

**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> CHAPLAIN SERVICES		
<b>Solicitation No. - N° de l'invitation</b> 21120-140779/A	<b>Date</b> 2014-01-17	
<b>Client Reference No. - N° de référence du client</b> 21120-14-1980779		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-127-26808		
<b>File No. - N° de dossier</b> 127zh.21120-140779	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-02-25</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<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> Génier, Nicole		<b>Buyer Id - Id de l'acheteur</b> 127zh
<b>Telephone No. - N° de téléphone</b> (819) 956-1144 ( )	<b>FAX No. - N° de FAX</b> ( ) -	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA 340 LAURIER AVE W. ATTN: REVEREND RICK BURK OTTAWA Ontario K1A0P9 Canada		

**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**

Training and Specialized Services Division/Division de la  
formation et des services spécialisés  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
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</b> <b>(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 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, Financial and Other Requirements: 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.

The Attachments include the Pricing Schedule, Technical Criteria and the Certifications and additional information Form.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, Task Authorization Form and the Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs.

### 2. Summary

Correctional Services Canada (CSC) has a requirement to obtain Integrated Institutional Chaplaincy Services on an "as and when requested basis" for the provision of religious and spiritual services to federal offenders of all faiths in all CSC institutions across Canada.

The period of the contract will be for 2 years from April 1, 2014 to March 31, 2016.

Bidders must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

This requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) web site.

### 3. Debriefings

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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: sixty (60) days

Insert: one hundred twenty (120) calendar 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. Bids transmitted to PWGSC by electronic mail will not be accepted.

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

### **3. Former Public Servant**

Contracts awarded to 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 in the Attachment 2 to Part 3 - Certifications and additional information Form before contract award.

### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than ten (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.

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## 5. Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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/DVD);  
 Section II: Financial Bid (1 hard copy); and  
 Section III: Certifications and Additional Information (1 copy).

This bid solicitation uses Portable Document Format (PDF) technology. To access the PDF form, bidders must have a PDF reader installed. If bidders do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

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](#).

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, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### Section I: Technical Bid

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.



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## Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

When preparing their financial bid, bidders should review the basis of payment in Annex B clause 1.2, Financial Evaluation, of Part 4.

## Section III Certifications and Additional Information

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any related documentation and Additional Information.

- a) Bidders must complete their Certifications and Additional Information by using the PDF fillable form in Attachment 2 to Part 3 - Certifications and Additional Information.
- b) Bidders should complete the interactive form electronically before printing the document for submission. Bidders should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications.
- c) The form should be signed.

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## **ATTACHMENT 1 to PART 3 PRICING SCHEDULE**

See attached pricing schedule Attachment 1 to Part 3.xls

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## **ATTACHMENT 2 to PART 3 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD**

See attached PDF fillable Form - Attachment 2 to part 3 - certifications.pdf

## **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 evaluation criteria.
- b) An evaluation team composed of representatives of Canada and the Interfaith Committee on Chaplaincy will evaluate the bids.

#### **1.1 Technical Evaluation**

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

Refer to Attachment 1 to Part 4.

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

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

The minimum number points required is 56 out of 80 points.

#### **1.2 Financial Evaluation**

The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

For bid evaluation and contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

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

#### **2.1 Basis of Selection - Lowest Evaluated Price**

- 1. To be declared responsive, a bid must:
  - a) comply with all the requirements of the bid solicitation;
  - b) meet all mandatory evaluation criteria; and
  - c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price, the responsive bid that obtained the highest overall score for all the point rated technical criteria subject to point rating detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

## ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

### 1.1.1 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.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

<b>Mandatory Technical Criteria (MT)</b>	
<b>Number</b>	<b>Mandatory Technical Criterion</b>
<b>MT1</b>	<p>The Bidder must propose 10 chaplains to provide chaplaincy services that meet all the mandatory criteria.</p> <p>As a minimum, the proposed resources must include one chaplain representative for each of the following religious affiliations:</p> <ul style="list-style-type: none"> <li>a) Buddhist;</li> <li>b) Roman Catholic;</li> <li>c) Hindu;</li> <li>d) Jewish;</li> <li>e) Muslim;</li> <li>f) Protestant; and</li> <li>g) Sikh.</li> </ul> <p>The additional 3 resources may fall under any religious organizations listed in Appendix 2 of the Statement of Work.</p> <p>As a minimum the proposed resources must include one chaplain representative for each of the 5 Regions listed in Appendix 1 of Annex A – Statement of Work.</p> <p>The Bidder must provide a resume, indicate the religious affiliation and Region for each proposed resources.</p> <p><i>The proposed resources in MT1 will also be rated under RT4</i></p>
<b>MT2</b>	<p>Each of the proposed resources in MT1 must have a minimum of three (3) years of demonstrated experience in religious/spiritual service as an Official Representative of his/her Faith or Spiritual Community.</p> <p>As a minimum, the Bidder must provide:</p> <ul style="list-style-type: none"> <li>1) Client name, organization name and address;</li> <li>2) Start and end dates of the engagement; and</li> <li>3) Brief summary details about the work performed by the proposed resource during the engagement.</li> </ul>

	<p>The Bidder must demonstrate that each of the proposed resources:</p> <ol style="list-style-type: none"> <li>1) meets the educational, ministry and personal requirements to perform religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community;</li> <li>2) have been remunerated for performing religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community; and</li> <li>3) Is currently mandated and approved by his/her faith or spiritual community to serve as a chaplain for Correctional Services Canada.</li> </ol> <p>The bidder must also provide for each of the proposed resources, a letter from his/her religious organization attesting to that religious organization's official support of the resource.</p> <p><i>Canada reserves the right to validate the information provided with the appropriate faith or spiritual community.</i></p>
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### 1.1.2 Point Rated Technical Criteria

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

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

Point Rated Technical Criteria (RT) and Scores		Maximum Number of Points
<b>RT1</b>	<p>The Bidder should have regional representative(s) for each of the Regions listed in Appendix 1 to Annex A - Statement of Work.</p> <ol style="list-style-type: none"> <li>1) Atlantic Region</li> <li>2) Quebec Region</li> <li>3) Ontario Region</li> <li>4) Pacific Region; and</li> <li>5) Prairies Region.</li> </ol> <p>The Bidder should provide the names and address of the representative for each Region. The regional representative cannot be named in more than one region.</p> <p>Five (5) points will be awarded per regional representative up to a maximum of 25 points.</p>	25pts
<b>RT2</b>	<p>The Bidder should demonstrate that they have experience in providing multi-faith services (at least 2 or more faiths) in Canada.</p> <p>As a minimum, the Bidder should provide:</p> <ol style="list-style-type: none"> <li>1) Client name, organization name and address;</li> </ol>	15pts

	<p>2) Start and end dates of the engagement; and</p> <p>3) Brief summary: details about the work performed by the bidder during the engagement for which the stated experience.</p> <p>Five (5) points will be awarded per year of experience to a maximum of 15 points.</p>	
<b>RT3</b>	<p>The bidder should propose additional resources beyond those required under MT1. The additional resources should fall under any religious organizations listed in Appendix 2 of the Statement of Work.</p> <p>Each additional resource should have a minimum of three (3) years of demonstrated experience in religious/spiritual services as an Official Representative of his/her Faith or Spiritual Community.</p> <p>As a minimum, the Bidder should provide:</p> <p>1) Client name, organization name and address;</p> <p>2) Start and end dates of the engagement; and</p> <p>3) Brief Summary: details about the work performed by the proposed resource during the engagement.</p> <p>The Bidders should demonstrate that each of the proposed resources:</p> <p>1) meets the educational ministry and personal requirements to perform religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community;</p> <p>2) have been remunerated for performing religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community; and</p> <p>3) Is currently mandated and approved by his/her faith or spiritual community to serve as a chaplain for Correctional Services Canada.</p> <p>The Bidder should provide for each of the proposed resources, a letter from his/her religious organization attesting to that religious organization's official support of the resource.</p> <p>The Bidder should also provide a resume and indicate the religious affiliation for each additional resource.</p> <p>Two (2) points will be awarded per additional resource to a maximum of 20 points.</p> <p><i>Canada reserves the right to validate the information provided with the appropriate faith or spiritual community.</i></p>	20 pts
<b>RT4</b>	<p>The proposed resources in MT1 should have demonstrated experience in providing services in the correctional milieu (i.e., Federal, Provincial or State prison, jail detention or correctional institution).</p> <p>As a minimum, the Bidder should provide:</p> <p>1) Client name, organization name and address;</p> <p>2) Start and end dates of the engagement; and</p>	20 Pts

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	3) Brief Summary: details about the work performed by the proposed resource during the engagement.	
	Two (2) points will be awarded per resource to a maximum of 20 points.	
<b>Total number of points</b>		80
Minimum Score Required: 56 points		



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## **PART 5 - CERTIFICATIONS**

Bidders must complete their certifications required under Part 5 by using the Attachment 2 to Part 3.

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## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirement**

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

(<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

### **2. Financial Capability**

SACC Manual clause A9033T(2012-07-16), Financial Capability

## 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 in Annex A.

#### 1.2 Task Authorization

**1.2.1** Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.

**1.2.2** With respect to the Work mentioned under paragraph 1.2.1 of this clause,

**1.2.2a)** an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;

**1.2.2b)** the TA Authority and limit will be determined in accordance with paragraph 1.2.3 of this clause;

**1.2.2c)** the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;

**1.2.2d)** the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

**1.2.2e)** the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex E, Task Authorization Form. An authorized TA is a completed Annex E signed by the TA Authority.

#### 1.2.3 TA Authority and Limit

**1.2.3.1** The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$100,000.00, Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

**1.2.3.2** The authority specified under paragraph 1.2.3.1 of this clause is granted subject to the sum specified in the Contract under clause 6.1.4, Limitation of Expenditure - Cumulative Total of all authorized TAs, not being exceeded.

#### 1.2.6 TA Process

**1.2.6.1** For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex E Task Authorization Form, containing as a minimum:

1. Location of the work;
2. Level of Effort;
3. Type of Chaplaincy services required (on-site Chaplain or specific religious/spiritual services);

**1.2.6.2** Within 10 working days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the name of the proposed resource;
2. the resume of the proposed resource; and
3. a demonstration that the proposed resource meets :
  - a. The security requirement and the certificate number, if available; and
  - b. the resources qualifications (Section 11. of the Statement of Work);
4. a letter from the resource's religious organization attesting to that religious organization's official support of the resource.
5. Estimated Travel and Living expenses, if applicable;
6. the total estimated cost proposed for performing the task or, as applicable, revised task;

The Project Authority will proceed with the technical evaluation of the proposed resource, should the proposed resource not meet the technical evaluation, the Contractor must propose another resource within 2 working days.

### **1.2.6.3 TA Authorization**

**1.2.6.3.1** The TA Authority will authorize the TA based on:

1. the request submitted to the Contractor pursuant to paragraph 1.2.6.1 above;
2. the Contractor's response received, submitted pursuant to paragraph 1.2.6.2 above; and
3. the agreed total estimated cost for performing the task or, as applicable, revised task.

**1.2.6.3.2** The TA Authority will authorize the TA provided each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph 1.2.6.2 above

**1.2.6.4** The authorized TA will be issued to the Contractor by e-mail (as an e-mail attachment in PDF format) or by fax.

### **1.2.7 Minimum Work Guarantee - All the Work - Authorized TAs**

**1.2.7.1** "Maximum Contract Value" means the sum specified in Contract clause 6.1.4, Limitation of Expenditure - Cumulative Total of All Authorized TAs; and "Minimum Contract Value" means a fixed amount of \$10,000.00.

**1.2.7.2** Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.2.7.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work

requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

**1.2.7.3** In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

**1.2.7.4** Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

## **1.2.8 Periodic Usage Reports - Contracts with TAs**

**1.2.8.1** The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

**1.2.8.2** No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs 1.2.8.3 and 1.2.8.4 below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

A sample MSOffice spreadsheet containing the data elements contained in paragraphs 1.2.8.3 and 1.2.8.4 is provided in Annex F.

**1.2.8.3** For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, then 2, etc:
  - the TA revision number;
  - the date the revision to the task was authorized;
  - the authorized increase or decrease (Applicable Taxes extra);
  - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
- the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
- the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;

- 
- the total amount of Applicable Taxes invoiced;
  - the total amount paid, Applicable Taxes included;
  - the start and completion date of the task (as last revised, as applicable); and
  - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

**1.2.8.4** For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 6.1.4 Limitation of Expenditure - Cumulative Total of all Authorized Tas of the Contract;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

## **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**

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

## **3. Security Requirement**

The following security requirement (SRCL and related clauses) applies and form part of the Contract:

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- b) Industrial Security Manual (Latest Edition).

#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The period of the Contract is from April 1, 2014 to March 31, 2016 inclusive.

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Nicole Génier  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Professional Services Procurement Division  
Address: Place du Portage III, 10C1, Gatineau, QC, K1A 0S5

Telephone: 819-956-1144  
Facsimile: 819-9561432  
E-mail address: nicole.genier@tpsgc-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 Project Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

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

##### **5.3 Contractor's Representative**

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

**Notice to the Bidder:** *If the selected Bidder provided (in accordance with the article 3 of Part 2) information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the Contract as article 6, and the articles below will be renumbered accordingly.*

## **6. Payment**

### **6.1 Basis of Payment**

#### **6.1.1 Firm Hourly Rate TA**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm hourly rate stipulated in the authorized TA, as determined in accordance with the basis of payment cost elements in Annex B. Customs duties are excluded and Applicable Taxes are extra.

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

#### **6.1.2 Limitation of Expenditures- Authorized travel and living expenses for Work location outside of a 100 kilometers of the Contractor's place of business**

For the requirements relative to travel described in section 6. Scheduled meetings of the Statement of Work in Annex A.

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees", to a limitation of expenditure identified in the authorized TA. Customs duty are included and applicable taxes are extra.

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

All travel must have the prior authorization of the Project Authority.

The Contractor must notify the Project Authority in writing as to the adequacy of this sum, as soon as the Contractor considers that the TA funds provided are inadequate to cover all Travel and living expenses. Provision of such notification by the Contractor does not increase Canada's liability.

#### **6.1.4 Limitation of Expenditure - Cumulative Total of all Authorized TAs**



Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are excluded and the applicable taxes are extra.

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

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

- a) when it is 90 percent committed, or
  - b) four (4) months before the Contract expiry date, or
  - c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 6.2.1, TA subject to a Limitation of Expenditure),
- whichever comes first.

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

## **6.2 Method of Payment**

For the work specified in an authorized TA subject to a limitation of expenditure, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

## **6.3 SACC Manual Clauses**

H3027C (2010-01-11), Payment of Invoices by Credit Card

## **6.4 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

## **7. Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
- b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 8. Certifications

### 8.1 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 term of the Contract. 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.

### 8.2 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. Applicable Laws

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

## 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 (2013-06-27), General Conditions - Higher Complexity - Services;
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) Annex D, Insurance Requirements (if applicable);
- g) the signed Task Authorizations (including all of its annexes, if any); and
- h) the Contractor's bid dated \_\_\_\_\_.

## 11. Foreign Nationals

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**11.1** SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

**11.2** SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

**12. Insurance**

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

**13. Tuberculosis Testing**

The Contractor or any of its employees who require entry into a Correctional Services Canada Institution to perform the Work may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

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

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

## ANNEX A STATEMENT OF WORK

The Correctional Service Canada (CSC) has a requirement for Integrated Chaplaincy Services at CSC institutions across Canada.

### 1. Objective:

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

### 2. Background:

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

*An inmate is entitled to reasonable opportunities to freely and openly participate in, and express, religion or spirituality, subject to such reasonable limits as are prescribed for protecting the security of the penitentiary or the safety of persons.*
- 2.5 In 2013 a determination was made by CSC officials to transform the existing model of provision of Chaplaincy services to that of a single service provider who will provide all religious and spiritual services in conjunction with CSC.

### 3. Scope and Requirement:

While respecting the Religious and Spiritual Services ratio outlined in the Memorandum of Understanding between the Interfaith Committee on Chaplaincy (IFC) and the Correctional Service of Canada (2007), the Contractor must provide Qualified Professional Official Representatives of Canada's religious and spiritual communities to supply approximately 315,900 hours of institutional chaplaincy services in order to meet the following requirements:

- a) Provide a minimum of 1 resource designated for 37.5 hour per week, as the site-based chaplain for each of the institutions identified in Appendix 1. Each site-based chaplain must ensure the provision of religious and spiritual services (with the sole exception of Aboriginal Spirituality) for all inmates at the site. The religious and spiritual services include the facilitation of all religious and spiritual rites, rituals, worship and other observances; spiritual counseling; religious and spiritual education activities;

community involvement; activities that constitute visible presence; and, integration of Chaplaincy services in the institution, as stipulated in this Statement of Work. The site-based chaplain may be responsible to identify any requirement for specific religious and spiritual service.

- b) Provide resources for specific religious and spiritual services to inmates on an as-and-when requested basis as directed and required by the Project Authority through the issuance of a Task Authorization (TA), based on a demographically responsive, tradition-specific model of spiritual and religious service provision. These services include the provision of rites, rituals and observances; spiritual counseling; religious and spiritual education activities; community involvement; and, input concerning integration of these services in the institution.
- c) Provide regional representatives who are responsible for the management of the services.

#### **4. Tasks:**

The Contractor must perform the following tasks:

##### **4.1 Visible Presence**

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

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

- n) preparing and implementing an annual pastoral plan to express pastoral priorities, strategies and schedules.

#### **4.2 Worship, Rites and Rituals**

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

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

#### **4.3 Religious/Spiritual Education**

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

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

#### **4.4 Community Involvement**

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

- 
- a) accepting invitations to address, present papers, lead seminars and act as a resource person to meetings in the community;
  - b) accepting invitations to address religious/spiritual gatherings;
  - c) meeting with local religious and spiritual leaders;
  - d) recruiting and selecting suitable volunteers to be involved in Chaplaincy activities;
  - e) training and sustaining chapel volunteers;
  - f) involvement in Restorative Justice Week activities and the promotion of restorative justice principles and practices; and
  - g) developing partnerships with the community chaplaincies for the benefit of the offenders' reintegration.

#### **4.5 Integration of Chaplaincy**

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

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

#### **4.6 Management Requirements:**

The Contractor must perform the following tasks:

- a) ensuring that its resources' timesheets are properly completed and submitted to the CSC Regional Chaplain on a weekly basis.;

- 
- b) ensuring that its resources are security cleared to perform work in CSC institutions;
  - c) ensuring continuity of service through the provision of additional qualified resources for backfill needs (vacation, illness, etc.);
  - d) ensuring any and all proposed resources, including replacements, meet the resource qualifications; and
  - e) Provide regional representatives to manage the services.

## **6. Scheduled Meetings:**

The Contractor must meet with the working committee consisting of members of the Chaplaincy Management Team and the Interfaith Committee on Chaplaincy to apprise the members of the contract to date. The meetings occur a minimum of 4 times per year, either at CSC's Regional or National Headquarters.

## **7. Deliverables:**

7.1 The Contractor will provide a monthly report and as otherwise requested by the Project Authority with respect to the provision of Chaplaincy services across the country, including site-specific, regional and national data. The Project Authority will provide standardized data collection materials.

7.2 The Contractor will submit an Annual Report using the template provided by the Project Authority on the overall work performed by the Contractor each year.

## **8. Language Requirements:**

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

## **9. Location of Work**

The Contractor's resources must provide chaplaincy services at the institutions listed in Appendix 1 on an "as and when requested" basis.

## **10. CSC Responsibilities and Support:**

10.1 CSC will provide a sanctuary for the purposes of worship within each institution.

10.2 CSC will provide workspace and a standard CSC desktop for the Contractor's site-based chaplains.

10.3 CSC will provide access to all parts of the institution in which the Contractor's site-based chaplains must exercise ministry.

## **11. Resource qualifications**

It is the Contractor's responsibility to ensure that all proposed resources meet the following minimum qualifications:



- 
- a) The resource must have a minimum of 3 years of demonstrated experience in religious/spiritual service as an Official Representative of his/her Faith or Spiritual Community.
- b) The resources must:
- i meet the educational, ministry and personal requirements to perform religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community;
  - ii have been remunerated for performing religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community;
  - iii be currently mandated and approved by his/her faith or spiritual community to serve as a chaplain for Correctional Services Canada; and
  - iv provide a letter from his/her religious organization attesting to that religious organization's official support of the resource.

## Appendix 1 List of Regions and Institutions

### Atlantic Region

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

<b>Atlantic Institution (Max)</b> 13175 Route 8 PO Box 102 Renous, New Brunswick E9E 2E1	<b>Dorchester Penitentiary (Med)</b> 4902 Main Street Dorchester, New Brunswick E4K 2Y9	<b>Springhill Institution (Med)</b> 330 McGee Street PO Box 2140 Springhill, Nova Scotia B0M 1X0
<b>Westmorland Institution (Min)</b> 4902 A Main Street Dorchester, New Brunswick E4K 2Y9	<b>Nova Institution for Women (Multi)</b> 180 James Street Truro, Nova Scotia B2N 6R8	<b>Shepody Healing Centre (Multi)</b> 4902 Main Street Dorchester, New Brunswick E4K 2Y9

### Quebec Region

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

<b>Donnacona Institution (Max)</b> 1537 Highway 138 Donnacona, Quebec G3M 1C9	<b>Port-Cartier Institution (Max)</b> Chemin de l'Aéroport PO Box 7070 Port-Cartier, Quebec G5B 2W2	<b>Regional Reception Centre (Multi)</b> 246 Montée Gagnon Sainte-Anne-des-Plaines, Quebec J0N 1H0
<b>Cowansville Institution (Med)</b> 400 Fordyce Avenue Cowansville, Quebec J2K 3G6	<b>Archambault Institution (Med)</b> 242 Montée Gagnon Sainte-Anne-des-Plaines, Quebec J0N 1H0	<b>Joliette Institution (Multi)</b> 400 Marsolais Street Joliette, Quebec J6E 8V4
<b>La Macaza Institution (Med)</b> 321 Chemin de l'Aéroport La Macaza, Quebec J0T 1R0	<b>La Macaza Institution (Med)</b> 321 Chemin de l'Aéroport La Macaza, Quebec J0T 1R0	<b>Drummond Institution (Med)</b> 2025 Jean-de-Brébeuf Blvd. Drummondville, Quebec J2B 7Z6

<b>Montée Saint-François Institution (Min)</b> 600 Montée Saint-François Laval, Quebec H7C 1S5	<b>Sainte-Anne-des-Plaines Institution (Min)</b> 244 Montée Gagnon Sainte-Anne-des-Plaines, Quebec J0N 1H0	<b>Federal Training Centre (Min)</b> 6099 Lévesque Boulevard east Laval, Quebec H7C 1P1
<b>Regional Mental Health Centre (Multi)</b> 242 Montée Gagnon Sainte-Anne-des-Plaines, Quebec J0N 1H0		

## Ontario Region

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

<b>Pittsburgh Institution (Min)</b> Highway 15, No. 3766 PO Box 4510 Kingston, Ontario K7L 5E5	<b>Grand Valley Institution for Women (Multi)</b> 1575 Homer Watson Blvd. Kitchener, Ontario N2P 2C5	<b>Millhaven Institution (Max)</b> Highway 33 PO Box 280 Bath, Ontario K0H 1G0
<b>Collins Bay Institution (Med)</b> 1455 Bath Road PO Box 190 Kingston, Ontario K7L 4V9	<b>Joyceville Institution (Med)</b> Highway 15 PO Box 880 Kingston, Ontario K7L 4X9	<b>Warkworth Institution (Med)</b> County Road #29 PO Box 760 Campbellford, Ontario K0L 1L0
<b>Bath Institution (Med)</b> 5775 Bath Rd. PO Box 1500 Bath, Ontario K0H 1G0	<b>Fenbrook Institution (Med)</b> 2000 Beaver Creek Drive P.O. Box 5000 Gravenhurst, Ontario P1P 1Y2	<b>Frontenac Institution (Min)</b> 1455 Bath Road PO Box 7500 Kingston, Ontario K7L 5E6
<b>Beaver Creek Institution (Min)</b> PO Box 1240 Gravenhurst, Ontario P1P 1W9		

## Prairies Region

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

<b>Edmonton Institution (Max)</b>	<b>Saskatchewan Penitentiary (Med /Max)</b>	<b>Stony Mountain Institution (Med)</b>
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21611 Meridian Street PO Box 2290 Edmonton, Alberta T5J 3H7	15th Street West PO Box 160 Prince Albert, Saskatchewan S6V 5R6	Highway #7 PO Box 4500 Winnipeg, Manitoba R3C 3W8
<b>Drumheller Institution and Annex (Med /Min)</b> Highway #9 PO Box 3000 Drumheller, Alberta T0J 0Y0	<b>Bowden Institution and Annex (Med/Min)</b> Highway #2 PO Box 6000 Innisfail, Alberta T4G 1V1	<b>Grande Cache Institution (Med/Min)</b> Hoppe Avenue Bag 4000 Grande Cache, Alberta T0E 0Y0
<b>Grierson Centre (Min)</b> 9530 – 101 st Avenue (Basement) Edmonton, Alberta T5H 0B3	<b>Riverbend Institution (Min)</b> 15th Street West PO Box 850 Prince Albert, Saskatchewan S6V 5S4	<b>Rockwood Institution (Min)</b> Highway #7 PO Box 72 Stony Mountain, Manitoba R0C 3A0
<b>Pê Sâkâstêw Centre (Min)</b> Highway #2A P.O. Box 1500 Hobbema, Alberta T0C 1N0	<b>Regional Psychiatric Centre (Multi-level)</b> 2520 Central Avenue North PO Box 9243 Saskatoon, Saskatchewan S7K 3X5	<b>Willow Cree Healing Centre (Min)</b> PO Box 520 Duck Lake, Saskatchewan S0K 1J0
<b>Edmonton Institution for Women (Multi -level)</b> 11151-178th Street Edmonton, Alberta T5S 2H9	<b>Okimaw Ohci Healing Lodge (Med/Min)</b> PO Box 1929 Maple Creek, Saskatchewan S0N 1N0	

## Pacific Region

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

<b>Pacific Institution/Regional Treatment Centre (Multi-Level)</b> 33344 King Road PO Box 3000 Abbotsford, British Columbia V2S 4P4	<b>Kent Institution (Max)</b> 4732 Cemetery Road PO Box 1500 Agassiz, British Columbia V0M 1A0	<b>Matsqui Institution (Med)</b> 33344 King Road PO Box 2500 Abbotsford, British Columbia V2S 4P3
<b>Mountain Institution (Med)</b> 4732 Cemetery Road PO Box 1600 Agassiz, British Columbia V0M 1A0	<b>Mission Institution (Med)</b> 8751 Stave Lake Street PO Box 60 Mission, British Columbia V2V 4L8	<b>William Head Institution (Min)</b> 6000 William Head Road Victoria, British Columbia V9C 0B5
<b>Kwîkwêxwelhp Healing Village (Min)</b> Harrison Mills, British Columbia (Off Morris Valley Road) V0M 1L0	<b>Ferndale Institution (Min)</b> 33737 Dewdney Trunk Road PO Box 50 Mission, British Columbia V2V 4L8	<b>Fraser Valley Institution for Women (Multi-Level)</b> 33344 King Road Abbotsford, British Columbia V2S 6J5

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Buyer ID - Id de l'acheteur

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Client Ref. No. - N° de réf. du client

21120-14-1980779

File No. - N° du dossier

127zh21120-140779

CCC No./N° CCC - FMS No/ N° VME

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## **Appendix 2**

### **Complete list of religious organizations**

ANGLICAN / ANGLICAN  
ASTRUAR PAGAN / PAÏEN ASATRU  
BAHA'I / BAHAI'IE  
BAPTIST / BAPTISTE  
BUDDHIST / BOUDHISTE  
GREEK CATHOLIC / CATHOLIQUE GRECQUE  
ROMAN CATHOLIC / CATHOLIQUE ROMAN  
UKRAINIAN CATHOLIC/ CATHOLIQUE UKAINIEN  
CHRISTIAN SCIENCE / SCIENCE CHRÉTIENNE  
CHRISTIAN MISSIONARY ALLIANCE / ALLIANCE CHRÉTIENNE ET MISSIONAIRE  
CHRISTIAN REFORM / CHRÉTIEN RÉFORMÉ  
DRUIDRY PAGAN / PAÏEN DRUIDE  
GREEK ORTHODOX / GRECQUE ORTHODOXE  
HINDU / HINDOU  
JEHOVAH'S WITNESSES / TÉMOINS DE JÉHOVAH  
JUDAISM / JUDAISME  
KRISHNA / KRISHNA  
LUTHERAN / LUTHÉRIEN  
MAHAYANA BUDDHIST / BOUDHISTE MAHAYANA  
MENNONITE / MÉNONITE  
METHODIST / CHRÉTIEN MÉTHODISTE  
MORAVIAN / MORAVIEN  
MORMON / MORMON  
MUSLIM / ISLAMIQUE  
CHURCH OF THE NAZARENE / ÉGLISE NAZARÉEN  
PAGAN / PAÏEN  
PENTECOSTAL / PENTECÔTISTE  
PHILADELPHIA CHURCH OF GOD / ÉGLISE DU DIEU DE LA PHILADELPHIE  
PRESBYTERIAN / PRESBYTÉRIEN  
RASTAFARIAN / RASTAFARIEN  
RUSSIAN ORTHODOX / RUSSE ORTHODOXE  
SALVATION ARMY / ARMÉE DU SALUT  
SCIENTOLOGY / SCIENTOLOGIE  
SEVENTH DAY ADVENTIST / ADVENTISTE DU SEPTIÈME JOUR  
SIKH / SIKH  
SUFISM / SOUFISME  
TAOISM / TAOISME  
UKRAINIAN ORTHODOX / UKRAINIEN ORTHODOXE  
UNITARIAN / UNITARIEN  
UNITED CHURCH OF CANADA / ÉGLISE UNIE DU CANADA  
WESLEYAN CHRIST / CHRÉTIEN WESLEY  
WICCA / WICCA  
WORLDWIDE CHURCH OF GOD / ÉGLISE UNIVERSELLE DE DIEU  
ZOROASTRIAN / ZOROASTRIEN

## ANNEX B BASIS OF PAYMENT

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

### 1. Insitutional Chaplaincy Services (Firm all inclusive fixed hourly rates)

The Contractor will be paid all inclusive firm hourly rates as follows:

Table 1			
	Estimated Number of hours	Firm all inclusive hourly rate	Total
Institutional Chaplaincy Services	315,900	\$	\$

### 2. Cost Reimbursable Expenses

#### 2.1 Authorized travel and living expenses

For the requirements relative to travel described in Section 9.2 of the Statement of Work in Annex A.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive ; and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

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

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## **ANNEX C SECURITY REQUIREMENTS CHECK LIST**

(see attached)

## **ANNEX D TASK AUTHORIZATION FORM**

(will be provided at contract Award)

## **ANNEX E Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with Tas**

(see attached)





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

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

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<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<b>PART B: PERSONNEL (SUPPLIER) / PARTIE B: PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> SECRET SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	
<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
<b>PART C: SAFEGUARDS (SUPPLIER) / PARTIE C: MESURES DE PROTECTION (FOURNISSEUR)</b>	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	
<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
<b>PRODUCTION</b>	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	
<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	
<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	
<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui

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**PART C: (continued) / PARTIE C: (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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