



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

Vendor Name and Address

Legal Status (incorporated, registered, etc)

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

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.



Part 1 General Information

1. Summary of Requirement

Public Safety Canada has a requirement for professional services to deliver services as identified in 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 and to be completed on or before **March 31, 2014.**

4. Project Authority

To be determined at contract award

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

5. Contracting Authority

Nancy Savaria
Contracting and Procurement Section
Public Safety Canada
269 Laurier Avenue West, 13th Floor
Ottawa, Ontario K1A 0P9
Tel: 613-990-2614
Fax: 613-954-1871
Email: contracting@ps.gc.ca

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

6. 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.

7. Intellectual Property

The intellectual property shall vest with the Contractor as part of this RFP of the following SACC clause:

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

8. Security Requirement

There are no security requirement associated with the requirement.



Part 2: Bidder Instructions and Conditions:

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 three **(3)** 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 three **(3)** 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 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 Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract as stated herein. No modification or other terms and conditions included in the bidder's proposal will be applicable to the resulting contract notwithstanding the fact that the Bidder's proposal may become part of the resulting contract.

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/1>

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.



Part 3 Proposal Preparation Instructions & Evaluation Procedures:

1. Proposal Preparation Instructions:

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

Section 1: Technical Proposal (with no reference to price): four (4) copies. (Separately bound) and one (1) soft copy on CD or USB drive

Section 2: Financial Proposal: one (1) copy

Section 3: Annex C, Certifications: one (1) copy

DUE TO THE NATURE OF THIS RFP, PROPOSALS RECEIVED BY EMAIL OR FAX WILL NOT BE ACCEPTED.

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 of the Technical Proposal are required.

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

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.

1.3 Section 3: Certifications (Part 6): one (1) copy

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

2. Submission of Proposals

Your proposal is to be addressed as follows and **must be received on or before 14:00 hours EST, November 19, 2013.** Please ensure that all envelopes/boxes, etc are marked **URGENT**.

Nancy Savaria
Contracting and Procurement Section
Public Safety Canada
340 Laurier Avenue West, 1st Floor Mailroom
Ottawa, Ontario
K1A 0P8
Tel: 613-990-2614
Fax: 613-954-1871
Email: 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.



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.



Part 4 Statement of Work

1. TITLE

Baseline for Aboriginal Policing Research in Canada

2 BACKGROUND

The Aboriginal Policing Directorate (APD) is responsible for the administration of the First Nations Policing Program. The Program’s inception followed the 1990 Task Force Report, the Indian Policing Policy Review, which found that “Indians do not have access to the same police service models as do non-Indians and that access to Indian police services across bands is inequitable,” other factors that led to the creation of the program include unrest and increased criminal activity in the late 1980s and early 1990s in First Nation communities as well as several key Aboriginal justice inquiries noting difficulties faced by Aboriginal people in the justice system.

The Program provides contribution funding with provinces and territories to support policing services that are professional, dedicated and responsive to the Aboriginal communities they serve. The Program is delivered through tripartite policing agreements that are negotiated among the federal government, provincial or territorial governments, and Aboriginal communities. In addition, the Program provides broad policy advice on Aboriginal policing and justice issues and is the departmental lead on Aboriginal self-government as it pertains to the administration of justice. The Program also conducts relevant research and performance measurement to ensure that credible performance data is being collected to support effective program monitoring and evaluation activities; engages stakeholders in developing policy options for improving public safety in First Nation and Inuit communities, and works collaboratively with other federal partners in addressing diverse challenges in Aboriginal communities.

While some research about Aboriginal policing in Canada may be taking place, there is no overarching understanding among stakeholders of what this research is addressing, who is conducting it, the methods being used, and what are the linkages and coordination between projects. Nor is there a clear picture of what research capacities exist, and how they may be used to address current and emerging issues in Canadian Aboriginal policing.

For example, from the governmental policy perspective, it is difficult to determine whether meaningful research is being conducted on the “right” critical issues, whether there are research gaps in areas of key interest, and what research capacities and expertise are accessible when there is a need to proactively marshal or influence research to support evidence-based policy development on priority issues.

Complex and highly integrated policy issues are emerging, such as the economics of policing northern and isolated Aboriginal communities that may well require a stronger ability to both access current research and to coordinate, or influence, research in this sector.

3 OBJECTIVE / REQUIREMENT

The purpose of this project is to create a narrative document, with appropriate annexes, that will address the following research questions:

1. What type of research has been done (or is in progress) about Aboriginal policing in Canada, especially regarding police effectiveness and efficiency, over the past 5 years? What key topics or predominant themes are involved?
2. What organizations are doing this research, and how is it being funded, directed or otherwise sponsored?
3. What are the current provisions for disseminating the findings from research on Aboriginal policing?
4. What processes could be put in place to create the necessary capacities to ensure dissemination?
5. What is the infrastructure and capacity for Aboriginal policing research in Canada, e.g. universities, research chairs/centers, specialized institutes/think tanks or non-government organizations? How are these



entities funded?

6. What are the current relationships/lines of communication between governments, university scholars, and police services with respect to conducting research on Aboriginal policing?
7. What kinds of infrastructure and capacity for policing research exist in similar countries with significant indigenous population: United States, Australia, and New Zealand? Are there distinct mechanisms for the funding of this infrastructure, coordination of research, setting priorities or specific project funding?

The resulting narrative document is intended to provide a neutral and clear understanding of the current nature and capacity for Aboriginal policing-related research in Canada. Combined with the information about other countries, it may be used to:

1. Support development of a proposed national research agenda for Aboriginal policing research in Canada that could contribute to development of a Federal, Provincial, and Territorial (FPT) shared research agenda for policing in Canada; and
2. Inform discussions at, and outcomes of, at upcoming FPT meetings on Aboriginal policing.

4 SCOPE OF WORK

The scope of work for this project consists of:

- 4.1 Utilizing appropriate methodologies, e.g. literature review, open source research, examination of the nature of recent conferences, symposia and meetings about Aboriginal policing/policing research;
- 4.2 Drafting a concise, narrative-style document, designed to “map the environment” for Aboriginal policing research and serve as a clear and objective reference tool for the police community, governments and justice system stakeholders; and
- 4.3 Developing supporting references and annexes, as needed to address the research questions;
- 4.4 Funding information: The work should concentrate on the “how” and “why” of research funding rather than cataloguing precise amounts for multiple projects. Nonetheless, if a sense of the relative amounts or proportions of funding for policing-related research can be derived, or there are funding concentrations around particular themes (e.g. performance measurement, policing costs), it should be included;
- 4.5 Types/topics of current research: This should attempt to be as comprehensive as possible within the methodology and time frame for the project; however, if the number/scale are unwieldy, concentrating on research linked to the more significant capacity centers would be acceptable, or on key themes/trends.

In consultation with the Project Authority, a maximum of one to two additional analyses may be undertaken by mutual agreement, within budgetary time constraints as set out in this document.

5 TASKS

The proposed resource will be required to:

- 5.1 Attend a kick-off meeting either via telephone conference or in person with the Technical Authority (TA) to review the Contractor’s proposed approach and methodology, work plan and overall work objectives. The methodological approach and realistic outcomes must be submitted in plain language explanation;
- 5.2 Based on comments and feedback from the PA submit final methodological approach and work five working days after kick-off meeting.
- 5.3 Perform the review as identified in the Scope of Work in article 4;



- 5.4 Develop a first draft of the narrative document/annexes to be presented to the TA for review and comments, in hard copy and electronic format 25 working days after submission deliverable 6.1;
- 5.5 Develop a two-page discussion document; designed to inform the research components of the first FPT meeting in 2014 will be delivered January 10, 2014;
- 5.6 Produce a final document, taking into account the comments and suggestions of the PA due by March 31, 2013.

6 DELIVERABLES

- 6.1 Provide planned methodological approach and realistic outcomes in plain language explanation;
- 6.2 First draft of the narrative document / annexes;
- 6.3 A two-page discussion document, designed to inform the research components of the first FPT meeting by January 10, 2013;
- 6.4 A final document, taking into account the comments and suggestions of the Project Authority will be due to the Project Authority by March 31, 2013.

All deliverables shall be submitted to the TA in one (1) hard copy and one (1) electronic copy in English, in Microsoft Word, and conform to *The Canadian Style*.

7 WORK LOCATION

All work shall be conducted at the proposed resource facility.

8 TRAVEL

No travel is expected outside of the National Capital Region (NCR)

9 CLIENT SUPPORT

Public Safety will provide a Technical Authority (TA) to work with the Contractor. The Contractor will be provided with previous relevant Aboriginal policing research that has been done by Public Safety Canada.

10 REPORTING AND COMMUNICATION

In addition to the timely submission of all deliverables and fulfillment of obligations specified within the Contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Contact(s). Status updates, verbal or written, may be requested by the Project Contact(s) over the course of the contract. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may include: phone calls; electronic mail; faxes; and meetings. In addition, the Contractor is to immediately notify the Project Contact(s) of any issues, problems or areas of concern in relation to any work completed under the contract, as they arise.



Part 5 Evaluation Criteria:

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.

1.1 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 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.



1.2 Technical Evaluation

1.2.1 Mandatory Technical Criteria

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 should be addressed separately.

Mandatory Technical Criteria			
For the purpose of the mandatory technical criteria specified below the experience of the Bidder and its proposed resources will be considered			
Number	Mandatory Technical Criterion	Cross Reference to Proposal	
The Bidder			
MT1	The Bidder must submit a signed proposal as per the "Acceptance of Terms and Conditions" clause, part 2, Article 4 of the Request for Proposal.	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>
MT2	The Bidder must propose specific resource(s) to perform the tasks and deliverables identified in the SOW.	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>
MT3	<p>The Bidder must include, within their proposal, detailed Curriculum Vitae (CV) of each of the proposed resources in addition to the technical proposal.</p> <p>The CVs must be up-to-date and submitted as an Appendix in alphabetical name sequence. The CV should indicate the security clearance status. It is recommended that the Bidder bold-face or highlight the relevant areas in the person's CV.</p> <p>It is incumbent upon the Bidder to demonstrate the relevance of any work experience, education or professional certification to the proposed work as outlined in the Statement of Work.</p> <p>For any relevant work experience, the Bidder must provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated experience was obtained. Bidders are advised that the month(s) of experience listed for a project in which the timeframe overlaps that of another referenced project will only be counted once. For example: Project #1 timeframe is July 2010 to December 2010; Project #2 timeframe is October 2010 to January 2011; the total months of experience for these two project</p>	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>



Mandatory Technical Criteria

For the purpose of the mandatory technical criteria specified below the experience of the Bidder and its proposed resources will be considered

	references is seven (7) months.		
MT4	The bidder must demonstrate that at least one proposed resource has at least <u>3 years'</u> experience leading qualitative and/or quantitative <u>research and analysis</u> in the area of <u>policing and law enforcement</u>	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>
MT5	The bidder must demonstrate that one member of the team of proposed resources has conducted at least 3 quantitative and/or qualitative research projects in the area of: <ul style="list-style-type: none"> • Aboriginal policing, or policing and /or • law enforcement. 	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>



1.2.2 Point Rated Technical Criteria

Proposals will be evaluated and scored in accordance with specific evaluation criteria detailed in this section. **The Bidder's technical proposal must obtain a minimum overall mark of 40/62 points**

The Bidder must provide at a minimum the following information for each project cited in the proposal:

1. Name of client(s) ;
2. Description of the project;
3. The dollar value of the project(s) and the candidates reporting relationship either within the project or within the client's organization;
4. For a completed project: start and end dates of the project (month & year);
5. For a completed project: project objectives and a brief description of the project's results, in terms of the objectives sought and the degree of success;
6. For an in progress project or a project the candidate did not see to the finish: project objectives and a brief description of work completed to date and associated percentage (%) completed to date or completed during the candidates time on the project;
7. Deliverables such as corporate risk profiles, branch risk profiles, interview guidelines, etc.; and

1.3 Provide a Reference name, address, current telephone and facsimile number and e-mail identification (if applicable) for each project cited in the proposal.

Item	Description of Criteria	Points Breakdown	Max Points	Illustrated Compliance
			Bidder's technical proposal	
R1	<p>The bidder should demonstrate* that at least one of the proposed team members has a Publication Record based on quantitative and/or qualitative research in the area of policing and/or law enforcement.</p> <p>*In order to demonstrate this the bidder should provide the following details including but not limited to:</p> <ul style="list-style-type: none"> • name of publication • date of publication abstract 	<p>Points will be awarded as follows:</p> <p>2 Points will be awarded per publication up to a maximum of 10 points</p> <p>BONUS:</p> <p>5 bonus points will be awarded if the bidder demonstrates that at least one (1) of the proposed resources publications was a peer review academic journal in the area of policing and/or criminal justice</p>	15 points	
R2	<p>Work Plan – The bidder should provide a breakdown of the project into a proposed per-phase work plan that:</p> <ul style="list-style-type: none"> • shows a logical organization of tasks to be completed and scheduling for the project including resources to be 	<p>Points will be awarded as follows:</p> <p>0-5 points - Poor Work Plan absence or near absence of work phase definitions, specific activities, deadlines and deliverables; unrealistically presented methods/ outcomes/ outputs/timing. Level of effort is unrealistically divided between resource(s)</p>	22 points	



Item	Description of Criteria	Points Breakdown	Max Points	Illustrated Compliance
			Bidder's technical proposal	
	<p>consulted;</p> <ul style="list-style-type: none"> provides details on team composition, the responsibilities of the team members and expected efforts per task; and demonstrates that the level of effort is appropriate for the tasks outlined in the Statement of Work All major tasks required to achieve the deliverables are identified; The list of resources to be consulted is consistent with the objectives of the project and is sufficient to achieve the deliverables; The research team composition and responsibilities is appropriate to the achievement of the deliverables; 	<p>6-10 points - Weak Work Plan; incomplete and/or insufficient detail provided on work phase definitions, activities, deadlines and deliverables; some inconsistencies or lack of realism. Level of effort is acceptably distributed among resource(s).</p> <p>11-15 points - Solid Work Plan; sufficient detail presented on work phase definitions, activities, deadlines and deliverables to provide a substantiated and rational plan whose likelihood of successful implementation is high. Level of effort is well distributed amongst resource(s).</p> <p>16-20 points - Excellent Work Plan; realistic details and explanations of work phase definitions, activities, deadlines and deliverables resulting in a complete understanding of the work plan, its practicality and achievability. Level of effort is very well distributed amongst resource(s).</p> <p>BONUS: PLUS, an additional 2 points will be awarded for demonstration of all of the following:</p> <ul style="list-style-type: none"> * The majority of key responsibilities rest with the team members with the most experience; and, * At least one contingency plan is outlined for meeting the objectives and deliverable target dates. 		



<p>R3</p>	<p>Approach and Methodology – 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 allow for a complete understanding of the approach to the work undertaken by the resource designated as Project Leader. This should include but is not limited to:</p> <ul style="list-style-type: none"> • Description of the proposed approach's methodology and its advantages and disadvantages. 	<p>Points will be awarded as follows:</p> <p>0 points Poor methodology and approach that is incomplete with insufficient detail provided on less than 3 of the points listed below:</p> <ul style="list-style-type: none"> * Sampling: reason for the selection of the specific Indigenous policing models to be reviewed; * Literature review sources: primary and secondary; * Non-academic sources of information to be used; * Scope and limits of the literature review Mitigation strategies <p>15 points Good methodology and approach that is clear, complete with convincing details on 3 out of 5 of the points listed below:</p> <ul style="list-style-type: none"> * Sampling: reason for the selection of the specific Indigenous policing models to be reviewed; * Literature review sources: primary and secondary; * Non-academic sources of information to be used; * Scope and limits of the literature review; * Mitigation strategies 	<p>25 points</p>	
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		<p>20 points Very Good methodology and approach that is <u>clear, complete with convincing</u> details on 4 out of 5 of the points listed below:</p> <ul style="list-style-type: none"> * Sampling: reason for the selection of the specific Indigenous policing; models to be reviewed; * Literature review sources: primary and secondary; * Non-academic sources of information to be used; * Scope and limits of the literature review; * Mitigation strategies <p>25 points Excellent methodology and approach that is <u>clear, complete with convincing</u> details on all of the points below:</p> <ul style="list-style-type: none"> * Sampling: reason for the selection of the specific Indigenous policing models to be reviewed; * Literature review sources: primary and secondary; * Non-academic sources of information to be used; * Scope and limits of the literature review; * Mitigation strategies 		
Maximum Points		62		
<p style="text-align: center;">Minimum Require Points</p> <p>NOTE: If the bidder's technical proposal does not score more than the total minimum required (40 points out of 62 points) of the rated technical criteria, the bidder's proposal will be deemed non-compliant.</p>		40		

*Should the Bidder propose one resource only; the one resource will be evaluated against both rated criteria.



2. Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)

- 2.1 The price to be used for evaluation with the total proposed cost of the bidder's financial proposal as per Article 3 (price calculated will be based on Canadian Funds excluding GST)
- 2.2 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 60 points
- 2.3 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.
- 2.4 The technically responsive response that obtains the highest combined rating of technical merit and price, e.g. adding the technical score with the financial score, will be recommended for award of a contract. The total possible technical score is 60 while the total financial score is 40. Where two or more proposals achieve the identical highest combined technical (60%) and financial (40%) score, the response with the highest technical score will be recommended for award of a contract. For each response: Calculation of Technical Score: the technical score is calculated by prorating the technical score obtained by the response against the total possible score of 60. Calculation of Financial Score: the financial score is calculated by giving full points (40) to the lowest priced responsive response and prorating all
- 2.5 The table below illustrates an example where the selection of the contractor is determined by a 60/40 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)			
Maximum rated technical score is 160 for this example.			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	151	145	138
Bid Evaluated Price	C\$60.000	C\$55.000	C\$50.000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$151/160 \times 60 = 56.625$	$50^* / 60 \times 40 = 33.33$	89.955
Bidder 2	$145/160 \times 60 = 54.375$	$50^* / 55 \times 40 = 36.36$	90.735
Bidder 3	$138/160 \times 60 = 51.75$	$50^* / 50 \times 40 = 40.00$	91.75

***represents the lowest evaluated price**
Example: Bidder 3 would be the successful bidder



3. FINANCIAL PROPOSALS

Financial Proposal

The Bidder must complete the following tables and supply the per diem rate that will be applicable to each resource and provide a detailed breakdown of the total quoted price that the Bidder plans to utilize to fulfill the requirements of the contract in the following format:

Please note the following:

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:

$$Days_worked = \frac{Hours_Worked}{7.5_hours_per_day}$$

TABLE 1

From Contract award date to March 31, 2014

Resource Name	Estimated Level of Effort (days or hour)*	Firm fixed per diem rate / hourly rate**	Total
Ceiling:			

** Per Diem rates are firm and all inclusive of overhead, profit and expenses such as travel and time to the NCR facilities.

*** If more than one resource is proposed for a labour category, it is the vendor's responsibility to breakdown the level of effort per resource in each category

TABLE 2

Other expenses	Amount estimated *	Mark-up	TOTAL
Direct Expenses: Materials, supplies, and other direct expenses incurred during the performance of the Work at actual cost with a Mark-up of _____ %.		_____ %	

TABLE 3

Other expenses	Name	Firm Per diem / hourly rate	Amount estimated	Mark-up	Total
Subcontracts: at actual cost with mark-up. List any subcontracts proposed for any portion of the Contract describing the work to be performed and a cost breakdown with a Mark-up of _____ %					



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3.1 Other Expenses

All original supporting documentation is required for the reimbursement of all direct expenses and sub-contracts.

- 3.2** The Bidder's financial proposal must be submitted in Canadian Funds, GST/HST excluded, FOB Destination, customs duties and excise tax included.

The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable. The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded FOB destination, Customs duties and Excise taxes included.

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



Part 6 Certifications

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 certifications included in Article 1.1 to Part 6, Certifications, must be duly completed and submitted by the Bidder as part of its bid.

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 201402556** 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: _____

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)

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

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.

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



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".

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:

<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

2.1 General Conditions

2035 (2013-06-27), General Conditions – Professional Services (Higher Complexity), apply to and form part of the Contract.

1. Security Requirement

There are no security requirement

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:

Nancy Savaria
Contracting and Procurement Officer
Program Services
Public Safety Canada
269 Laurier, Ave. West
Ottawa, Ontario, K1A 0P8

Tel: 613-990-2614
Fax: 613-954-1871
Email: contracting@ps-sp.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.

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.

6. Payment

6.1 Basis of Payment – Ceiling Price

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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the BOP in Annex B to a ceiling price of \$ (*Amount to be inserted at Contract award*). Customs duty is included, if applicable; and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.2 Method of Payment

Canada will pay the Contractor at 100% basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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



6.4 Payment Period

- 6.4.1 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.
- 6.4.2 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.

6.5 SACC Manual Clauses

A9117C	(2007-11-30)	T1204 - Direct Request by Customer Department
C6000C	(2007-05-25)	Limitation of Price
C2900D	(2000-12-01)	Tax Withholding of 15 Percent (<i>as applicable</i>)

7. Invoicing Instructions

- 7.1 The Contractor must submit invoices in accordance with the information required in Section 12 of, 2035 General Conditions - Services.
- 7.2 Additional Invoicing Instructions
- 7.3 An invoice for a single payment cannot be submitted until all Work identified on the invoice is completed.
- 7.4 Each invoice must be supported by:
 - (a) a copy of time sheets to support the time claimed;
 - (b) a copy of the release document (ie, task authorization duly signed) and any other documents as specified in the Contract;
- 7.5 Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the following address for certification and payment:

 Attn: Project Authority (*to be identified at contract award*)
 Public Safety Canada
 340 Laurier, Ave. West
 Ottawa, Ontario
 K1A 0P8
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under article 5 of the Contract entitled "Authorities".

8. Certifications

- 8.1 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.



9. **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.)*

10. **Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2035 – Professional Services (2013-07-16)
- (c) 4007 Canada to Own Intellectual Property Rights in Foreground Information (2010-08-16)
- (d) Section “A”, Statement of Work;
- (e) Section “B”, Basis of Payment;
- (f) the Contractor's bid dated _____, in response to RFP 201402556

11. **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.

12. **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.

13. **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.

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.



14. International Sanctions

- 14.1. 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>

- 14.2. 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.
- 14.3. 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.

15. Canada Facilities, Equipment, Documentation & Personnel

- 15.1. 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. Documentation; and
 - c. Personnel for consultation.
- 15.2. 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.
- 15.3. 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.

16. 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

**Contract for Professional Services
SECTION A – Statement of Work**

TO BE INSERTED UPON CONTRACT AWARD

**Contract for Professional Services
SECTION B – Basis of Payment**

To be inserted upon contract award.