

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**800 Burrard Street, Room 219**  
**800, rue Burrard, pièce 219**  
**Vancouver, BC V6Z 0B9**  
**Bid Fax: (604) 775-7526**

## 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> Adult Basic Education	
<b>Solicitation No. - N° de l'invitation</b> 21801-150002/B	<b>Date</b> 2014-12-29
<b>Client Reference No. - N° de référence du client</b> 21801-150002	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VAN-531-7407	
<b>File No. - N° de dossier</b> VAN-4-37170 (531)	<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 2015-02-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mak, Goretti M.	<b>Buyer Id - Id de l'acheteur</b> van531
<b>Telephone No. - N° de téléphone</b> (604) 775-7649 ( )	<b>FAX No. - N° de FAX</b> (604) 775-7526
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA RHQ on behalf of Pacific Region Institutions/Facilities British Columbia 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**

Public Works and Government Services Canada - Pacific  
Region  
219 - 800 Burrard Street  
800, rue Burrard, pièce 219  
Vancouver, BC V6Z 0B9

<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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## **THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**Title: Adult Basic Education**

**SEE ATTACHED.**

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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Annex E	Technical Bid and Evaluation Criteria
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## Reissue of Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number 21801-150002/A dated October 22, 2014 with a closing of December 2, 2014 at 2:00 PM. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

(changes and updates in BLUE)

### TITLE: ADULT BASIC EDUCATION

#### 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, if applicable, 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 Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements and any other annexes.

##### 2. Summary

Correctional Services Canada (CSC), Pacific Region, has a requirement for the delivery of their "Adult Basic Education (ABE) Program, to inmates at various institutions in the Fraser Valley (with one Institution on Vancouver Island), between April 1, 2015 and March 31, 2016. The work also includes the provision of institutional Library Services, Intake Educational Assessments and Learning Disability Assessments.

The Bidder grants to Canada the irrevocable option to extend the period of Contract by up to two additional one-year periods.

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Bidders must have experience in managing Adult Education programs and must be a public education institution/district/entity, or, private organization affiliated with a public education institution/district/entity for student registration and certification purposes, or be a private organization accredited by the BC Ministry of Education to deliver adult basic education.

Proposed resources must also meet minimum mandatory requirements including certifications and valid credentials as recognized by the relevant professional associations and entities of the province of British Columbia.

Bidders must also be capable of providing local (Lower Mainland of BC) Contract and Technical Management oversight.

The full lists of requirements are detailed in Annex A, Statement of Work of this Request For Proposal (RFP).

2.1 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>) document on the Departmental Standard Procurement Documents Web site.

2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **3. Debriefings**

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

## **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 (2014-09-25) 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: 365 days

## 2. Submission of Bids

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

## 3. 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

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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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

### **5 Applicable Laws**

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

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.

### **6 Improvement of Requirement during Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the



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Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **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 (3 hard copies)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard 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;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 and describe their approach 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.

See Annex D, Technical Bid for more information on what should be included.

### **Section II: Financial Bid**

- 1.1 Bidders must submit their financial bid in accordance with the Price List at Annex B.

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The Bidder must identify all of the categories of personnel who will be involved in the direct delivery, (i.e.: teachers) and indirect delivery (Technical Manager & support staff) of the ABE Program; the hourly rate the Bidder will charging for their services (note: the hourly rates must include all salary, fringe benefits, overhead, profit, pay for statutory holidays, and etc.), and the level of effort (total number of hours of service) to be provided by each category of personnel. Also, include and detail all other program costs and direct expenses such as material costs required for delivery of the services described in the Statement of Work.

It is requested that bidders also separate the budget between the staff resource costs and the administration of the program costs.

## **1.2 SACC Manual Clauses**

C3011T (2013-11-06) Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex E, Technical Bid and Evaluation Criteria.

#### 1.2 Financial Evaluation

Bidders must provide budget breakdown information, rates, person hours etc. required for the provision of all required services detailed in Annex A, Statement of Work.

Bidders must provide pricing for each year of the Contract including the optional year.

Rates are not to include taxes. Educational Services are GST/HST exempt

##### 1.2.1 Maximum Funding

The maximum funding available for the Contract resulting from the bid solicitation is \$2,971,000.00 (applicable taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

### 2. Basis of Selection

#### 2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price

- 1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory criteria; and
  - (c) obtain the required minimum points specified for each criterion for the technical evaluation.
- 2. Bids not meeting (a), (b), and (c) will be declared non-responsive.
- 3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135x70=59.63	89/135x70=46.15	92/135x70=47.70
	Pricing Score	45/55x30=24.55	45/50x30=27.00	45/45x30=40.00
Combined Rating		84.18	73.15	87.70
Overall Rating		2nd	3rd	1st

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## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 1. Certifications Required Precedent to Contract Award

#### 1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### 2.1 Status and Availability of Resources

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

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

## **2.2 Education and Experience**

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

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 1. Security Requirement

1.1 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.

1.2 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.

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

### 2. Financial Capability

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

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## PART 7 - RESULTING CONTRACT CLAUSES

### Title: Adult Basic Education

#### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

#### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2035 (2014-09-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 3. Security Requirement

- 3.1 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).
- 3.2 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.
- 3.3 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.
- 3.4 Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- 3.5 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, 2015 to March 31, 2016 inclusive.

##### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the Contract by up to two (2) additional one-year period.



Solicitation No. - N° de l'invitation  
21801-150002/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
van531

Client Ref. No. - N° de réf. du client  
21801-150002

File No. - N° du dossier  
VAN-4-37170

CCC No./N° CCC - FMS No/ N° VME

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The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise the option period, at any time, by sending a written notice to the Contractor at least 15 calendar days before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **5. Authorities**

### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Goretti Mak, Supply Specialist  
Public Works & Government Services Canada  
Acquisitions Branch, Pacific Region  
641-800 Burrard Street  
Vancouver, BC V6Z 2V8

Telephone : 604-775-7649  
Facsimile: 604-775-7526  
E-mail address: Goretti.Mak@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:

***(To be completed at Contract Award.)***

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

### **5.3 Technical Manager (Contractor's Representative)**

Name:  
Title:  
Organization:  
Address:

Telephone:

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CCC No./N° CCC - FMS No/ N° VME

Facsimile:  
E-mail:

## **6. Payment**

### **6.1 Basis of Payment**

#### **6.1.1 ABE Program Staff Resources and Management/Admin**

The Contractor will be paid firm hourly rates as detailed in Annex B, for work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is not applicable.

**Total Estimated Cost: \$ (To be completed at contract award)**

#### **6.1.2 Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board 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 CSC Project Authority. All payments are subject to government audit.

**Estimated cost: \$6,000.00 / year**

#### **6.1.3 Other Direct Expenses**

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

**Estimated cost: \$(To be completed at contract award)**

#### **6.1.4 Total Estimated Cost - Limitation of Expenditure: \$(To be completed at contract award)**

During the extended period of the Contract, The Contractor will be paid firm hourly rates as detailed in Annex B, for work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is not applicable.

## **6.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed **\$(to be completed at Contract Award)** Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is not applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written

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

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. 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.

### **6.3 Bi-Monthly Payments**

Canada will pay the Contractor on a bi-monthly (once every two weeks) basis for work performed during the period covered by the invoice in accordance with the payment provisions of the Contract if:

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

### **6.4 Time Verification**

SACC Manual Clause C0711C (2008-05-12) Time Verification

## **7. Invoicing Instructions**

1. 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) exact days/hours and purpose for which fees are being charged;
- (b) exact costs associated with each program by institution;
- (c) a copy of time sheets to support the time claimed;
- (d) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- (e) a copy of any other documents as specified in the Contract;

2. 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.

(a) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **8. Certifications**

**8.1** Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9. Applicable Laws**

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

## **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 (2014-09-25), General Conditions - Higher Complexity - Services
- (c) Annex A, Statement of Work
- (d) Annex B, Price List;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the Contractor's bid dated \_\_\_\_\_.

## **11. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

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## **Annex A Statement of Work**

### **A1. Overview**

#### **A1.1 Correctional Education Program**

1. Adult Basic Education (ABE) which consists of:
  - a) General ABE Program
    - ABE 1 (grades 1 – 5)
    - ABE 2 (grades 6 – 8)
    - ABE 3 (grades 9 – 10)
    - ABE 4 (grades 11-12)
  - b) Aboriginal specific ABE Program
  - c) Francophone ABE Program
  - d) English as a Second Language (ESL) Program
  - e) Pre-requisites to Post Secondary (PPS) Program
  - f) University Program
2. Intake Educational Assessments
3. Learning Disability Assessments
4. Library Services

#### **A1.2 Nature and Purpose of the Correctional Education Programs**

The Correctional Service of Canada (CSC) articulates its Mission Statement as follows:

The Correctional Service of Canada, as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting offenders to become law-abiding citizens while exercising reasonable, safe, secure and humane control.

The main objective of Correctional Education Programs within CSC is to assist offenders to reintegrate into the community as law-abiding citizens by increasing education levels through the provision of provincially accredited or certified programs.

Correctional Education Programs are governed by four principles:

1. Education Programs for inmates build capacity for lasting personal change, reduce risk of re-offending and increase the potential for successful reintegration.
2. Through participation in education programs, inmates gain learning skills in order to become effective and efficient lifelong learners, and successfully master the content of the curriculum.
3. Knowledge about, and the ability to use, computers and information technology is an important component of living in modern society and will be encouraged and enhanced through the education programs.
4. A functional literacy level of grade 8 or equivalent is the foundation for meaningful participation in other programs.

Within this context, the Correctional Education Program must meet the following criteria:

1. Must be suitable for adult inmates in correctional facilities who have varying levels of ability and whose level of education is below grade 12.

2. Must suit the organizational constraints within the institutions (e.g. classrooms operate on a continual intake basis, libraries open during inmate access times, assessments performed in a timely manner, possible school and/or library operation during evenings, etc.)
3. Must operate on a 12 month, year round basis.
4. Must make provision to meet the educational and cultural needs of aboriginal inmates.
5. Must be sensitive to the needs of cultural minorities, female inmates, and mentally and physically challenged inmates.
6. Must, as a requirement of the Adult Basic Education component, be delivered by a public educational institution or entity, or be delivered by a private organization affiliated with a public educational institution or entity, or, be delivered by a private organization registered and accredited with the British Columbia Ministry of Education.

## **A2. The Correctional Education Program Component**

Educational Programs will be provided at the following facilities:

Fraser Valley Institution	33344 King Road Abbotsford, B.C. V2S 6J5
Kent Institution	4732 Cemetery Road Agassiz, B.C. V0M 1A0
Kwikwexwelhp Healing Village	P.O. Box 110 Harrison Mills, B.C. V0M 1L0
Matsqui Institution	33344 King Road Abbotsford, B.C. V2S 4P3
Mission Institution (Medium)	8751 Stave Lake Street Mission, B.C. V2V 4L8
Mission Institution (Minimum)	33737 Dewdney Trunk Road Mission, B.C. V2V 4L8
Mountain Institution	4732 Cemetery Road Agassiz, B.C. V0M 1A0
Pacific Institution	33344 King Road Abbotsford, B.C. V2S 4P4
William Head Institution	6000 William Head Road Victoria, B.C. V9C 0B5

### **The Contractor must:**

**A2.1** Provide on-site educational services (including service to Segregation Units) within the context of a federal prison setting, including intake assessment, teaching, course preparation, evaluation, educational counselling and supervision of students. The work day is between 08:00 – 16:00 hours, though evening school hours may be necessary at some sites. Contracted personnel will work seven (7) hours per day, five (5) days per week exclusive of statutory holidays. The school year is 52 weeks in duration. Reasonable absences for professional development, special meetings are acceptable subject to prior notification and approval from the Project Authority or his/her designate Manager of Programs at the institution. Approval for such meetings will be dependent on institutional requirements;

**A2.2** Provide instructional contact hours with inmates at the rate of 25 hours per week per contracted teacher (5 hours per day, 5 days a week). Non-instructional time, approximately 2 hours per day, will be devoted to such activities as counselling students, marking, preparation, report writing, recordkeeping and data entry, ordering materials/supplies, liaising with the Case Management Team and other institutional personnel;

**A2.3** Be flexible as to teaching methods and strategies and use individualized and group instruction as appropriate.

**A2.4** Plan for approximately 469 contract teacher student enrolments at any one time as follows:

	Enrolments	Required contracted FTE
Mission (Minimum)	18	1.0
Fraser Valley	36	2.0
Kent	79	5.0
Kwikwexwelhp	18	1.0
Mission	79	4.0 (+1 CSC Teacher)
Mountain	79	4.0 (+1 CSC Teacher)
Matsqui	79	5.0
Pacific	63	4.0 + 1.0 RRAC
William Head	18	1.0

The following variables were taken into account in determining the above numbers:

- The estimate of enrolments is based on the following: Enrolments may be full-time, part-time, or volunteer. As well, a significant turnover of students occurs every quarter for a variety of reasons such as participation in other correctional programs, transfers and releases.
- Three (3) full-time CSC teachers deployed at the following institutions: Mission Medium – 1, Pacific – 1 (for intake educational assessments at the Regional Reception and Assessment Centre) and Mountain – 1. These teachers will meet some of the educational needs at these institutions. For the period of this contract, the Contractor will provide one contracted teacher to administer the educational assessments at the Regional Reception and Assessment Centre (RRAC).
- The educational model desired under this Contract is one that emphasizes education program delivery by education staff. Computer assisted learning and other multimedia presentations are seen as useful components that enhance the education program.
- Target ratios of students to teachers are as follows:

ESL:	10 students: 1 teacher
ABE 1:	10 students: 1 teacher
ABE 2:	15 students: 1 teacher
ABE 3:	18 students: 1 teacher
ABE 4:	18 students: 1 teacher
Multilevel:	18 students: 1 teacher
Aboriginal Specific	18 students: 1 teacher

### Aboriginal Specific Instruction

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**A2.5** In most situations, Aboriginal students will be enrolled in general ABE classes, but contracted teaching staff will work with these students in a manner sensitive to the cultural and learning needs of Aboriginal inmates.

However, at Mountain Institution, Kwikwexwelhp Healing Village and Matsqui Institution, the Contractor will provide a contracted teacher, with experience in Aboriginal education, to conduct an Aboriginal specific ABE class. Requirements will be the same as for the general ABE classes; however, instruction will include a general context relevant to Aboriginal culture and the learning needs of Aboriginal inmates.

### **English as a Second Language (ESL) Instruction**

**A2.6** Provision must be made to provide ESL instruction to inmates with languages other than English. The Contractor must utilize recognized and standardized tests to identify entry and progress levels of ESL students.

### **Grade Twelve Upgrading**

**A2.7** Each institution offers ABE instruction up to and including ABE Level 3. In addition, all institutions offer ABE Level 4 or Grade 12 upgrading. All inmates identified with a need in Education must complete grade 12. The British Columbia Adult Graduation Diploma consists of 5 courses that are completed by correspondence. These correspondence courses are completed in structured classroom settings with supervision, direction and instruction from contracted teachers.

All course and textbook costs for the correspondence courses must be paid by the Contractor.

### **Prerequisites to Post Secondary Instruction (PPS)**

**A2.8** Each institution offers the PPS program. The PPS program is for inmates who have completed grade 12 or the GED successfully and wish to continue their education by taking secondary school courses in order to gain entry to post secondary institutions upon release. It is important to note, that the waitlists for education are long. Therefore, no PPS student may take a seat in a classroom. All PPS students are volunteers and complete their coursework on their own time. The sponsor teacher, usually the ABE 4 teacher, and the PPS student agree on an assignment completion schedule.

### **University Program**

**A2.9** Each institution offers the University Program. The University Program is for inmates who are able to fund university study themselves. All university courses must be paper based as inmates have no access to online courses. No inmates in this program can take a seat in a classroom. All coursework must be done on the offender's own time. The course work is facilitated by a contracted employee. This could be a teacher, an education assistant or a librarian. The facilitator is responsible for assisting the offender in enrolling in the course work, collecting and mailing assignments, entering reports and course completions in the Offender Management System (OMS) and supervising examinations.

### **Teachers-On-Call (TOC) Service**

**A2.10** The Contractor must provide qualified and certified TOCs to replaced contracted teachers, when needed (e.g. illness, annual leave, etc). The cost of the contracted TOCs will be at the expense of the Contractor.

**A2.11** When a contracted teacher is going to be absent, the Contractor must notify the institutional managers and provide him/her with following information:



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1. dates of absence
  2. name of replacement contracted teacher

**A2.12** The Contractor may be asked to provide additional resources to cover CSC Teacher absences. The Contractor will be paid for the cost of this service in accordance with rates listed in Annex B.

**A2.13** The contracted TOCs are expected to perform the same duties as the full-time contracted teachers.

### **Institutional Shutdowns**

**A2.14** In the event of an institutional shutdown of classroom operations, all contracted personnel are expected to provide work related services (i.e. course preparation, marking, report preparation, purchasing, etc.), so there is no loss of productive work time in the school. In such circumstances, all contracted personnel must be at their usual place of work for their usual work hours in order for the Contractor to invoice the CSC.

### **Counselling and Liaison Service**

**A2.15** Contracted teachers will be expected to counsel inmates who test below grade 12 as to the education programs appropriate and available to them. Contracted teachers will also be expected to generate Individualized Education Plans (IEP) for inmates testing below grade 12 and forward these plans to Case Management staff for inclusion in the offender's Correctional Plans. Contracted teachers will also liaise with Case Management on student progress and related issues. Contracted teachers will assist in motivating those inmates testing below grade 12 to upgrade their education.

In addition, the Contractor may be asked to provide a contracted teacher to participate in the Correctional Interventions Board (CIB) at each institution to provide consultation on the correct Adult Basic Education placement of inmates.

### **Reports and Data Entry**

**A2.16** The CSC presently requires the following types of education-related reports from the contracted teachers:

1. Interim evaluations on a 180 day cycle of offender progress and performance indicators;
2. Final evaluations of student progress and performance indicators when inmates leave an educational program;
3. Individualized Education Plans will be written for all inmates and updated as inmates enrolled in educational programs complete educational levels;
4. Current Functional Levels will be updated as inmates enrolled in educational programs complete educational levels;
5. Quarterly reports of all offender enrolments in educational programs as well as course and program completions;
6. Offender Performance Evaluations of offender progress against performance indicators;
7. Observation reports and case work records related to incidents, offender behavior and security issues as needed.

The Contractor will provide a plan for the review (quality control) of all education reports. The number and type of reports required may change over time, but the Contractor must be willing to comply with present and future CSC reporting requirements. The Contractor must ensure that all due dates for interim and final reports are strictly adhered to. The Contractor will review and lock all reports in the Offender Management System (OMS). The Contractor is solely responsible for the contents of the report and must ensure that the reports are written according to the CSC policies and procedures. The Project Authority

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will audit the reports to ensure compliance with policies and procedures. If reports have to be unlocked for corrections, it is the sole responsibility of the Contractor to ensure that the corrections are completed in a timely manner.

When inmates successfully complete educational program requirements, certificates of completion must be provided to the inmates and copies provided for inclusion on the inmates' files. In addition, notice of any certificates or course completions must be recorded in OMS. Inmates must meet the requirements of established exit criteria to qualify for completion status.

To facilitate electronic reporting and entry, the CSC will provide training and computer terminal access to the Contractor and all contracted personnel. The CSC will provide the Contractor with training to ensure the proper quality review of reports submitted by contracted teachers.

In addition, all contracted personnel will be expected to use the CSC's email system to communicate job-related messages.

All contracted personnel must follow the CSC's requirements and protocols around the use of CSC's electronic networks and systems.

#### **Other Provisions**

**A2.17** As the educational programs will operate within a closed setting; the contracted teachers may be required to work on a flexible schedule which may include late afternoon and evenings in accordance with the institutional timetable.

**A2.18** The Contractor must provide normal offender supervision functions which including:

1. Security counts if required at the requested time. Security counts are the actual number of inmates in attendance at the time of the request;
2. Offender movement control if required, including the completion of passes. Passes authorize inmates to move from one area of the institution to the another;
3. Ongoing classroom management and discipline, and if required, appearing as a witness in institutional disciplinary courts.

**A2.19** The Contractor must provide overall management of the Contract.

The Contractor must manage the contracted personnel and ensure satisfactory co-ordination of educational programs.

The Contractor must r conduct professional evaluations of all contracted personnel.

The Contractor must develop a process for conflict/problem resolution for dealing with issues which arise during the provision of the services under this Contract.

The Contractor must designate a Technical Manager(s).

The Technical Manager (s) must have the role of overall coordination of all Contract elements of the program. The Technical Manager is responsible for the supervision of all contracted personnel. Supervision and lines of accountability must be clear. Peer supervision of contracted personnel is not allowed. It will be the Technical Manager's responsibility to ensure that a high quality of instruction by contracted teachers is maintained. In the event that the CSC has concerns around the performance or behavior of any contracted personnel, the Technical Manager(s) will be expected to conduct a thorough investigation and report their findings in writing to the Project Authority. CSC will review the findings and make a decision on whether the contracted personnel will be allowed to continue to have access to the

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institution. If it is deemed necessary to remove access to an institution, the Contractor must provide a replacement contracted personnel.

The Technical Manager(s) must perform an assistance and consultative function involving all contracted teachers in matters pertaining to curriculum, exit criteria, professional development, identification and provision of resources, teaching materials and current British Columbia Ministry of Education initiatives related to the ABE Programs.

The Technical Manager's duties require that he/she allocate a certain amount of time to each facility. This time may include meeting with contracted personnel and institutional Managers of Programs regarding any issues or concerns. It is estimated that on average, the manager should plan to spend about 2 – 3 hours per month at each of the nine sites. This is an estimate only and can vary from month to month, site to site, and with circumstances. Flexibility in organizing site visits is required in adapting to institutional requirements. An additional two hours per month may be set aside for consultation with the Project Authority to review overall program operation. The Technical Manager(s) may also attend the Regional Teachers' Meetings and Regional Librarians' Meetings, which together take up twelve days per year.

Meetings regarding any aspect of teaching and/or curriculum may be held during the 'teaching' day. The dates of the must be set in consultation with the Managers of Programs and the Project Authority. Minutes of these meetings must be submitted to the Project Authority with 10 working days of the meeting.

The CSC is committed to improved results in education for inmates. The Technical Manager will provide a plan for each year of the contract which indicates how the contracted teachers will improve inmate course and program completions in each education program.

**A2.20** The Contractor must provide all standard textbooks, supplies, equipment and other teaching aids normally required by the program as well as any extra unanticipated supplies, books and teaching aids that become appropriate. All classroom programs must have suitable instructional materials at this time.

Non-program specific supplies, such as writing paper, pens, pencils, etc., may be provided by the Programs Department, as well as audio visual equipment if available.

The Contractor must provide the printing and prizes for the Annual Literacy Writing Contest sponsored by all institutional schools.

**A2.21** The Contractor must make provision for all contracted personnel to receive an orientation of approximately 3-4 days on working in a correctional environment prior to being assigned to a specific contract position in an institution. In addition, once assigned to an institution, contracted personnel may be required to attend a security orientation on institutional policies and procedures, facilitated by CSC personnel.

When contracted personnel are moved from one institution to another, the Project Authority and institutional contact staff (usually the Manager of Programs) must be consulted prior to such changes.

**A2.22** Letters of reference may not be written for inmates by contracted personnel. However, the contracted teacher may provide the offender's Institutional Parole Officer (IPO) with a summary of the offender's achievement in the educational program. The contracted personnel will not provide the offender with copies of the summaries. The IPO will decide how the summary should be utilized. Normal communication of academic achievement from one educational institution to another is not affected by this provision.

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**A2.23** Contracted teachers must have a valid and current teaching certificate issued by the British Columbia Ministry of Education—Teacher Regulation Branch and have experience in adult education. It is preferred that contracted teachers also have experience in correctional education.

**A2.24** No travel costs incurred as part of the commute to and from a home address and a principal place of work at an institution will be paid.

**A2.25** The Contractor must cooperate with CSC in identifying special needs students such as those with learning difficulties so that appropriate remediation may be identified, developed and delivered. When appropriate, contracted teachers must assist in making referrals for psycho-educational assessments to identify learning disabilities.

**A2.26** Professional development for contracted teachers should be provided. Absences for professional development purposes must be planned in consultation with the Project Authority and Manager of Programs. The Contractor must provide a Teacher-on-Call for absences due to Professional Development. The cost of professional development will be paid by the Contractor.

**A2.27** The Contractor must accept that all goods purchased under this Contract for the provision of educational program services and library services will remain the property of the CSC.

**A2.28** Environment Requirements: In support of the Canadian Government's Federal Sustainable Development Strategy (FSDS) which includes policies on Green Procurement, the Contractor and all contracted personnel are requested to adhere to the following environmental objectives where possible:

1. When printing, print using the double-sided function;
2. Use Energy-Star Equipment;
3. Distribute documents/deliverables electronically where acceptable;
4. Minimize the number of hard copy documents/deliverables;
5. Minimize travel requirements; and
6. Recycle unneeded printed documents (in accordance with Security Requirements).

### **A3. Intake Educational Assessment Component**

#### **Purpose**

One of the primary objectives of the Regional Reception Assessment Centre (RRAC) is to provide education assessments.

In order to achieve this objective, educational testing and assessments, considered to be an essential component of the front-end assessment process in the Pacific Region and are a national requirement of the CSC, provide a major source of information in determining educational levels and needs for each inmate in developing correctional treatment plans.

Education assessments are to be completed on all first time federal inmates and on repeat inmates if more than five (5) years have lapsed since a previous educational assessment. Inmates will be referred for educational testing unless there is acceptable official documentation of successful completion of the General Equivalency Diploma (GED) or Grade 12 or evidence of post secondary course or degree completion. These assessments are to be completed ideally during the first two (2) weeks following admission to RRAC.

Ideally the education assessment process at reception is staffed with a CSC teacher. For the period of this contract, the Contractor will provide one contract teacher to administer the educational assessments

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at RRAC. This contracted teacher will also be responsible for the administration of educational assessments at Fraser Valley Institution and Pacific Institution.

In addition, the Contractor will make provision to ensure that inmates housed at any of the region's institutions will receive an educational assessment by a contracted teacher if it is deemed essential by the Managers of Programs and the Project Authority.

**Work to be performed is as follows:**

**A3.1** Administration of the academic assessment using the Kaufman Test of Educational Achievement – Second Edition, Brief Form (KTEA-II, Brief Form) and a subsequent interview required to deliver the test results and get an academic history. Based on test results and information gathered during the interview, an additional test (Kaufman Brief Intelligence Test-2) may be administered to determine if the offender should be identified as being 'at risk' of having a learning disability. Documentation must be sought from previous educational institutions to gain evidence of certification of prior grade levels. In the event an offender does not require testing or is unavailable for testing during the intake period, documentation in this regard is required to be inputted into OMS in order to be accessible to the Case Management Team for follow up.

**A3.2** The Individualized Education Plan (IEP) will be initiated for all inmates who have been assessed. The IEP will include the following:

1. Test results from the KTEA-II Brief Form;
2. Identification of the educational program plan
3. Identification of a risk of learning disability
4. Summary of evidence of previous grade level attainment or completion

The IEP will be written and posted in OMS. A hard copy of the IEP must be provided to the offender as well as placed in the offender's Education and Training File and Case Management File.

**A3.3** The summary of the interview, including educational history, will be written and posted in OMS.

**A3.4** The Contractor is responsible for the purchase of all test materials and resources.

**A3.5** A monthly statistical report will be provided to the Project Authority on results of assessments completed at RRAC and at the institutions.

**A4. The Learning Disability Assessment Component**

**Purpose**

The Contractor will provide professional assessments of learning difficulties for those inmates identified as having significant potential for learning difficulties.

**Referrals**

**A4.1** Referrals for learning disability assessments may be made to the Contractor by contracted teaching staff at any of the institutions. Before a contracted teacher makes a referral, the following information will be checked and communicated to the Psychologist performing the assessment.

- 
1. A review of the Education and Training file will be done to determine which tests have been completed to date.
  2. Any results of WRAT, KTEA, CAAT, SCAT or similar tests
  3. Teacher observations of offender learning difficulties
  4. Assurance of full cooperation of the offender

The Contractor must provide a copy of the referral to the Project Authority. In addition, a copy of the referral must be placed in the Offender's Education and Training File and his/her Psychological File.

This Contract must provide learning disability assessments as required (estimated at 17 per year).

### **Professional Qualifications and Experience**

**A4.2** The psychologist must be a registered member of the College of Psychologists of British Columbia and must have experience in learning disability assessments. The Contractor must provide a copy of the psychologist's certification and credentials to the Project Authority.

### **Assessments**

**A4.3** The psychologist must be familiar with and fully qualified to provide the following assessments:

1. Administer and interpret all components of the WAIS-R which will test for learning strengths and weaknesses
2. Administer and interpret other diagnostic tests including:
  - a. Brown ADD Scales
  - b. Memory Assessment Scale (MAS)
  - c. Category Test (neurological assessment test battery)
  - d. Trail Making Test
  - e. Wide Range Achievement Test IV (WRAT-IV)
  - f. Informal visual and auditory memory tests

Assessment summaries must be generated based on the tests, their interpretation, and any other acquired data. They must be written clearly in layman's terms and be received by the referring institution in a timely manner, normally within two weeks of the assessment. In addition, a follow-up meeting with the offender, the contracted teacher, the Institutional Parole Officer (IPO), and other members of the offender's Case Management Team will be required to discuss assessment results and possible remedial strategies.

A copy of the assessment must be posted in OMS as well as hard copies provided to the offender and placed in the Education & Training File, the Psychology File and the Case Management File.

### **Learning Disability Consulting Services**

**A4.4** The Contractor must also provide consulting services by the psychologist in the following areas:

1. General programming advice to contracted teachers, as ongoing professional development, with specific emphasis on optimal basic literacy techniques for inmates with learning disabilities.

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2. General programming and placement advice for inmates with learning disabilities to the Project Authority.

#### **A5. Education Assistants**

The Contractor must provide a plan for at least 2.0 FTE Education Assistants who will assist contracted teachers with data entry to OMS. The contracted Education Assistants will provide service at all institutions except for Mission Medium and Mission Minimum. Service may be provided remotely by email. Contracted Education Assistants will enter course and program completions, Individualized Education Plans, current functioning levels, and documented levels in OMS. In addition, the contracted education assistants will review offender education files, obtain signed release forms, and verify and obtain school completion records. The contracted Education Assistants will provide administrative support for the educational assessments conducted at RRAC.

**A5.1** The Technical Manager(s) must supervise the overall activities of the contracted education assistants. It is Technical Manager's responsibility to ensure that a high quality of service by contracted education assistants is maintained. In the event that the CSC has concerns around the performance or behavior of any contract education assistant, the Technical Manager(s) will be expected to conduct a thorough investigation and report their findings in writing to the Project Authority. CSC will review the findings and make a decision on whether the contracted personnel will be allowed to continue to have access to the institution. If it is deemed necessary to remove access to an institution, the Contractor must provide a replacement contracted personnel.

**A5.2** The Contractor must make provision for all contracted education assistants to receive an orientation of approximately 3-4 days on working in a correctional environment prior to being assigned to a specific contract job in an institution. In addition, once assigned to an institution, contracted education assistants must attend a security orientation on institutional policies and procedures, facilitated by CSC personnel.

#### **A6. Correctional Library Services**

##### **Nature and Purpose**

The main objective of library services within CSC is to provide appropriate library services similar to those in the community, while taking into consideration the requirements of the correctional environment.

Institutional libraries are information centres that support all institutional programs and address inmates' needs for recreational, cultural, spiritual, educational and informative materials. In addition, libraries will provide the opportunity to educate inmates in the full use of library resources.

Each institution in the region possesses significant library collections including periodicals, legal materials, reference books, leisure holdings, specialized works, etc. These libraries provide service to inmates as well as to staff.

Library services within the institutions must operate according to a number of general principles. They are:

1. The selection of library materials will ensure a broad range of subject matter;
2. Library services will contribute to the self-improvement of its users;
3. Library services will facilitate the efforts and goals of the various programs within the institution;
4. Library resources will include materials that serve cultural needs;
5. Library resources will be available to both inmates and staff;
6. Library materials will be appropriate for the correctional environment.



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**A6.1** The Contractor will provide professional librarians to manage the libraries in the institutions listed below:

1. Fraser Valley Institution – general library service plus additional service to Secure Units and separate units
2. Kent Institution – general library services plus additional service to Segregation and Protected units
3. Kwikwexwelhp Healing Village – general library services for one (1) day per month
4. Matsqui Institution – general library service plus additional service to Segregation
5. Mission Medium Institution - general library service plus additional service to Segregation
6. Mission Minimum Institution – general library service
7. Mountain Institution – general library service plus additional service to Segregation
8. Pacific Institution – general library service plus additional service to the Regional Reception Assessment Centre and Regional Treatment Centre
9. William Head Institution – general library service plus management of the Regional Law Library collection with its attendant requirements such as dissemination of legal information as per inmate requests from all institutions in the region.

**A6.2** The Contractor must provide the services of certified library technicians. All credentials must be of Canadian issue.

**A6.3** The Contractor may schedule up to six (6) Regional Librarians Meetings per fiscal year. For all other library closures, approval must be obtained from the Managers of Programs and the Project Authority.

**A6.4** The Contractor must provide qualified resources to replace contracted librarians when needed (to cover periods of illness, annual leave, etc.). The cost of these resources will be at the expense of the Contractor. When a contracted librarian is going to be absent, the Contractor must notify the Manager of Programs and provide him/her with following information:

1. dates of absence
2. name of replacement contracted librarian

**A6.5** The Technical Manager(s) must supervise the overall activities of the contracted librarians. It is Technical Manager's responsibility to ensure that a high quality of service by contracted librarians is maintained. In the event that the CSC has concerns around the performance or behavior of any contracted librarian, the Technical Manager(s) will be expected to conduct a thorough investigation of same and report their findings in writing to the Project Authority. CSC will review the findings and make a decision on whether the contracted personnel will be allowed to continue to have access to the institution. If it is deemed necessary to remove access to an institution, the Contractor must provide a replacement contracted personnel.

**A6.6** The actual hours of service delivery will be determined by the Manager of Programs in consultation with the Project Authority and may include evening hours. The Contractor will be given 30 days notice if the hours of service delivery are changed within a contract year.

**A6.7** The Contractor must make provision for all contracted librarians to receive an orientation of approximately 3-4 days on working in a correctional environment prior to being assigned to a specific contract job in an institution. In addition, once assigned to an institution, contracted librarians may be required to attend a security orientation on institutional policies and procedures, facilitated by CSC personnel.

**A6.8** Contracted librarians must assess the needs of the library and implement a plan for meeting those needs based upon an established budget, which will be funded through this Contract. The budget



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will be determined and revised as necessary. The plan will include the control of library collections, cataloguing, record keeping, organization and inventory management.

**A6.9** Contracted librarians must carry out daily operations, including the processing of library materials, circulation, statistical reports, inter-library loans, etc.

**A6.10** Contracted librarians must provide services related to the acquisition, maintenance and use of a legal collection for inmates. At a minimum, the legal materials available to inmates must include material as per the Commissioner's Directive containing information on Library Services.

**A6.11** Contracted librarians must provide training and supervision for offender library workers. Offender library workers will be used to the greatest extent reasonable in order to maximize the service that the institution libraries can offer. Offender library workers will be directly supervised by the contracted librarians.

**A6.12** Contracted librarians must provide institutional library service which may include time outside normal offender working hours such as late afternoons and evenings. For specific details on day-to-day procedures, contracted librarians should refer to the Library Procedures Manual, available in each institutional library. Further information is available in the National Library Policy Guidelines Manual.

**A6.13** Contracted librarians will ensure that library acquisitions are suitable for use by the offender population. The authority of the appropriateness of any acquisitions will be determined by the Institutional Head or his/her designate. Contracted librarians are expected to comply with these decisions.

**A6.14** Contracted librarians must service requests for information and research material from inmates. This may involve information gathering from the Internet and other electronic media/sources. When this is the case, particular care must be taken to observe the CSC's security policy and concerns regarding electronic mediums. In this context, contracted librarians must ensure that they observe all relevant CSC policy documents. In cases where there is doubt as to the appropriateness of electronic information requests, the institutional Informatics Technology personnel must be consulted.

**A6.15** Contracted librarians must develop library collections with consideration for the ethnic, language and literacy requirements of inmates.

**A6.16** Contracted librarians must develop libraries as humane and pleasant environments through the use of poster, displays, etc.

**A6.17** Contracted librarians must ensure that libraries act as community resource centres by providing materials on medical services, social service agencies, education programs, substance abuse programs, community employment agencies, etc.

**A6.18** Contracted librarians must cooperate with CSC management and administration staff in matters affecting the security of the institution.

**A6.19** Contracted librarians must perform all electronic back-up of library data.

**A6.20** Contracted librarians must ensure that no offender operates or has access to computer back-up devices (e.g. CD/DVD drive, USB or other removable device). In addition all removable devices are kept in a secure location when not in use.

**A6.21** Contracted librarians must complete, as required, inmate pay sheets, inmate performance evaluations, activity records and other reports. They must provide statistics on library use on an as-needed basis.

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**A6.22** Professional development for contracted librarians should be provided. Absences for professional development purposes must be planned in consultation with the Managers of Programs and the Project Authority. The Contractor must provide a Librarian on Call for absences due to professional development. The cost of professional development will be paid by the Contractor.

**A6.23** Contracted librarians may sponsor library practicum students from local universities or colleges in consultation with the Managers of Programs and the Project Authority. The Contractor must ensure that the practicum students have the appropriate security clearance as well as ensure that they adhered to all CSC policies and procedures.

**A6.24** The CSC will:

1. make every effort to provide an environment for the libraries which is functional in design and inviting in appearance;
2. provide the contracted librarians with access to necessary equipment such as telephones, copying machines, and stationery supplies as required for operating the libraries;
3. Provide adequate furnishings for operating the libraries.

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VAN-4-37170

CCC No./N° CCC - FMS No/ N° VME

## ANNEX B PRICE LIST

**Year 1 – April 1, 2015 to March 31, 2016**

### **B1 MANAGEMENT/ADMINISTRATION**

#### **B1.1 ABE Program Staff Resources and Management/Admin**

Category of Personnel	Est. # Hours	Hourly Rate	Total
<b>B1.1.1 ABE Program Staff Resources</b>			
ABE Teachers	_____ hours	\$ _____ . ____	\$ _____ . ____
ABE Teacher Assistants	_____ hours	\$ _____ . ____	\$ _____ . ____
Native Specific Instructor(s)	_____ hours	\$ _____ . ____	\$ _____ . ____
Francophone Instructor(s)	_____ hours	\$ _____ . ____	\$ _____ . ____
ESL Instructor(s)	_____ hours	\$ _____ . ____	\$ _____ . ____
		Sub-Total	\$ _____ . ____
<b>B1.1.2 Management/Admin</b>			
Technical Manager	_____ hours	\$ _____ . ____	\$ _____ . ____
Support Staff	_____ hours	\$ _____ . ____	\$ _____ . ____
		Sub-Total	\$ _____ . ____
<b>Total ABE Program Staff Resources and Management/Admin (B1.1.1 + B1.1.2)</b>			<b>\$ _____ . ____</b>

**B1.2 Travel and Living** **\$ 6,000.00**

#### **B1.3 Direct Expenses**

##### **Direct Expenses**

*Telephone/fax	\$ _____ . ____
*Office supplies	\$ _____ . ____
*	\$ _____ . ____
*	\$ _____ . ____
*	\$ _____ . ____
*	\$ _____ . ____
*	\$ _____ . ____
<i>Add lines as appropriate</i>	

**Total Direct Expenses (B1.3) \$ \_\_\_\_\_ . \_\_\_\_**

#### **B1.4 Educational Materials (Annual Budget \$48.8K) - Direct Expenses**

The Contractor will provide approx. \$50K a year in educational materials in support of the ABE Program.

##### **Educational Materials breakdown**

*Fraser Valley Institution	\$ _____ . ____
*Kent Institution	\$ _____ . ____
* Kwikwexwelhp Healing Village	\$ _____ . ____
* Matsqui Institution	\$ _____ . ____

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* Mission Institution (Medium)	\$ _____ . ____
* Mission Institution (Minimum)	\$ _____ . ____
* Mountain Institution	\$ _____ . ____
* Pacific Institution	\$ _____ . ____
* William Head Institution	\$ _____ . ____
<b>Total Educational Materials</b>	<b>\$ <u>50,000.00</u></b>

**Breakdown of staff resource costs and the administration of the program costs**

ABE Contract Staff Resource Costs (B1.1.1):	\$ _____ . ____
Management and Support Staff (B1.1.2):	\$ _____ . ____
Direct Expenses (B1.3):	\$ _____ . ____
<b>TOTAL ABE PROGRAM AND MANAGEMENT/ADMINISTRATION</b>	<b>\$ _____ . ____</b>

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**B2 LIBRARY PROGRAM**

**B2.1 Contractor Library Staff Resources**

<b>Category of Personnel</b>	<b>Est. # Hours</b>	<b>Hourly Rate</b>	<b>Total</b>
Library technician(s)	_____ hours	\$ _____ . ____	\$ _____ . ____
<b>Total Contractor Library Staff Resources (B2.1)</b>			<b>\$ _____ . ____</b>

**B2.2 Library Materials (Annual Budget \$40K)**

The Contractor will provide approx. \$40K a year in educational materials in support of the Library Services Program.

**2.2 Library Materials** **\$40,000.00**

**TOTAL LIBRARY SERVICES (B2.1 + B2.2)** **\$ \_\_\_\_\_ . \_\_\_\_**

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**B2.3 Learning Disability Assessments**

**B2.3.1 Firm Rate Per Assessment** \$ \_\_\_\_\_/each x Est. 17 annual assessments \$ \_\_\_\_\_ . \_\_\_\_

**B2.3.2 Firm Hourly Rate** \$ \_\_\_\_\_ . \_\_\_\_/hr

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**TOTAL ABE PROGRAM, LIBRARY SERVICE, LEARNING ASSESSMENT AND OVERALL  
MANAGEMENT (B1.1 + B2.1 + B2.2 + B2.3.1)**

\$ \_\_\_\_\_ . \_\_\_\_\_

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**Year 2 – April 1, 2016 to March 31, 2017**

## **B1 MANAGEMENT/ADMINISTRATION**

### **B1.1 ABE Program Staff Resources and Management/Admin**

Category of Personnel	Est. # Hours	Hourly Rate	Total
<b>B1.1.1 ABE Program Staff Resources</b>			
ABE Teachers	_____ hours	\$ _____ . __	\$ _____ . __
ABE Teacher Assistants	_____ hours	\$ _____ . __	\$ _____ . __
Native Specific Instructor(s)	_____ hours	\$ _____ . __	\$ _____ . __
Francophone Instructor(s)	_____ hours	\$ _____ . __	\$ _____ . __
ESL Instructor(s)	_____ hours	\$ _____ . __	\$ _____ . __
		Sub-Total	\$ _____ . __
<b>B1.1.2 Management/Admin</b>			
Technical Manager	_____ hours	\$ _____ . __	\$ _____ . __
Support Staff	_____ hours	\$ _____ . __	\$ _____ . __
		Sub-Total	\$ _____ . __
<b>Total ABE Program Staff Resources and Management/Admin (B1.1.1 + B1.1.2)</b>			<b>\$ _____ . __</b>

**B1.2 Travel and Living** **\$ 6,000.00**

### **B1.3 Direct Expenses**

#### **Direct Expenses**

*Telephone/fax	\$ _____ . __
*Office supplies	\$ _____ . __
*	\$ _____ . __
*	\$ _____ . __
*	\$ _____ . __
*	\$ _____ . __
*	\$ _____ . __
<b>Add lines as appropriate</b>	

**Total Direct Expenses (B1.3) \$ \_\_\_\_\_ . \_\_**

### **B1.4 Educational Materials (Annual Budget \$48.8K) - Direct Expenses**

The Contractor will provide approx. \$50K a year in educational materials in support of the ABE Program.

#### **Educational Materials breakdown**

*Fraser Valley Institution	\$ _____ . __
*Kent Institution	\$ _____ . __
* Kwikwexwelhp Healing Village	\$ _____ . __
* Matsqui Institution	\$ _____ . __
* Mission Institution (Medium)	\$ _____ . __
* Mission Institution (Minimum)	\$ _____ . __
* Mountain Institution	\$ _____ . __

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\* Pacific Institution

\$ \_\_\_\_\_ . \_\_\_\_

\* William Head Institution

\$ \_\_\_\_\_ . \_\_\_\_

**Total Educational Materials** **\$ 50,000.00**

**Breakdown of staff resource costs and the administration of the program costs**

ABE Contract Staff Resource Costs (B1.1.1): \$ \_\_\_\_\_ . \_\_\_\_

Management and Support Staff (B1.1.2): \$ \_\_\_\_\_ . \_\_\_\_

Direct Expenses (B1.3): \$ \_\_\_\_\_ . \_\_\_\_

**TOTAL ABE PROGRAM AND MANAGEMENT/ADMINISTRATION** **\$ \_\_\_\_\_ . \_\_\_\_**

**B2 LIBRARY PROGRAM**

**B2.1 Contractor Library Staff Resources**

<u>Category of Personnel</u>	<u>Est. # Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
Library technician(s)	_____ hours	\$ _____ . ____	\$ _____ . ____
<b>Total Contractor Library Staff Resources (B2.1)</b>			<b>\$ _____ . ____</b>

**B2.2 Library Materials (Annual Budget \$40K)**

The Contractor will provide approx. \$40K a year in educational materials in support of the Library Services Program.

**2.2 Library Materials** **\$40,000.00**

**TOTAL LIBRARY SERVICES (B2.1 + B2.2)** **\$ \_\_\_\_\_ . \_\_\_\_**

**B2.3 Learning Disability Assessments**

**B2.3.1 Firm Rate Per Assessment** \$ \_\_\_\_\_ /each x Est. 17 annual assessments **\$ \_\_\_\_\_ . \_\_\_\_**

**B2.3.2 Firm Hourly Rate** **\$ \_\_\_\_\_ . \_\_\_\_ /hr**

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Client Ref. No. - N° de réf. du client  
21801-150002

File No. - N° du dossier  
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CCC No./N° CCC - FMS No/ N° VME

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**TOTAL ABE PROGRAM, LIBRARY SERVICE, LEARNING ASSESSMENT AND OVERALL  
MANAGEMENT (B1.1 + B2.1 + B2.2 + B2.3.1)**

\$ \_\_\_\_\_ . \_\_\_\_\_

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File No. - N° du dossier  
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CCC No./N° CCC - FMS No/ N° VME

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**Year 3 – April 1, 2017 to March 31, 2018**

**B1 MANAGEMENT/ADMINISTRATION**

**B1.1 ABE Program Staff Resources and Management/Admin**

Category of Personnel	Est. # Hours	Hourly Rate	Total
<b>B1.1.1 ABE Program Staff Resources</b>			
ABE Teachers	_____ hours	\$ _____ . __	\$ _____ . __
ABE Teacher Assistants	_____ hours	\$ _____ . __	\$ _____ . __
Native Specific Instructor(s)	_____ hours	\$ _____ . __	\$ _____ . __
Francophone Instructor(s)	_____ hours	\$ _____ . __	\$ _____ . __
ESL Instructor(s)	_____ hours	\$ _____ . __	\$ _____ . __
		Sub-Total	\$ _____ . __
<b>B1.1.2 Management/Admin</b>			
Technical Manager	_____ hours	\$ _____ . __	\$ _____ . __
Support Staff	_____ hours	\$ _____ . __	\$ _____ . __
		Sub-Total	\$ _____ . __
<b>Total ABE Program Staff Resources and Management/Admin (B1.1.1 + B1.1.2)</b>			<b>\$ _____ . __</b>

**B1.2 Travel and Living** **\$ 6,000.00**

**B1.3 Direct Expenses**

**Direct Expenses**

*Telephone/fax	\$ _____ . __
*Office supplies	\$ _____ . __
*	\$ _____ . __
*	\$ _____ . __
*	\$ _____ . __
*	\$ _____ . __
*	\$ _____ . __
<i>Add lines as appropriate</i>	

**Total Direct Expenses (B1.3) \$ \_\_\_\_\_ . \_\_**

**B1.4 Educational Materials (Annual Budget \$48.8K) - Direct Expenses**

The Contractor will provide approx. \$50K a year in educational materials in support of the ABE Program.

**Educational Materials breakdown**

*Fraser Valley Institution	\$ _____ . __
*Kent Institution	\$ _____ . __
* Kwikwexwelhp Healing Village	\$ _____ . __
* Matsqui Institution	\$ _____ . __
* Mission Institution (Medium)	\$ _____ . __
* Mission Institution (Minimum)	\$ _____ . __
* Mountain Institution	\$ _____ . __

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CCC No./N° CCC - FMS No/ N° VME

\* Pacific Institution

\$ \_\_\_\_\_ . \_\_\_\_

\* William Head Institution

\$ \_\_\_\_\_ . \_\_\_\_

**Total Educational Materials** **\$ 50,000.00**

**Breakdown of staff resource costs and the administration of the program costs**

ABE Contract Staff Resource Costs (B1.1.1): \$ \_\_\_\_\_ . \_\_\_\_

Management and Support Staff (B1.1.2): \$ \_\_\_\_\_ . \_\_\_\_

Direct Expenses (B1.3): \$ \_\_\_\_\_ . \_\_\_\_

**TOTAL ABE PROGRAM AND MANAGEMENT/ADMINISTRATION** **\$ \_\_\_\_\_ . \_\_\_\_**

**B2 LIBRARY PROGRAM**

**B2.1 Contractor Library Staff Resources**

<u>Category of Personnel</u>	<u>Est. # Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
Library technician(s)	_____ hours	\$ _____ . ____	\$ _____ . ____
<b>Total Contractor Library Staff Resources (B2.1)</b>			<b>\$ _____ . ____</b>

**B2.2 Library Materials (Annual Budget \$40K)**

The Contractor will provide approx. \$40K a year in educational materials in support of the Library Services Program.

**2.2 Library Materials** **\$40,000.00**

**TOTAL LIBRARY SERVICES (B2.1 + B2.2)** **\$ \_\_\_\_\_ . \_\_\_\_**

**B2.3 Learning Disability Assessments**

**B2.3.1 Firm Rate Per Assessment** \$ \_\_\_\_\_ /each x Est. 17 annual assessments **\$ \_\_\_\_\_ . \_\_\_\_**

**B2.3.2 Firm Hourly Rate** **\$ \_\_\_\_\_ . \_\_\_\_ /hr**

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Buyer ID - Id de l'acheteur  
van531

Client Ref. No. - N° de réf. du client  
21801-150002

File No. - N° du dossier  
VAN-4-37170

CCC No./N° CCC - FMS No/ N° VME

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**TOTAL ABE PROGRAM, LIBRARY SERVICE, LEARNING ASSESSMENT AND OVERALL  
MANAGEMENT (B1.1 + B2.1 + B2.2 + B2.3.1)**

\$ \_\_\_\_\_ . \_\_\_\_\_

\_\_\_\_\_

Solicitation No. - N° de l'invitation  
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Buyer ID - Id de l'acheteur  
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## **ANNEX C SECURITY REQUIREMENTS CHECK LIST**

See Attached

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## **ANNEX D INSURANCE REQUIREMENTS**

### **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(m) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the

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Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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## ANNEX E TECHNICAL BID AND EVALUATION CRITERIA

### **E1. Mandatory Criteria:**

The following criteria are MANDATORY. The Bidder must provide appropriate back up material/information to demonstrate that it meets the following criteria. If any supporting documentation/material is missing, or additional documentation/material requested, the Bidder must provide it within 2 working days of request. Failure to meet any one of these criteria will result in the bid being considered non-responsive and will not be considered for award.

Bids that meet the following criteria will move to the Point Rated Evaluation Criteria phase.

1. Must be a public education institution/district/entity, or, must be private organization affiliated with a public education institution/district/entity for student registration and certification purposes, or, be a private organization accredited by the BC Ministry of Education to deliver adult basic education. Supporting Documentation must be provided.
2. Proposed teaching staff must have valid and current teaching credentials issued by the British Columbia Ministry of Education - Teacher Regulation Branch. Copies of teaching certificates should be included with bid and are mandatory upon request.
3. Each proposed teaching staff member must have training and/or experience in adult education.
4. Proposed Library staff must be certified Library Technicians. Copies of certificates should be included with bid and are mandatory upon request.
5. Proposed Learning Disability Assessor must either have, or presently qualify for, professional standing as a Registered Psychologist in the Province of British Columbia. Include copy of credentials/qualification.
6. Must provide job descriptions for any proposed ancillary instructional staff (e.g., teaching assistants, teacher aides, etc.)
7. The Technical Manager must provide local (Lower Mainland of BC) management & administrative oversight.
8. The organization must demonstrate that they have managed Adult Education programs previously.
9. Written letters from the Bidder's professional staff (teachers, teachers aids, Librarians etc.) indicating their willingness and availability to work for the Bidder on this requirement.

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## **E2. Point Rated Evaluation Criteria:**

The following criteria will be used in evaluating the technical proposals that meet the Mandatory Criteria indicated above. In order to be considered for contract award the technical proposal must score a minimum of 70% of the points available in each of the Criteria A, B, C & D below. Proposals which fail to do this will be declared non-responsive and not considered for award.



<b>Point - Rated Evaluation Criteria Requirements</b>			
<b>E2.A Work Plan (Maximum 102 points - Minimum 71 points )</b>			
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4-5 points</b>
1. Understanding of the reasons that the CSC provides Correctional Education - 5 points	Superficial / no understanding	General understanding	Clear understanding
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4 points</b>
2. Understanding of the appropriate use of Computer Assisted Learning, including benefits and limitations - 4 points	Superficial / no understanding	General understanding	Clear understanding
3. Plan for delivering computer literacy training - 4 points	No plan or weak plan	Thorough work plan	Superior work plan
4. Viability and cost-effectiveness of method for Francophone A.B.E. Services - 4 points	Not addressed or inadequately demonstrated	Adequately demonstrated	Clearly demonstrated
5. Viability and cost effectiveness of method for meeting E.S.L. instructional needs - 4 points	Not addressed or inadequately demonstrated	Adequately demonstrated	Clearly demonstrated
	<b>0-3 points</b>	<b>4-6 points</b>	<b>7-8 points</b>
6. Nature and purpose of teacher communication to Case Management staff - 8 points	Not addressed or inadequately demonstrated	Adequately demonstrated	Clearly demonstrated
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4 points</b>
7. Method(s) of identification of students with learning difficulties/learning disabilities - 4 points	No plan or weak methods	Thorough plan and adequate methods	Superior plan and methods
	<b>0-2 points</b>	<b>3-4 points</b>	<b>5-6 points</b>
8. Understanding of the role of Education Assessment process at Reception - 6 points	Limited /no understanding	Some understanding	Extensive understanding
	<b>0-3 points</b>	<b>4-6 points</b>	<b>7-8 points</b>
9. Nature of the Library service required by the CSC - 8 points	Not addressed or inadequately demonstrated	Adequately demonstrated	Clearly demonstrated
	<b>0-10 points</b>	<b>11-20 points</b>	<b>21-25 points</b>
10. Suitability of the overall work plan and alignment of resources in meeting the needs of the institutions in all areas of the contract - 25 points	Weak or unrealistic work plan and resource alignment <sup>47</sup>	Thorough work plan and resource alignment	Superior work plan and resource alignment <sup>47</sup>
	<b>0-5 points</b>	<b>6-7 points</b>	<b>8-10 points</b>
11. Each item within the Statement of Work is adequately addressed and developed to a degree that demonstrates the understanding necessary to fulfill all aspects of the proposed contract - 10 points	Inadequately addressed	Adequately addressed	Addressed superiorly
	<b>0-7 points</b>	<b>8-13 points</b>	<b>14-20 points</b>
12. Innovative & added value approaches/service - 20 points	Plan for innovation with few details	Adequate plan of innovation	Clear detailed plan of innovation
<b>E2.B Training and Experience (Maximum 200 points - Minimum 140 points )</b>			
	<b>0-30 points</b>	<b>31-60 points</b>	<b>61-70 points</b>
1. Qualifications, training and experience of A.B.E. Teachers - 70 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience

	<b>0-3 points</b>	<b>4-6 points</b>	<b>7-8 points</b>
2. Qualifications and experience of Native-specific A.B.E. Teachers - 8 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4 points</b>
3. Qualifications and experience of any ancillary education staff (e.g. teaching assistants, aides) - 4 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4-5 points</b>
4. Qualifications and experience of Francophone A.B.E. Instructor - 5 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
	<b>0-3 points</b>	<b>4-6 points</b>	<b>7-8 points</b>
5. Qualifications and experience of E.S.L. Instructors - 8 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience48
	<b>0-7 points</b>	<b>8-13 points</b>	<b>14-20 points</b>
6. Experience of the technical manager and other members of the management team - 20 points	Limited relevant experience	Adequate to good relevant experience	Very good to superior experience
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4-5 points</b>
7. Qualifications and experience of learning disabilities assessor - 5 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
	<b>0-10 points</b>	<b>11-20 points</b>	<b>21-30 points</b>
8. Qualifications and experience of library staff - 30 points	Limited qualifications and little related experience	Adequate to good qualifications and related experiences	Very good to extensive qualifications and related experience
9. Attracting and retaining qualified and effective staff under this contract proposal - 30 points	Weak plan and limited access to qualified personnel	Good plan and demonstrated access to qualified personnel	Superior plan and demonstrated access to qualified personnel
	<b>0-5 points</b>	<b>6-7 points</b>	<b>8-10 points</b>
10. Provision and plan for professional development of staff - 10 points	No plan or weak plan	Thorough work plan	Superior work plan
11. Experience of the Organization - 10 points	Limited relevant experience	Adequate to good relevant experience	Very good to superior experience
<b>E2.C Project Organization and Administration (Maximum 30 points - Minimum 21 points )</b>			
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4-5 points</b>

1. Provision for liaison with Project Authority - 5 points	Limited demonstration	Demonstrated satisfactorily	Superior demonstration
	<b>0-5 points</b>	<b>6-7 points</b>	<b>8-10 points</b>
2. Process and communication strategy with Project Authority and institutions for resolution of issues, problems conflicts, disagreements that may arise during this service delivery - 10 points	No strategy or weak strategy	Thorough and detailed strategy	Superior strategy
	<b>0-1 points</b>	<b>2-3 points</b>	<b>4-5 points</b>
3. Understanding of the role of the technical manager - 5 points	Poor understanding of role	Adequate understanding of role	Superior understanding of role
	<b>0-5 points</b>	<b>6-7 points</b>	<b>8-10 points</b>
4. Reasonable ratio of management/administration resource costs to direct program delivery costs - 10 points	Unrealistic or inadequate ration	Adequate to good ratio	Very good to superior ratio
<b>E2.D Number of Total Hours of ABE Teacher &amp; Aids/Assistants &amp; Librarians/Library Technicians (Maximum 40 points - Minimum 28 points )</b>			
	<b>0-15 points</b>	<b>16-30 points</b>	<b>31-40 points</b>
1. Number of Total Hours of ABE Teacher & Aids/Assistants & Librarians/Library Technicians - 40 points	Weak indication of total number of hours	Adequate indication of total number of hours	Total number of hours clearly indicated in detail
<b>Grand Total</b>	<b>370 points</b>		

### E3. Technical Bid Format:

It is up to the Bidder as to what information to include in its technical bid and the particular format to be used. It is recommended that the Bidder carefully review the technical evaluation criteria to glean from each criteria what information might be provided.

That being said, below is information that should be included for some criteria.

It must be clearly understood that this information is given for general guidance as to what may be included. Canada's provision of this recommended information does not reduce the responsibility of the Bidder to provide appropriate and complete information that addresses the technical evaluation criteria with a level of detail required to allow a complete evaluation.

In the Technical Bid it would assist if the information provided is preambled by the specific criteria it is addressing.

The numbers below refer to the corresponding numbers of the criteria under "E2 - Weighted Evaluation Criteria":

#### E2.A Work Plan:

1. Understanding of the reasons that the CSC provides Correctional Education.

The Bidder should include up to two pages of narrative that demonstrates its understanding of the nature and purpose of CSC's Education Program.

5. Viability and cost effectiveness of method for meeting E.S.L. instructional needs.

The Bidder should explain how they propose to provide this service, given that the numbers of ESL students in any given institution may not be large enough to justify separate classes.

**6. Nature and purpose of teacher communication to Case Management staff.**

The Bidder should provide an explanation that demonstrates an understanding of the reasons for this interaction and how it should take place.

**10. Suitability of the overall work plan and alignment of resources in meeting the needs of the institutions in all areas of the contract.**

Along with the suitability of the work plan, CSC will be looking at the appropriateness of how the Bidder is planning to allocate the institution staff resources. The Bidder should provide a detailed breakdown of institutional personnel time and service (i.e.: ABE teachers, Native Specific ABE Instructors Francophone, ESL, Library Services etc.) by institution. This section should also explain how the Bidder intends to provide effective and timely substitute teacher service to replace contract teachers during holidays, periods of sickness, etc.

**12. Innovative & added value approaches/service.**

The Bidder should include any additional/innovative opportunities, initiatives, features that they can bring to the program at either a minimal or no additional cost. If there are additional costs the Bidder should provide details and should understand that they cannot increase the program budget and should not negatively affect other areas of the program.

**E2.B Training and Experience:**

**9. Attracting and retaining qualified and effective staff under this contract proposal.**

In order to provide consistency of staffing, and in view of the likelihood of future teacher shortages, the Bidder's ability to attract and retain qualified staff is important.

The Bidder should include any information that will demonstrate that it has this capability.

The Bidder should include things such as:

- salary paid to staff including any anticipated wage increases;
- fringe benefits, statutory holiday pay, etc.;
- professional development initiatives and incentives;
- profit sharing arrangements;
- how long staff have been with the Bidder (include dates)

**E2.D Number of Total Hours of ABE Teacher & Aids/Assistants & Librarians/Library Technicians:**

In the other areas of the evaluation criteria CSC will be evaluating the Bidders' quality of service; in this area CSC will be evaluating the quantity of the service being offered for the budget, and indirectly the value or cost of the service.

The Bidder must provide a breakdown of the total amount of hours for the ABE Teachers & Aids/Assistants & Librarians/Library Technicians. Do not include any staff hours other than these.

**The number of total hours for these categories of personnel should be identical to the amount of hours detailed for these categories in the Price Proposal section. If the number of hours differs,**

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**the total hours in the Price Proposal section will take precedence and be used in this evaluation criterion.**

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## ANNEX F

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's website](#).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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**ANNEX G**

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE  
CURRENTLY DIRECTORS OF THE BIDDER**

**NAME**

**TITLE**

\_\_\_\_\_

\_\_\_\_\_

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BID SUBMISSION FORM 1	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)</b>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Bidder's Procurement Business Number (PBN)</b> [see the Standard Instructions 2003]	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
<b>Signature of Authorized Representative of Bidder</b>	
<b>Federal Contractors Program for Employment Equity (FCP EE) Certification:</b>  By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity " <a href="http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml">FCP Limited Eligibility to Bid</a> " list ( <a href="http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml">http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml</a> ) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.  Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the " <a href="http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml">FCP Limited Eligibility to Bid</a> " list at the time of contract award.	
On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that: 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.	
<b>Signature of Authorized Representative of Bidder</b>	



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**NOTE TO BIDDERS:** Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

**AVIS AUX FOURNISSEURS:** Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

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**Bid Receiving**  
**Public Works & Government Services Canada**  
**Room 219 - 800 BURRARD STREET**  
**VANCOUVER BC V6Z 0B9**  
**Attention: Goretti Mak**

**Solicitation No. : 21801-150002/B**

**Solicitation Closes at : 2:00 PM PST**  
**on : February 9 , 2015**

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**Réception des soumissions**  
**Travaux publics et services gouvernementaux Canada**  
**800 rue Burrard, pièce 219**  
**Colombie-Britannique (C.-B) V6Z 0B9**  
**Attention: Goretti Mak**

**N° de l'invitation : 21801-150002/ B**

**La réception des soumissions prend fin le : 9 Février 2015**  
**à : 14:00 PST**

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Government  
of Canada

Gouvernement  
du Canada

RECEIVED

AUG 19 2014

Contract Number / Numéro du contrat  
21801-15-0002

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 CSC

2. Branch or Directorate / Direction générale ou Direction

Correctional Service of Canada - Pacific Region

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

To provide Adult Education Service (grade 1-12), Library Service, Intake Educational Assessments and Learning Disability Assessments to inmates in the correctional facilities in the Pacific Region.

5. a) Will the supplier require access to Controlled Goods?

Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non 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)

☐ No ☒ Yes  
Non 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.

☒ No ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non 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



NATO / OTAN



Foreign / Étranger



7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions  
Aucune restriction relative à la diffusion



All NATO countries  
Tous les pays de l'OTAN



No release restrictions  
Aucune restriction relative à la diffusion



Not releasable  
À ne pas diffuser



Restricted to: / Limité à:  
Specify country(ies): / Préciser le(s) pays:



Restricted to: / Limité à:  
Specify country(ies): / Préciser le(s) pays:



Restricted to: / Limité à:  
Specify country(ies): / Préciser le(s) pays:



7. c) Level of Information / Niveau d'information

PROTECTED A  
PROTÉGÉ A  
PROTECTED B  
PROTÉGÉ B  
PROTECTED C  
PROTÉGÉ C  
CONFIDENTIAL  
CONFIDENTIEL  
SECRET  
SECRET  
TOP SECRET  
TRÈS SECRET  
TOP SECRET (SIGINT)  
TRÈS SECRET (SIGINT)



NATO UNCLASSIFIED  
NATO NON CLASSIFIÉ  
NATO RESTRICTED  
NATO DIFFUSION RESTREINTE  
NATO CONFIDENTIAL  
NATO CONFIDENTIEL  
NATO SECRET  
NATO SECRET  
COSMIC TOP SECRET  
COSMIC TRÈS SECRET



PROTECTED A  
PROTÉGÉ A  
PROTECTED B  
PROTÉGÉ B  
PROTECTED C  
PROTÉGÉ C  
CONFIDENTIAL  
CONFIDENTIEL  
SECRET  
SECRET  
TOP SECRET  
TRÈS SECRET  
TOP SECRET (SIGINT)  
TRÈS SECRET (SIGINT)





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du Canada

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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 :

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?

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

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?

☒ No  
Non

☐ Yes  
Oui

☐ No  
Non

☐ Yes  
Oui

#### 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





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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 SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Renseignements																
Personnel / Ressources humaines																
Facilities / Installations																
IT / Informatique																
Special IT / Informatique spécialisée																
IT Link / Lien informatique																

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Anita Sanghara		Title - Titre Project Officer - Education	Signature <i>Anita Sanghara</i>
Telephone No. - N° de téléphone 804-870-2551	Facsimile No. - N° de télécopieur 804-870-2612	E-mail address - Adresse courriel anita.sanghara@ccs-ccc.gc.ca	Date 2014-08-06
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) L. DOWSETT		Title - Titre SECURITY	Signature Security Advisor
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2014.08.08
<b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b> Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) GORETTI MAK		Title - Titre Supply Specialist	Signature <i>Goretti Mak</i>
Telephone No. - N° de téléphone 604-775-7649	Facsimile No. - N° de télécopieur 604-775-7526	E-mail address - Adresse courriel goretti.mak@pwc.ca	Date Sept 10, 2014
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) Contract Security Officer, Contract Security Division Anna.Kulivcka@psnc-pwsc.gc.ca		Title - Titre Division	Signature <i>Anna Kulivcka</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Sep 10, 2014