

Solicitation No. - N° de l'invitation

21401-140002/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-3-40122

Buyer ID - Id de l'acheteur

kin655

CCC No./N° CCC - FMS No/ N° VME

21401-14-0002

See attached

TABLE OF CONTENTS

TITLE Psychological Risk Assessment - Correctional Service Canada

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Former Public Servant
4. Enquiries - Request for Standing Offers
5. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

PART 6 - SECURITY

1. Security Requirement

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

future

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Identified Users
8. Call-up Procedures
9. Call-up Instrument
10. Limitation of Call-ups
11. Financial Limitation
12. Priority of Documents
13. Certifications

14. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Proactive Disclosure of Contracts with Former Public Servants
5. Payment
6. Invoicing Instructions
7. Insurance

List of Annexes:

- Annex A - Statement of Work
Annex B - Basis of Payment
Annex C - Evaluation Criteria
Annex D - Security Requirements Checklist

TITLE Psychological Risk Assessment - Correctional Service Canada

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes.

2. Summary

(i) The Correctional Service of Canada (CSC) is mandated to provide Psychological Risk/Need Assessment of offenders for the National Parole Board (NPB) and CSC, regarding criminogenic needs for penitentiary placement, program assignment, the risk of offender recidivism.

(ii) CSC in Kingston Area has a requirement for Psychologists to provide Risk/Need Assessments on an as and when requested basis.

(iii) Period of Standing Offer: Date of Award to 31 March 2017.

(iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. For more information on personnel and organization security screening or security clauses, offerors should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

(v) offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

(vi) For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

(vii) The requirement is subject to a preference for Canadian goods and/or services.

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety(90) days

2. Submission of Offers

Offers 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 Request for Standing Offers.

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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**
If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (4 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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 Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Offeror's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Offeror must provide the required information below, on the Offeror's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two (2) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex C – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.1.2 Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex C – Evaluation Criteria**.

1.2 Financial Evaluation

1.2.1 The extended price is established by multiplying the unit price by the number of estimated assessments per year. The extended prices for each year are added together to obtain the evaluated price.

2. Basis of Selection

2.1 To be declared responsive, an offer must:

a. meet all mandatory technical criteria; and

b. obtain the required minimum of 70% (90 points) of the maximum 130 points available overall for the point rated technical criteria.

c. Obtain the required minimum of 75% (75 points) of the maximum 100 points available overall for the point rated technical criteria R4; and obtain a minimum 5 points for the point rated technical criteria R3.

Offers not meeting (a) or (b) or (c) above will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted.

2.2 Standing Offers will be issued as follows

2.2.1 It is Canada's intention to issue up to 3 Standing Offers to the 3 responsive offers with the lowest evaluated price per point. Should French Services not be provided by one of the 3 lowest responsive bidders an additional Standing Offer will be issued to the next lowest responsive bidder that does offer French Services.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

1.1 Certifications Required Precedent to Issuance of a Standing Offer

1.1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

1.1.3 Status and Availability of Resources

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

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

1.1.4 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer

1.2 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the service offered is a Canadian service, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the service offered being treated as a non-Canadian service.

The Offeror certifies that:

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

1.2.1 Canadian Content Certification

1.2.2 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror'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 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Offeror's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (e) the Offeror must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. Security Requirement

- 2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

**SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:
PWGSC FILE #: 21401-13-17-1955319**

1. The Contractor must, at all times during the performance of the Contract, hold a valid **Designated Organization Screening (DOS)** with approved Document Safeguarding at the level of **PROTECTED B**, Public Works and Government Services Canada.
2. The Contractor personnel requiring access to **PROTECTED** information, assets or work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - (b) Industrial Security Manual (Latest Edition)

2.2 Offeror's Site or Premises Requiring Safeguard Measures

The Offeror must diligently maintain up-to-date, the information related to the Offeror's site or premises, where safeguard measures are required in the performance of the Work, for the following addresses:

Address:
Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2014-03-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "B". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly 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;
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Date of award to 30 June, 2017.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Patrick Semple
Title: Supply Specialist
Organisation: Public Works and Government Services Canada,
Acquisitions Branch
Address: 86 Clarence Street,
Kingston, Ontario, K7L 1X3
Telephone: 613-530-3117
Facsimile: 613-545-8067
E-mail address: patrick.semple@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name: _____
Telephone: _____
Fax: _____
Email: _____

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: To be provided at time of issuance of Standing Offer.

8. Call-up Procedures

The call-up procedures require that when a requirement is identified, the authorized call-up authority shall approach the offeror of the highest ranked standing offer to determine if the requirement can be satisfied by that offeror. If the highest ranked offeror is able to meet the requirement, the call-up is made against its standing offer. If that offeror is unable to meet the requirement, the authorized call-up authority will approach the offeror of the next ranked SO (/002). The authorized call-up authority will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up.

8.1 Minimum Call-up When a call-up is placed there will be a **guaranteed referral of a minimum of two cases per day, at that institutional complex**. Two institutions that are on the same property such as Collins Bay and Frontenac Institution would be considered in the same institutional complex. For example, if the Contractor has 1 risk assessment at Frontenac Institution and 1 at Collins Bay Institution, the minimum call-up has been met.

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, etc.) or electronic document.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 15,000.00.

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;

-
- c) the general conditions 2005(2014-03-01), General Conditions - Standing Offers - Goods or Services
 - d) the general conditions 2010B(2014-03-01); General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.
 - e) Annex A, Statement of Work;
 - f) Annex B, Basis of Payment;
 - g) Annex D, Security Requirements Check List ;
 - h) the Offeror's offer dated _____

12. Certifications

12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13.3 SACC Manual Clauses

M3020C Status and Availability of Resources 2010-01-11
M3060C Canadian Content Certification 2008-05-12
G1005C Insurance 2008-05-12

14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010B (2014-03-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of 2010B (2014-03-01) General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost as outlined in the call-up. Customs duties are included and Harmonized Sales Tax is extra, if applicable.

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

5.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

5.3 Method of Payment

SACC Manual clause H1000C (2007-05-12) Single Payment

5.4 SACC Manual Clauses

A9117C T1204 - Direct Request by Customer Department 2007-11-30

5.5 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

Solicitation No. - N° de l'invitation
21401-140002/A
Client Ref. No. - N° de réf. du client
21401-14-0002

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-3-40122

Buyer ID - Id de l'acheteur
kin655
CCC No./N° CCC - FMS No./N° VME

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

7. Insurance

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

ANNEX "A"

STATEMENT OF WORK

1.1 Background/Overview

The Correctional Service of Canada (CSC) is mandated to provide Psychological Risk/Need Assessments of offenders for the National Parole Board (NPB) and the Correctional Service of Canada (CSC), regarding criminogenic needs for penitentiary placement, program assignment, and the risk of offender recidivism.

The objective of the Psychological Risk/Need Assessment is to provide sufficient and detailed information on the antecedent causes of crime, factors that contribute to the offender's criminal behaviour, and future programming, treatment, or control strategies necessary to prevent recidivism by the offender. Further, the assessment must include an actuarially based assessment of risk/need as well as an assessment of any psychiatric, psychological, or emotional factors that may contribute to offender recidivism, and suggest intervention strategies.

1.2 Requirements

1.2.1 Requirements

The Contractor must be registered as a Psychologist with the College of Psychologists of Ontario, with specialization in correctional/forensic, clinical, or counselling psychology.

1.2.2 The Contractor's personnel shall carry out the normal duties of their profession and training while ensuring the safety and security of the institutional environment in accordance with:

- (a) CSC's Mission Statement;
- (b) CSC Policy (Commissioner Directives and Standard Operating Practices) and Legislation; and;
- (c) The Corrections and Conditional Release Act (CCRA);

1.2.3 There will be a guaranteed referral of a minimum of two cases per day, per institutional complex. For example, if the Contractor travels to Collins Bay/Frontenac Institutions, there is a guaranteed referral of at least two Risk/Need Assessments per day.

1.2.4 Testing

The Contractor must administer actuarial and clinical tests measuring risk and needs, **and** measures of personality and intellectual functioning to all offenders. In the event that the Contractor negotiates with a particular site to have them administer measures of personality and intellectual functioning, or to have them provide recent relevant scores from in-house administrations, and thus does not administer these tests, the Contractor shall apply a discount of 15% per assessment, for each relevant case.

1.2.5 Risk Assessment Techniques used by CSC (Training)

Risk Assessment services must be performed in accordance with the CSC manual, "Forensic Psychology: Policy and Practice in Corrections" or any future editions of this manual. The Contractor must attend or have attended CSC-facilitated training in the Risk Assessment Techniques prior to delivery of services. The Contractor will not receive remuneration for attending this training, but the training will be provided by CSC at no cost to the contractor.

1.2.6 General Information

A registered Psychologist must sign all Risk/Need Assessments and assume all responsibility for content.

If the offender has significant complaints relative to the psychological assessment which necessitates one or more clinical contacts by the Contractor, a note documenting the contact will be placed on OMS (Offender Management System) by the Contractor, or by the Psychology Department on the Contractor's behalf if the Contractor does not have access to OMS. This is not necessary for normal feedback interviews.

1.2.7 Institutional Lockdown

The Contractor is expected to call the Duty Correctional Supervisor at the appropriate facility, a minimum of three hours prior to arrival, to ensure that the institution is under normal operations. Should the Contractor arrive at the institution, but is unable to meet with the offender(s) for reasons beyond the Contractor's control, a "no show" fee of \$300.00 may be invoiced to CSC. To receive this fee, the Contractor must document that they made the call to the institution by making note of the date and time called and the name of the Duty Correctional Supervisor.

1.2.8 Risk Assessment Process

A representative from the Psychology Department of the institution requiring the service will formally refer cases, to be assessed, to the Contractor.

The Contractor will arrange with the relevant Psychology Department to have an interview room ready and to gain access to the relevant files for the day the Contractor conducts the assessment interview(s). Dates and times of interviews will be made with mutual agreement between the relevant Psychology department and the Contractor, with the expectation that completed reports will be submitted to the referring Psychology department no longer than 6 weeks from the date of referral.

The Contractor will conduct assessment interviews, administer all psychological tests, interpret test results, and review offender files. Relevant files include Sentence Management, Case Management, and Psychology files. However, on occasion and if relevant to the specific case, the Contractor will review the Health Care and Security Intelligence files or, alternatively, consult with Health Care and/or Security Intelligence staff, and others about the offender.

All offender contact must occur during normal institutional business hours (08:00 to 16:00 hours, Monday to Friday excluding Statutory Holidays).

1.2.9 Offender Consent

The report will be available to anyone who has access to the Offender Management System (OMS), on a need to know basis. Therefore, prior to interviewing the offender, the Contractor will ensure that the limits of confidentiality have been communicated to the offender and that he has consented to the assessment process.

In the event that an offender refuses to provide consent, the Contractor may be requested to complete the risk assessment process using all available information.

1.2.10 Raw Data

The contractor will provide the referring Psychology Department with all original (i.e., raw) test data.

1.2.11 Psychological Tests

The specific tests used and administered by the Contractor must include: the General Statistical Instrument in Recidivism – Revised (file version is acceptable as long as they are current), at least one other clinician related actuarial measure that has been shown to be reliable and valid for use with offender populations according to published work, as well as measures of personality and intellectual functioning.

All tests will be interpreted in a standardized manner with the use of norms supplied by the test publisher and/or author only.

1.2.12 Information Contained within the Risk/Need Assessment Report

The following content and format is requested for Risk/Need Assessment reports. Sections may be added to the standardized format according to case-specific needs. The agreed-upon format is:

-
- Reason for Referral: Specific referral criteria, comment about informed consent, sharing of information, etc
 - Demographic information: Brief description of age, ethnicity, marital status, offense, sentence, etc.
 - Clinical information: What critical information or documents are, or are not, available to the author.
 - History: To provide a context and background of the offender, with emphasis on the elements which contribute to the analysis of risk. In some cases, at the discretion of the Contractor, some aspects of history may be considered in greater detail.
 - Personal: Overview of family, marital, school, employment, psychiatric/mental health, substance abuse, behavior and adjustment problems, medical injuries and impairments and self-mutilation/suicide.
 - Criminal: Overview of criminal convictions, escapes, and breaches of trust, description of current offenses (official and offenders versions), victim impact statements, patterns and antecedents of crime.
 - Personality/cognitive functioning: Psychological tests administered and their interpretation, clinical presentation, and diagnosis where appropriate and applicable.
 - Treatment needs/responsivity: Identify treatment needs, describe type and intensity of intervention required, prioritization of treatment needs, special needs with respect to treatment delivery, and responsivity factors. Should include issues relating to age, ethnicity, learning style, interpersonal style, and prior treatment experience. The relation between risk and need should also be described in this section.
 - Regarding recommendations for individualized psychological treatment, the Contractor needs to be aware that resources for individual treatment by a Psychologist are limited both in the institution and in the community. The Contractor will only make recommendations for counselling in instances where the offender is at acute risk of self-harm or harm to others, or where there is a clear need for such treatment to assist the offender in maintaining mental and emotional stability. Recommendations for psychological treatment in the community will take in account the offender's motivation for treatment (i.e., motivated offenders will not need this as a condition of parole). Should the contractor be of the opinion that psychological and/or mental health services be necessary upon release then they are required to specifically detail the treatment targets and make the recommendation that the offender be referred for psychological and/or mental health assessment upon release to determine the appropriate level of care.
 - Risk management: Overall assessment of risk, reflecting both actuarial and clinical factors, identification of risk factors and protective factors, assessment of institutional and community risk issues, and case-specific risk management strategies. Should include risk to staff or other offenders, and risk management strategies, if relevant.
 - Offender signature: The offender signs the report and copies are distributed consistent with CD 840.

1.2.13 Risk Statements

The Contractor shall refrain from using terms such as "Low-Moderate", unless they are anchored to a percentage, such as in the case of the Level of Service Inventory – Revised where, for example, "Low-Moderate" level of risk is defined as approximately 31.1% chance of recidivism (which is defined as re-incarceration within one year following release). If the Contractor wishes to narrow down their risk estimate

beyond that of the three categories of low, moderate, and high, they will write out exactly what they mean, such as "at the high end of the low range" or "at the low end of the moderate range".

1.2.14 Completed Reports

The Contractor must meet with the assessed offender following the completion of the report if the offender so wishes and respond to any questions the offender may have. The Contractor will ensure that the assessment has been shared with the offender either by doing so directly or where at the discretion of the Chief Psychologist institutional staff may do so on behalf of the contractor. Documentation that information sharing has occurred will be evidenced by having the offender sign and date the original report or if the offender refuses to sign the report, a note indicating the document has been shared and a refusal to sign. The Chief Psychologist (or designate) at the referring institution will review a sample of completed reports to determine if they meet the CSC standards for a risk assessment.

If a report is judged as not meeting these standards, the Contractor will amend the report as necessary at no extra cost to the Crown.

1.2.15 Amendments to Completed Records

When the contractor amends a report in response to an offender's concerns, the amended report will be returned to the Psychology department of the referring institution within one week, and the Contractor will share the amended report directly with the offender.

The referring Psychology department will be responsible for ensuring filing and distribution of the amended report.

1.2.16 Formal Offender Grievances or Complaints

The Contractor will deal directly with any formal offender grievances or complaints about a report. The Contractor will interview the offender about his concerns and try to resolve them. If the report is not amended, the Contractor will respond to an offender grievance by providing the Psychology Department with a written explanation of their response to the offender's concerns. The Contractor will respond within one week of interviewing the offender.

1.2.17 Report Format

Reports will be submitted as a printed signed document and accompanied by an electronic copy saved, in Microsoft Word format, on a disk or memory stick. A hard copy of the completed report is to be signed by the Contractor and offender before being placed on the Psychology file.

The Psychology Department at the referring site will load the contracted report document to the computerized CSC Offender Management System (OMS), ensure a copy has been share-printed to the Parole Board Canada, and note the date of offender sharing on the Primary or Update Information Sharing Checklist. The report will be available to anyone who has access to the OMS.

1.2.18 Time Frame for Submission of Completed Risk/Need Assessments (Non-Emergency)

The contractor will share the completed report with the offender no later than 2 weeks after initially interviewing the offender. If a report is not completed before an additional 2 weeks (i.e., 4 weeks from the initial interview date), the Contractor will be subject to a 50% reduction from the risk assessment fee. Any completed risk assessments received beyond 5 weeks from initial review date are not billable.

1.2.19 Updated or File-Based Risk Assessments

In cases where the assessment being requested is an update to a previous comprehensive risk assessment, or is based solely on a file-review, payment shall be 50% of the cost of a full assessment.

1.2.20 Emergency Assessments

If requested by the referring Psychology department, the Contractor will be required to submit a completed emergency risk assessment no later than one week from the date of referral.

1.2.21 Judicial Review Risk Assessments

The Contractor shall complete Judicial Review Risk Assessments and assume any future court costs related to the case.

1.2.22 Fiscal Year End Procedures for Submission

The Contractor agrees to complete all reports (i.e., interviews, completed reports, and offender feedback) in an accelerated fashion in the last six weeks of the fiscal year (i.e., from February 15th to March 31st). This will be done in consultation with the referring Psychology departments to ensure offenders sign all reports by March 31.

1.2.23 Education Placements

Prior to allowing personnel deemed as Education Placements to deliver services to Correctional Services Canada offenders, the Contractor will submit to the Technical Authority a current resume for review, and subject to approval by the Technical Authority, will undergo the appropriate security clearance.

1.2.24 Tuberculosis Testing

It is a condition of this contract that the Contractor or any employee of the Contractor who requires entry into a Correctional Service Canada institution to fulfil the conditions of the contract, may at the sole discretion of the Warden, and upon reasonable grounds, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status. All costs relating to such testing will be at the sole expense of the Contractor. Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

1.2.25 Personal Articles

The Contractor, it's officers, servants and agents, are authorized to introduce or bring onto the premises of a Correctional Service of Canada facility; only very personal articles as approved by the Warden/Director or designate. In case of any doubt, the Contractor, it's officers, servants and agents must obtain written authority from the Warden/Director or designate.

1.2.26 Contraband

The Contractor shall ensure that all personnel employed directly or indirectly in the provision of services under this contract, are familiar with Corrections and Conditional Release Act, section 2. Giving a prohibited item to an offender is strictly forbidden. The Contractor, it's officers, servants and agents shall not enter into any relationship and give or receive items to an offender. Such items include, but are not restricted to the following: cigarettes, toiletry items, hobby items, drugs, alcohol, letters to or from offenders, money, weapons or items which could be used as a weapon. Any person found responsible for providing prohibited objects or contraband materials to offenders will be subject to immediate removal from the institution and/or possible criminal charges.

Solicitation No. - N° de l'invitation
21401-140002/A
Client Ref. No. - N° de réf. du client
21401-14-0002

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-3-40122

Buyer ID - Id de l'acheteur
kin655
CCC No./N° CCC - FMS No./N° VME

ANNEX B

Basis of Payment

Bidders must submit a firm, all-inclusive per assessment rate.

The proposed work is Psychological Risk/Need Assessment Reports for offenders at various sites in Kingston. Therefore, travel to various institutions housing male offenders in the Ontario region is required.

Travel costs must be factored into the per assessment cost:

One all-inclusive price for offenders housed in facilities in Kingston and the surrounding area (i.e., Millhaven, Bath, Collins Bay, Frontenac, Joyceville, Pittsburgh, and the Regional Treatment Centre);

Year #1 = Date of issuance to 30 June 2015
Year #2 = 1 July 2015 to 30 June 2016
Year #3 = 1 July 2016 to 30 June 2017

Estimated Usage: 160 Assessments per year

Year #1: \$ _____ per assessment

Year #2: \$ _____ per assessment

Year #3: \$ _____ per assessment

ANNEX C

Evaluation Criteria

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)
M1	Name and curriculum vitae (C.V.) of each Registered Psychologist proposed	
M2	The proposed Registered Psychologist must provide proof of being on the current Permanent Register of the College of Psychologists of Ontario(CPO) for a minimum of two years from the closing date of the solicitation. Proof must be in the form of a photocopy of the official document (Certificate of Registration) or provision of registration number.	
M3	The proposed Registered Psychologist must provide proof of practice in forensic and/or clinical psychology. Proof must be in the form of evidence from the CPO Public Register that their area of practice includes forensic and/or clinical practice.	

Point Rated Technical Criteria

#	Point-Rated Technical Criteria	Max Score	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
R1	Number of years experience the proposed psychologist(s) have provided psychological assessments to offenders in Provincial or Federal correctional system	10	
R2	Number of years the proposed psychologist(s) have provided psychological services, other than assessments, to adults offenders in the mental health or corrections environment (Provincial or Federal.)	10	
R3	Number of risk assessments the proposed psychologist(s) has/have completed over the past two years for the National Parole Board	10	
R4	Submission of sample risk assessment(s)	100	

	Minimum score required: 90	130	
--	-----------------------------------	------------	--

1.0 Technical Evaluation:

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

Mandatory Technical Criteria
Rated Technical Criteria

2.0 Evaluation Criteria:

Mandatory requirements

1. In addressing the mandatory (and rated evaluation criteria), the Bidder should supplement the information supplied in response to the mandatory (and rated evaluation criteria) with details outlining the depth and extent of the relevant experience, qualifications, and specialized expertise of the proposed resource(s). All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how, when and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during evaluation.
2. Proposals should include a resume for each of the proposed resources, which support the skills/expertise being offered. Names and telephone numbers of business references should be provided which can substantiate the work experience claimed. The Bidder should indicate the location in the proposed resource's resume of supporting information to substantiate relevant experience for each mandatory (and rated evaluation criteria).
3. Experience obtained after bid closing will not be considered.
4. For evaluation purposes,
 - (a) "where" means the name of the employer as well as the position/title held by proposed resource;
 - (b) "when" means the start date and end date (e.g., from January 2000 to March, 2002) of the period during which the proposed resource acquired the qualification/experience; and
 - (c) "how" means a clear description of the activities performed and the responsibilities assigned to the proposed resource under this position and during this period.
5. Furthermore, Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project to experience 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.

6. In order to facilitate evaluation of proposals, it is recommended that the bidders address, in their proposal, the mandatory and rated criteria in the order in which they appear below, using the numbering outlined below.
7. It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.

Mandatory Technical Criteria

Point rated requirements

The Bidder must provide the applicable Authorization and Availability Certification for proposed personnel that are not currently employed by the Bidder or Canada will not evaluate those personnel. All Psychologists proposed by a Bidder under this RFP will be evaluated on an individual basis regardless of the number of Psychologists proposed. An average score will be calculated based on the total number of points awarded divided by the number of proposed Psychologists.

Evaluation vocabulary

Not addressed: Did not discuss requirements and/ or expectations.

Below average: Did not meet requirements and presentations and/ or expectations.

Addressed: Discussed and showing only a basic understanding. Met requirements or expectations without significant exceptions. Provided only minimal information, at times inappropriate or not pertaining to material requested.

Good: Consistently achieved requirements and/ or expectations and may have exceeded some: thorough competence and adeptness in performance.

Excellent: Consistently exceeded requirements and/ or expectations.

Requirements: BREAKDOWN OF TECHNICAL EVALUATION POINTS

To be considered technically responsive, Bidders must achieve the minimum acceptable score in the following:

R1 -- Experience of Proposed Psychologist(s):

Number of years experience in providing psychological assessments to offenders in the Provincial or Federal correctional system. Maximum Allowable 10 points

Number of years	Number of Points
0 to less than 2	0
2 to less than 4	5
4+	10

R2 Number of years the proposed psychologist(s) has provided psychological services, other than Assessments, to adult offenders in the mental health or corrections

environment, (Provincial or Federal level). Maximum Allowable 10 points

Number of years	Number of Points
0 to less than 2	0
2 to less than 4	5
4+	10

R3 Number of Risk Assessments the proposed psychologist(s) has/have completed over the past five years. Minimum Acceptable 5 Points, Maximum Allowable 10 Points

Number of Assessments	Number of Points
0	0
1-30	5
30+	10

R4 Submission of Sample Risk Assessment(s): Minimum Acceptable: 75 Points; Maximum Allowable: 100 points

Submission of one sample Risk Assessment report prepared by each proposed psychologist that has been prepared no more than one (1) year before bid closing date. This sample should cover risk domains, risk levels, treatment recommendations and an overall risk summary and risk management recommendations.

Content of Sample Risk Assessment – Maximum Allowable: 60 Points

(a) Criminal History: Maximum Allowable: 10 points

	#of points
Not addressed	0
Below Average	1
Addressed	5
Good	7
Excellent	10

(b) Level of Risk: Maximum Allowable 10 points

Level of risk (low/medium/high), general recidivism risk and violent recidivism risk is identified

	# of Points
Not addressed	0
Below Average	1
Addressed	5
Good	7
Excellent	10

(c) Relationships/ Social Network: Maximum Allowable 10 points

	#of Points
Not addressed	0
Below Average	1
Addressed	5
Good	7
Excellent	10

(d) Vocational History: Maximum Allowable 10 points

	#of Points
Not addressed	0
Below Average	1
Addressed	5
Good	7
Excellent	10

(e) Mental/ Medical/ Personality: Maximum Allowable 10 points

	#of Points
Not addressed	0
Below Average	1
Addressed	5
Good	7
Excellent	10

(f) Risk Management: Maximum Allowable 10 points

	#of Points
Not addressed	0
Below Average	1
Addressed	5
Good	7
Excellent	10

Quality of Sample Risk Assessment: Maximum Available 40 Points

<u>(a) Clarity: Maximum Available 15 Points</u>	# of Points
-Typed and illustrated:	5
-Clear, concise language used:	5
-Easy to read, properly set-up margins, and paragraphs:	5

<u>(b) Logical: Maximum Available 15 Points</u>	# of Points
-Contains minimum requested information:	5
-Easy to find information, all similar information contained in same area	5
-Consistent, accurate, complete and in depth:	5

<u>(c) Organized: Maximum Available 10 Points</u>	# of Points
-Headings/Sub Headings is/are provided:	5
-Page numbers are provided:	5

Solicitation No. - N° de l'invitation
21401-140002/A
Client Ref. No. - N° de réf. du client
21401-14-0002

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-3-40122

Buyer ID - Id de l'acheteur
kin655
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

MAY 27 2013



Government of Canada / Gouvernement du Canada

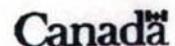
Contract Number / Numéro du contrat 21401-13-17-1955319
Security Classification / Classification de sécurité

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

PART A CONTRACT INFORMATION / PARTIE A INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Safety	2. Branch or Directorate / Direction générale ou Direction Correctional Service of Canada	
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 Provision of psychological risk assessments.		
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"/>	
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: <input type="checkbox"/>	
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 / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP 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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat
21401-13-17-1955319
 Security Classification / Classification de sécurité

PART A / CONTENU / PARTIE A

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:

No / Non Yes / Oui

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?

No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
 Document Number / Numéro du document:

PART B / PERSONNEL FOURNISSEUR / PARTIE B / PERSONNEL FOURNISSEUR

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- RELIABILITY STATUS / COTE DE FIABILITÉ
- TOP SECRET - SIGINT / TRÈS SECRET - SIGINT
- SITE ACCESS / ACCÈS AUX EMPLACEMENTS
- CONFIDENTIAL / CONFIDENTIEL
- NATO CONFIDENTIAL / NATO CONFIDENTIEL
- SECRET / SECRET
- NATO SECRET / NATO SECRET
- TOP SECRET / TRÈS SECRET
- 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?

No / Non Yes / Oui

If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

PART C / SAUVEGARDES FOURNISSEUR / PARTIE C / MESURES DE PROTECTION FOURNISSEUR

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?

No / Non 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?

No / Non Yes / Oui

PRODUCTION

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?

No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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?

No / Non 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?

No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21401-13-17-1955319
Security Classification / Classification de sécurité Secret

PART C - continues / 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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
										A	B	C				
Information / Axiels 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).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21401-13-17-1955319
Security Classification / Classification de sécurité

PART 2 AUTHORIZATION / PARTIE 2 AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Dr. Jeremy Mills		Title - Titre Manager, Institutional Mental Health	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 613-536-4872	Facsimile No. - N° de télécopieur 613-545-8176	E-mail address - Adresse courriel Jeremy.Mills@csc-scc.gc.ca	Date Mar 17/12
14. Contract Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Robert Wattie Contract Security Officer (T) 613-944-6665 / (F) 613-947-1138 Robert.Wattie@csc-scc.gc.ca		Title - Titre Contract Security Officer	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date SEP 25 2013
15. Are there additional instructions (e.g. security guide, security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature <i>[Signature]</i>
Telephone No.	E-mail address		Date 2014-02-11

Nancy Cryan
 Agente à la Sécurité des contrats
 Contract Security Officer
 nancy.cryan@tpsgc-pwgsc.gc.ca
 Telephone: 613-957-1018