Requirement) of this statement of work. The Contractor may also choose to limit the database by including only more serious crimes, or begin with a limited date range (2005 to 2015).
3. Examine legal and copyright issues associated with collecting and publishing incident information, including whether and how particular persons or groups should be identified in the database. Housing source material, particularly with search capacity through the source material, is preferred, but Contractor may make a decision about whether or not to house source material based on copyright requirements or limitations of time and budget.
4. Look at codebooks for existing public national security databases to determine what can be adapted.
5. Develop a framework for sources: what English and French language source material will be used (e.g. media, academic articles and books, court cases), how they will be accessed and how will they be housed or referenced. Source materials in languages other than English or French may also be used should the Contractor have the capacity and desire to do so.

6. Create the technical database platform, in context of decisions about number of variables and the housing of source materials.
7. If possible and relevant, import data from existing databases, reviewing for accuracy.
8. Make corrections and develop new codes where necessary.
9. Develop a plan or procedure to evaluate the reliability of sources and data.
10. Develop a plan to use a wide range of expertise to populate the database, such as passwords to trusted researchers to add to database as a wiki. Consider mechanisms to provide incentives to academics to contribute to database, such as the publication of working papers using the data and/or public acknowledgment and recognition of their contributions and expertise.

#### Fiscal Year 2014/2015 Tasks - **Production of codebook, launch of functioning database, final report**

The output of this task will be: a codebook which indicates to contributors and potential contributors of database content how source materials should be evaluated and how incidents should be coded.

The final output will be the launch of the database on the host institution website and a final report to Public Safety Canada on what the database includes, how it functions and its potential utility to researchers.

1. Finalize the codebook for incidents to be included in the database.
2. Train database contributors in evaluating data sources and coding data. This training may be provided online or in written format, and can include access to a troubleshooting group of experts for advice via e-mail.
3. Collect and code data on incidents of terrorism and extremist crime occurring within Canada or with a Canadian link from 2005 to the present.
4. Where relevant, add from existing data collections.
5. Publicly launch the website, even if it is still a work in progress. The public launch may take the form of communication to known national security researchers and criminologists, or may be a more formal public event.

## **5. Roles and Responsibilities**

The Contractor is responsible for producing all the deliverables described in this statement of work and for consulting with the NSDI Project Manager at PS should difficulties arise and decisions need to be made.

The entire financial contribution for this project component is being made by DRDC through the Canadian Safety and Security Program (CSSP). The NSDI Project Manager is responsible for reporting on the Contractor's progress and spending to DRDC through the mechanisms required by the CSSP.

The NSDI is overseen by a Project Review Committee (PRC) made up of representatives of PS, RCMP, CSC, FINTRAC and Statistics Canada. Members of the PRC may offer their expertise and advice to the Contractor through the Project Manager. Individual members of the PRC do not have the authority to

direct the Contractor. The final authority for this project is the NSDI Project Champion, who chairs the PRC and on whose behalf the Project Manager acts. The PRC meets annually to review NSDI progress and finances, and made decide to take corrective action should any project component not be on track with spending or the quality and timing of deliverables.

Public Works and Government Services Canada (PWGSC) is awarding this contract on behalf of the CSSP, in keeping with all of PWGSC's policies, procedures and requirements.

## 6. Meetings

Face-to-face meetings between the Project Manager and the Contractor are not mandatory, but a meeting or meetings of opportunity should be taken advantage of whenever possible. Communication between the Project Manager and Contractor will be primarily by telephone or e-mail.

## 7. Deliverables

The Contractor will provide as deliverables the following:

- 1) Quarterly progress and financial reports to the Project Manager describing and detailing the progress of the work and finds spent, in a format to be determined by the Project Manager. Due by:
  - a. December 31, 2013,
  - b. March 31, 2014,
  - c. June 30, 2014,
  - d. September 30, 2014,
  - e. December 31, 2014, and
  - f. March 31, 2015.
- 2) Summary progress report on the establishment of a Canadian incident database, including partnerships and collaborations, database inclusion parameters, framework for database source materials, technical platform, and any progress made toward creating a codebook and training contributors. Due:
  - a. March 15, 2014.
- 3) Codebook for the Canadian incident database. Due:
  - a. September 30, 2014.
- 4) Final report on the establishment of a Canadian national security database and launch of database on host institution website. Due:

a. March 15, 2015.

## 8. Government Furnished Support/Equipment/Information

The Contractor will be provided with the following information:

- Terrorism in Canada, 1960-1989. Beanlands, D. Bruce, Kellett, Anthony, Deacon, James P. Canada. Solicitor General Canada, Ministry Secretariat, 1991.
- Comparative chart of existing databases.
- Chart of previous Canadian data collection efforts.
- Report of the National Security Data Initiative Database Workshop, March 2013.

## ANNEX B

### BASIS OF PAYMENT

The Contractor will be paid in accordance with the following:

#### **1.0 Firm Price:**

The schedule of milestones, for which payments will be made in accordance with the Contract, after delivery and acceptance, is as follows:

Milestones Number	Deliverable	Firm Price	Estimated Delivery Date
1	1st Quarterly progress and financial reports.		December 31, 2013
2	Summary progress and financial report on the establishment of a Canadian incident database.		March 15, 2014
3	2nd Quarterly progress and financial report.		March 31, 2014
4	3rd Quarterly progress and financial report.		June 30, 2014
5	4th Quarterly progress and financial reports and delivery of the Canadian incident database Codebook.		September 30, 2014
6	5th Quarterly progress and financial report.		December 31, 2014
7	Final report on the establishment of a Canadian national security database and launch of database on host institution website.		March 15, 2015
8	6th Quarterly progress and financial report.		March 31, 2015

**Total Firm Cost: \$ \_\_\_\_\_**  
**(Applicable Tax extra)**