



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Revision of Departmental Name
4. Debriefings
5. Procurement Ombudsman

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Communications – Solicitation Period
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions
2. Section I: Technical Bid
3. Section II: Financial Bid
4. Section III: Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection
3. Security Requirement

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance
12. Ownership Control
13. Closure of Government Facilities
14. Tuberculosis Testing
15. Compliance with CSC Policies
16. Health and Labour Conditions
17. Identification Protocol Responsibilities
18. Dispute Resolution Services
19. Contract Administration
20. Proactive Disclosure of Contracts with Former Public Servants



List of Annexes:

- Annex A – Statement of Work
- Annex B – Proposed Basis of Payment
- Annex C – Evaluation Criteria
- Annex D - Security Requirement Check List
- Annex E – Task Authorization Form
- Annex F - List of Institutions
- Annex G - Monthly Indicator and Quarterly Reports



PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a **security requirement** associated with the requirement. For additional information, **consult Part 6 - Resulting Contract Clauses**.

2. Statement of Work

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

2.1 Multiple Contract(s) with Task Authorization(s)

Correctional Service Canada (CSC) may establish multiple contracts with Task Authorization(s) as a result of this bid solicitation.

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. 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.

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



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

Bidders who submit a bid agree to be bound by the instructions, certifications, 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 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of '01 Code of Conduct and Certifications – Bid', form part of and apply to the bid solicitation.

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

Delete: sixty (60) days

Insert: one-hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to Correctional Service Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Communications – Solicitation Period

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid: **four (4) hard copies**
Section II: Financial Bid: **one (1) hard copy**
Section III: Certifications: **one (1) hard copy**

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

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. 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) (<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:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. 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.

2. Section I: Technical Bid

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

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

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the pricing schedule detailed in **Annex B – Proposed Basis of Payment**. The Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation



SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation

4. Section III: Certifications

Bidders must submit the certifications required under **Part 5 - Certifications**.



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 CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid of PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

Note to Bidders: Table Totals will be calculated using the formula in that follows the corresponding table in **Annex B – Proposed Basis of Payment**.

2. Basis of Selection

2.1 Basis of Selection – Mandatory Technical Criteria

The maximum number of contracts issued per Location (City) will be as follows:

| City | # of Hours | Maximum # of Contracts |
|-----------------------------|------------|------------------------|
| Atlantic Region | | |
| Halifax/Central Nova Scotia | 900 hours | 1 |
| St. John’s | 800 hours | 1 |
| Charlottetown | 500 hours | 1 |
| Quebec Region | | |
| Montreal | 2830 hours | 3 |
| Granby | 1040 hours | 1 |
| Ontario Region | | |
| London | 500 hours | 1 |
| Ottawa | 500 hours | 1 |
| Sudbury | 1000 hours | 1 |
| Prairies Region | | |
| Winnipeg | 1000 hours | 1 |
| Saskatoon | 750 hours | 1 |
| Regina | 750 hours | 1 |
| Calgary | 1000 hours | 1 |

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.



The responsive bid(s) with the lowest evaluated bid price per Location (City) as detailed in Annex B will be recommended for award of a contract.

The allocation of hours per contract, per Location (City), will be determined in proportion with the relative evaluated bid price per Location (City) as detailed in the example below based on a 900 hour allocation.

| | Bidder 1 | Bidder 2 | Bidder 3 | Total |
|----------------------------|---------------------------------------|---------------------------------------|-------------------------------------|--------------|
| Evaluated Bid Price | \$ 55,000 | \$ 50,000 | \$ 45,000 | |
| Calculations | $\$45,000/\$55,000 * 100 = 81.82$ | $\$45,000/\$50,000 * 100 = 90.00$ | $\$45,000/\$45,000 * 100 = 100.00$ | 271.82 |
| | $81.82 / 271.82 = 0.3010$ (30.10%) | $90.00 / 271.82 = 0.3344$ (33.11%) | $100 / 271.82 = 0.3679$ (36.79%) | |
| Hours Per Bidder | $900 * 30.10\% = 271$ | $900 * 33.11\% = 298$ | $900 * 36.80\% = 331$ | 900 |
| | | | | |

3. Security Requirement

3.1 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 6 - 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 6 - 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.

3.2 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.

3.3 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>) document on the Departmental Standard Procurement Documents Website.



PART 5 – CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications 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 so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

1.1 Federal Contractors Program for Employment Equity - Bid Certification

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

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

1.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the



implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? **YES** () **NO** ()

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** () **NO** ().

If so, the Bidder must provide the following information:

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

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

Note to Bidders: Bidders are advised that a contract issued to a FPS in receipt of a pension under the *Public Service Superannuation Act* (PSSA) will be identified as such on the CSC Departmental Proactive Disclosure of Contracts internet site.

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

1.3 Rate Certification

The Bidder certifies that the rates proposed:

- a. are not in excess of the lowest rate charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the service;



- b. do not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of services of like quality and quantity, and
- c. do not include any provision for discounts to selling agents.

Certification:

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



PART 6 - RESULTING CONTRACT CLAUSES

1.0 Security Requirement

The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding Capabilities at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.

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

2.0 Statement of Work

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

2.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

2.2 Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

2.3 Task Authorization Limit



The Project Authority may authorize individual task authorizations up to a limit of \$10,000 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

2.4 Minimum Work Guarantee - All of the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

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

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

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2010B (2014-09-25) General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

Subsection 31.4 of 2010B, General Conditions – Professional Services (Medium Complexity), will not form part of the Contract. All other subsections of '2010B 31 Code of Conduct and Certifications – Contract', will form part of the Contract.

3.2 Supplemental General Conditions

4008 (2008-12-12) Personal Information, apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract



The period of the Contract is from date of Contract to March 31, 2016 inclusive.

4.2 Option

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. 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 – Annex “B”**.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. 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:

Name: Owen Nicholl
Title: Senior Contracting Officer
Correctional Service Canada
Branch/Directorate: Comptroller's Branch
Telephone: 613-995-0884
Facsimile: 613-992-1217
E-mail address: owen.nicholl@csc-scc.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 (to be inserted at contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

5.3 Contractor's Representative (to be inserted at contract award)

The Authorized Contractor's Representative is:

Name: _____



Title: _____
 Company: _____
 Address: _____

 Telephone: _____ - _____
 Facsimile: _____ - _____ - _____
 E-mail address: _____

6. Payment

6.1.1 Basis of Payment Firm Unit Price(s) - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the **Basis of Payment - Annex B**, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

6.1.2 Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the **Basis of Payment -Annex B**, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.1.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



6.2 Method of Payment - Monthly payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.3 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

6.4 Travel and Living Expenses

There are no travel and living expenses associated with this requirement.

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. a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

The original must be forwarded to the following address for certification and payment:

Correctional Service Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
Attention: (to be inserted at contract award).

Reference must be made to the following:
Contract No.: (to be inserted at contract award).
Financial Code: (to be inserted at contract award).

8. Certifications

8.1 Certification of Compliance

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 _____ (to be inserted at contract award).

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 Supplemental General Conditions;
 - 4008 (2008-12-12) Personal Information;
- (c) the General Conditions 2010B (2014-09-25) General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex D - Security Requirement Check List
- (g) the signed Task Authorizations (including all of its annexes, if any); and
- (h) the Contractor's bid dated _____ (to be inserted at contract award)

11. Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

12. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

13. Closure of Government Facilities

13.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.



13.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

14. Tuberculosis Testing

14.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

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

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

15. Compliance with CSC Policies

15.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

15.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

15.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

16. Health and Labour Conditions

16.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

16.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

16.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

16.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

17. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

17.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;



17.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

17.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

17.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

18. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca.

19. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by *the contractor* respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa-opo.gc.ca.

20. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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



ANNEX A – Statement of Work Faith Community Reintegration Project

1. Objective:

Contribute to Correctional Service Canada's (CSC) mandate to support successful offender reintegration following their release from CSC institutions through:

- Bridge building between offenders and their religious and spiritual community groups;
- Liaising with parole, justice organizations and faith communities;
- Developing faith community capacity to engage with offenders;
- Assisting offenders to become contributing members of society

2. Background:

2.1 CSC is a federal government agency responsible for administering sentences of a term of two years or more, as imposed by the courts. CSC is responsible for managing institutions across Canada of various security levels and supervising offenders under conditional release in the community.

2.2 CSC contributes to public safety through the custody and reintegration of offenders. This includes both the custodial and community supervision of offenders, including those with Long Term Supervision (LTSOs) for periods of up to 10 years. CSC is currently responsible for approximately 15,000 inmates and 8,000 offenders actively supervised in the community.

2.3 CSC has a national presence, from large urban centres with increasingly diverse populations, to more remote communities across the North. CSC manages institutions, treatment centres, four Aboriginal healing lodges, community correctional centres and parole offices. In addition, CSC has five regional headquarters that provide management and administrative support and serve as the delivery arm of CSC's programs and services.

2.4 CSC offers every offender a correctional plan that identifies their risk to reoffend, as well as programming needs to address the individual's risk factors while supporting them to become a law-abiding citizen. Spiritual factors are a consideration at parole hearings as a part of the release planning needs.

3. Scope and Requirement

3.1 Faith Community Reintegration Projects (FCRPs) are an integrated, post-release component of the continuum of care as they align with CSC's mandate for public safety through the provision of a range of services and activities that facilitate the transition and reintegration of individuals back into the community in their support of offender reintegration plans and program goals.

3.2 FCRPs bridge offender reintegration goals to the mandates of various faith-based organizations which offer religious and/or spiritual services (and may include practical support) to offenders after incarceration.

3.3 Communities of faith typically offer many diverse, faith-based, pro-social activities to the public that foster a sense of belonging while contributing to spiritual and religious growth. Offender involvement in these activities offers a direct resource to mitigate identified risk factors.

3.4 FCRPs facilitate and support the unique contribution of faith communities toward a holistic approach to safe and restorative reintegration practices.

4. Tasks

4.1 **Contribute to the continuing Correctional Work of CSC Post-release:**



The FCRP must offer an essential link between the re-integrating offender and their community of faith/spiritual practice and community at large. The Contractor must complete the following tasks, as a minimum:

- a) Supporting the reintegration goals/correctional plan of the offender from their applied moral, religious/value-based/spiritual perspective;
- b) Engaging faith communities to support the religious/spiritual development path that the offender participated in while incarcerated or has interest in post-release;
- c) Supporting positive, pro-social relationships in faith communities and other communities as appropriate;
- d) Supporting the offender in their accountability (parole officer, following conditions and any other aspects of their re-integration plan), and;
- e) Incorporating and facilitating restorative practices into the offenders' relationships, building on restorative justice principles including in relationships with persons/institutions having authority.

4.2 Local Needs Assessment:

The FCRP must liaise with local parole offices, justice organizations, institutional chaplains and other community stakeholders to identify the needs and trends of the reintegrating offender population and facilitate responsive services (including volunteers) that are uniquely faith/spirituality based and complementary with existing services. The Contractor must complete the following tasks, as a minimum:

- a) Educate and liaise with community justice organizations (i.e. John Howard, E. Fry, Salvation Army, etc) about the FCRP services available to support offender religious and spiritual practice during the reintegration process;
- b) Conduct offender religious/spiritual needs assessments on an ongoing basis and develop a religious/spiritual care plan that supports the religious and/or spiritual practice of the offender and connects them with the faith community of their choice. The plan draws upon and complements the teachings to strengthen the "good lives" approach of correctional programming within the community;
- c) Coordinate with faith leaders to offer and support religious/spiritual transition rites and rituals that are unique to the needs of offenders returning to the community, and;
- d) Recruit, train, and oversee faith community volunteers.

4.3 Community Safety Impact:

The FCRP must support the offender's successful safe reintegration and participation in law-abiding society. The Contractor must complete the following tasks, as a minimum:

- a) Educate the public about the strengths and challenges offenders bring when returning to the community;
- b) Accompany offenders in their reintegration into faith communities and model confidence in offenders within the community;
- c) Coach faith communities and others to safely engage with offenders, and;
- d) Facilitate restorative practices where appropriate (e.g. where the faith community has been affected by the offender's actions) by fostering restoration, belonging and mutual care.

4.4 Facilitation of Pro-Social Involvement and Belonging:

The FCRP must initiate, accompany and support safe integration into an offender's community of interest/preference as they:

- a) Coach/nurture offender social skills through applied spirituality/religious practices;
- b) Foster healthy relationships with self, faith tradition and community at large;
- c) Introduce offenders to like-minded, natural communities of potential social support;
- d) Facilitate faith communities to donate/offer material resources to offenders for practical living, leisure (lessons, membership sponsorships, etc.);



- e) Facilitate faith community networking for occupational opportunities for offenders;
- f) Coach the offender to manage attitudes of self as a spiritual person of value;
- g) Introduce and accompany offender in pro-social religious, spiritual, or faith-based recreational and social activities, and;
- h) Foster the applied religious and spiritual growth of offenders within their faith community as it relates to their unique experience of re-integration including coping, psychological, emotional and physical self-care as well as other needs that are responsive to the offender.

5. Scheduled Meetings:

All Contractors must meet semi-annually in person or via videoconference with the Project Authority to report on the contract service delivery to date. Non-scheduled meetings may be called by either party to respond to concerns or opportunities that may arise affecting the provision of services.

6. Deliverables:

The Contractor must submit monthly quantitative indicator reports to the Project Authority using the provided measurement tools. Quarterly reports must be submitted to CSC within 30 days of the end of each quarterly reporting period. The monthly report and quarterly reporting documents are attached in Annex B.

6.1 Format of Deliverables

When materials (e.g. reports, manuals and documentation) are produced, the Contractor must submit one (1) electronic copy of all Ministry Reports and Quarterly Reports in Excel format submitted to the PA in either French or English. CSC will be responsible for translation of any documents if required.

7. Language Requirements:

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

8. Location of Work

The Contractor's resources must provide FCRP services in accordance with the defined parole office(s) catchment areas detailed in Annex E.

9. CSC Responsibilities and Support:

- 9.1** CSC will facilitate access to a standard CSC desktop via booking space at the designated parole office, together with telephone, copier, videoconferencing equipment as appropriate, available and may be shared use.
- 9.2** CSC will support interaction between institutional site-based chaplains and FCRP resources as needed.



ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all-inclusive firm hourly rate(s) below in the performance of this Contract, HST or GST extra.

1.1 Contract Period

1.2 Region 1 - Atlantic

| Region: Atlantic | | Period | | | | | | Total Evaluated Bid Price Per City (g) = (b)+(c)+ (d)+(e)+(f) |
|-----------------------------|----------------------------------|--|---|---|---|---|----|--|
| Location (City) | Quantity* (Hours Per Period) (a) | Contract Period Rate (b) (Contract award to March 31, 2016) =(a)*(b) | Option Period 1 Rate (c) (April 1, 2016 to March 31, 2017) =(a)*(c) | Option Period 2 Rate (d) (April 1, 2017 to March 31, 2018) =(a)*(d) | Option Period 3 Rate (e) (April 1, 2018 to March 31, 2019) =(a)*(e) | Option Period 4 Rate (f) (April 1, 2019 to March 31, 2020) =(a)*(f) | | |
| Halifax/Central Nova Scotia | 900 hours | \$ | \$ | \$ | \$ | \$ | \$ | |
| St. John's | 800 hours | \$ | \$ | \$ | \$ | \$ | \$ | |
| Charlottetown | 500 hours | \$ | \$ | \$ | \$ | \$ | \$ | |

*Quantity provided are estimates for evaluation purposes only, actual hours based on TA requirement.

1.3 Region 2 - Quebec

| Region: Quebec | | Period | | | | | | Total Evaluated Bid Price Per City (g) = (b)+(c)+ (d)+(e)+(f) |
|-----------------|----------------------------------|--|---|---|---|---|----|--|
| Location (City) | Quantity* (Hours Per Period) (a) | Contract Period Rate (b) (Contract award to March 31, 2016) =(a)*(b) | Option Period 1 Rate (c) (April 1, 2016 to March 31, 2017) =(a)*(c) | Option Period 2 Rate (d) (April 1, 2017 to March 31, 2018) =(a)*(d) | Option Period 3 Rate (e) (April 1, 2018 to March 31, 2019) =(a)*(e) | Option Period 4 Rate (f) (April 1, 2019 to March 31, 2020) =(a)*(f) | | |
| Montreal | 2830 hours | \$ | \$ | \$ | \$ | \$ | \$ | |
| Granby | 1040 hours | \$ | \$ | \$ | \$ | \$ | \$ | |

*Quantity provided are estimates for evaluation purposes only, actual hours based on TA requirement.

1.4 Region 3 - Ontario

| Region: Ontario | | Period | | | | | |
|-----------------|-----------|----------|--------|--------|--------|--------|-------|
| Location | Quantity* | Contract | Option | Option | Option | Option | Total |



| (City) | (Hours Per Period) (a) | Period Rate (b) (Contract award to March 31, 2016) =(a)*(b) | Period 1 Rate (c) (April 1, 2016 to March 31, 2017) =(a)*(c) | Period 2 Rate (d) (April 1, 2017 to March 31, 2018) =(a)*(d) | Period 3 Rate (e) (April 1, 2018 to March 31, 2019) =(a)*(e) | Period 4 Rate (f) (April 1, 2019 to March 31, 2020) =(a)*(f) | Evaluated Bid Price Per City (g) = (b)+(c)+ (d)+(e)+(f) |
|---------|---------------------------|--|---|---|---|---|---|
| London | 500 hours | \$ | \$ | \$ | \$ | \$ | \$ |
| Ottawa | 500 hours | \$ | \$ | \$ | \$ | \$ | \$ |
| Sudbury | 1000 hours | \$ | \$ | \$ | \$ | \$ | \$ |

*Quantity provided are estimates for evaluation purposes only, actual hours based on TA requirement.

1.5 Region 4 - Prairies

| Region: Prairies | | Period | | | | | | Total Evaluated Bid Price Per City (g) = (b)+(c)+ (d)+(e)+(f) |
|--------------------|--|---|--|--|--|--|----|---|
| Location (City) | Quantity* (Hours Per Period) (a) | Contract Period Rate (b) (Contract award to March 31, 2016) =(a)*(b) | Option Period 1 Rate (c) (April 1, 2016 to March 31, 2017) =(a)*(c) | Option Period 2 Rate (d) (April 1, 2017 to March 31, 2018) =(a)*(d) | Option Period 3 Rate (e) (April 1, 2018 to March 31, 2019) =(a)*(e) | Option Period 4 Rate (f) (April 1, 2019 to March 31, 2020) =(a)*(f) | | |
| Winnipeg | 1000 hours | \$ | \$ | \$ | \$ | \$ | \$ | |
| Saskatoon | 750 hours | \$ | \$ | \$ | \$ | \$ | \$ | |
| Regina | 750 hours | \$ | \$ | \$ | \$ | \$ | \$ | |
| Calgary | 1000 hours | \$ | \$ | \$ | \$ | \$ | \$ | |

*Quantity provided are estimates for evaluation purposes only, actual hours based on TA requirement.

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4.2 of the original contract, Options to Extend Contract, the Contractor will be paid firm prices, in accordance with the table detailed above, GST or HST extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

3.0 HST or GST:

- (a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- (b) The estimated HST or GST of \$<To Be Inserted at Contract Award> is included in the total estimated cost shown on page 1 of this Contract. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and



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progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.



Annex C “Evaluation Criteria”

1.0 Technical Evaluation:

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

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1. All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.
2. Experience must be demonstrated through a history of past projects, either completed or on-going.
3. References must be provided for each project/employment experience.
 - I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
 - II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
 - III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

4. Response Format

In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

When providing experience/projects start and end dates, Bidders must provide the **MONTH AND YEAR** of each assignment/project start and end date, such as to allow CSC to quantify the claimed experience and assess it against the requirement. Failure to provide this information in the bid will render the bid non-compliant.

MANDATORY TECHNICAL CRITERIA



| # | Mandatory Technical Criteria | Bidder Response Description (include location in bid) | Met/Not Met |
|----|--|---|-------------|
| M1 | <p>The Bidder must have experience working with a minimum of three distinct faith communities;</p> <p>Bidders should provide, at a minimum, the following details regarding the acquired experience:</p> <ul style="list-style-type: none"> • Where (client name, organization name and address); • When (start and end dates of the project/employment): • How (details about the work performed during the engagement) the stated experience was obtained; • A reference including; name, phone number, and email, who can attest the work/experience claimed. | | |
| M2 | <p>The Bidder must have completed at least two (2) projects within the last five (5) years collaborating with agencies working with ex-offenders and / or offenders;</p> <p>Bidders should provide, at a minimum, the following details regarding the acquired experience:</p> <ul style="list-style-type: none"> • Where (client name, organization name and address); • When (start and end dates of the project/employment): • How (details about the work performed during the engagement) the stated experience was obtained; • A reference including; name, phone number, and email, who can attest the work/experience claimed. | | |
| M3 | <p>The Bidder must have acquired a minimum of two years experience within the last five (5) years in delivering services to offenders returning to the community;</p> <p>Bidders should provide, at a minimum, the following details regarding the acquired experience:</p> <ul style="list-style-type: none"> • Where (client name, organization name and address); • When (start and end dates of the project/employment): • How (details about the work performed during the engagement) the stated experience was obtained; • A reference including; name, phone number, and email, who can attest the work/experience claimed. | | |
| M4 | <p>The Bidder must have acquired a minimum of two years experience within the last five (5) years managing a volunteer program in the community (program(s) must include all of the following elements: recruitment, selection, training and retention).</p> <p>Bidders should provide, at a minimum, the following details regarding the acquired experience:</p> <ul style="list-style-type: none"> • Where (client name, organization name and address); • When (start and end dates of the project/employment): • How (details about the work performed during the | | |



| # | Mandatory Technical Criteria | Bidder Response Description (include location in bid) | Met/Not Met |
|---|---|---|-------------|
| | engagement) the stated experience was obtained; <ul style="list-style-type: none"><li data-bbox="224 317 927 378">• A reference including; name, phone number, and email, who can attest the work/experience claimed. | | |



Annex "D" – Security Requirement Check List (SRCL)

(refer to Attachment 1)



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Annex "E" – Task Authorization Form



Task Authorization Autorisation de tâche

Contract Number – Numéro du contrat

| | |
|--|--|
| Contractor's Name and Address – Nom et adresse de l'entrepreneur | Task Authorization (TA) No. – No de l'autorisation de tâche (AT) |
| | Title of the task, if applicable – Titre de la tâche, s'il y a lieu |
| | Total Estimated Cost of Task (applicable taxes extra) Coût total estimatif de la tâche (taxes applicables en sus) \$ |

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No – Non Yes – Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relatives à la sécurité

For Revision only – Aux fins de révision seulement

| | | |
|--|--|---|
| TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu | Total Estimated Cost of Task (applicable taxes extra) before the revision Coût total estimatif de la tâche (taxes applicables en sus) \$ | Increase or Decrease (applicable taxes extra), as applicable Augmentation ou réduction (taxes applicables en sus), s'il y a lieu \$ |
|--|--|---|

Start of the Work for a TA: Work cannot commence until the TA has been authorized in accordance with the conditions of the contract. **Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

1. Required Work: - Travaux requis :

A. Task Description of the Work required – Description de tâche des travaux requis See Attached – Ci-Joint

[Describe the work the contractor must perform in this box, include as an attachment or refer to Annex A of the contract if the tasks are standard – décrire les travaux que l'entrepreneur doit effectuer dans cette case, inclure la description comme pièce jointe ou se reporter à l'annexe A s'il s'agit de tâches standard]

B. Basis of Payment – Base de paiement

As per Annex B of the Contract – Conformément à l'Annexe B du contrat.

C. Cost of Task (to be completed by contractor) – Coût de la tâche (à compléter par l'entrepreneur)

[Select the appropriate costing table according to the basis of payment of the contract or refer to Annex B Basis of Payment of the contract– choisir le tableau des coûts qui s'applique selon la base de paiement du contrat, ou se référer à l'annexe B base de paiement du contrat.]

| Category, Level and Name of Proposed Resource Catégorie, niveau et nom de la ressource proposée | Per Diem - Taux quotidien (OR – OU) Hourly Rate – Taux horaire | Estimated number of (select as appropriate) Days (OR) Hours Nombre estimé de (choisir selon le cas) jours (OU) d'heures | Total Cost – Coût total |
|--|--|--|-------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| ESTIMATED COST PROFESSIONAL SERVICES – COÛT ESTIMATIF SERVICES PROFESSIONNELS | | | |
| ESTIMATED TRAVEL & LIVING EXPENSES – ESTIMÉ DES FRAIS DE DÉPLACEMENT ET DE SUBSISTANCE | | | |



TOTAL ESTIMATED COST – COÛT ESTIMATIF TOTAL

(OR – OU)

| | |
|---|---|
| Deliverable or milestone – Produit livrable ou étape | All-inclusive Firm price – prix ferme tout compris |
| | |
| ESTIMATED TRAVEL & LIVING EXPENSES – ESTIMÉ DES FRAIS DE DÉPLACEMENT ET DE SUBSISTANCE | |
| TOTAL ESTIMATED COST – COÛT ESTIMATIF TOTAL | |

(OR – OU)

As per Annex B of the Contract – Conformément à l’Annexe B du contrat.

D. Method of Payment – Méthode de payment

[Insert the applicable method of payment, as per the Contract clauses – Insérer la méthode de paiement qui s’applique, conformément au clauses du contrat.]

2. Authorization(s) – Autorisation(s)

By signing this TA, the authorized client and (or) the CSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l’AT, le client autorisé et (ou) l’autorité contractante du SCC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of the TA and its revisions is in excess of this limit, the TA must be forwarded to the CSC Contracting Authority for authorization

La limite d’autorisation du client est précisée dans le contrat. Lorsque la valeur de l’AT et ses révisions dépasse cette limite, l’AT doit être transmise à l’autorité contractante du SCC pour autorisation.

Name and title of authorized client – Nom et titre du client autorisé à signer

Signature

Date

CSC Contracting Authority – Autorité contractante du SCC

Signature

Date

3. Contractor's Signature – Signature de l’entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l’entrepreneur

Signature

Date



Annex "F"
List of Regions and Institutions

Atlantic Region

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

Atlantic Institution
13175 Route 8
PO Box 102
Renous, New Brunswick
E9E 2E1

Dorchester Penitentiary
4902 Main Street
Dorchester, New Brunswick
E4K 2Y9

Springhill Institution
330 McGee Street
PO Box 2140
Springhill, Nova Scotia
B0M 1X0

Nova Institution for Women
180 James Street
Truro, Nova Scotia
B2N 6R8

Quebec Region

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

Donnacona Institution
1537 Highway 138
Donnacona, Quebec
G3M 1C9

Port-Cartier Institution
Chemin de l'Aéroport
PO Box 7070
Port-Cartier, Quebec
G5B 2W2

Regional Reception Centre
246 Montée Gagnon
Sainte-Anne-des-Plaines,
Quebec
J0N 1H0

Cowansville Institution
400 Fordyce Avenue
Cowansville, Quebec
J2K 3G6

Archambault Institution
242 Montée Gagnon
Sainte-Anne-des-Plaines,
Quebec
J0N 1H0

Joliette Institution
400 Marsolais Street
Joliette, Quebec
J6E 8V4

La Macaza Institution
321 Chemin de l'Aéroport
La Macaza, Quebec
J0T 1R0

Drummond Institution
2025 Jean-de-Brébeuf Blvd.
Drummondville, Quebec
J2B 7Z6

Federal Training Centre
6099 Lévesque Boulevard
east
Laval, Quebec
H7C 1P1



Ontario Region

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

Beaver Creek Institution
PO Box 1240
Gravenhurst, Ontario
P1P 1W9

Grand Valley Institution for Women
1575 Homer Watson Blvd.
Kitchener, Ontario
N2P 2C5

Millhaven Institution
Highway 33
PO Box 280
Bath, Ontario
K0H 1G0

Collins Bay Institution
1455 Bath Road
PO Box 190
Kingston, Ontario
K7L 4V9

Joyceville Institution
Highway 15
PO Box 880
Kingston, Ontario
K7L 4X9

Warkworth Institution
County Road #29
PO Box 760
Campbellford, Ontario
K0L 1L0

Bath Institution
5775 Bath Rd.
PO Box 1500
Bath, Ontario
K0H 1G0

Prairies Region

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

Edmonton Institution
21611 Meridian Street
PO Box 2290
Edmonton, Alberta
T5J 3H7

Saskatchewan Penitentiary
15th Street West
PO Box 160
Prince Albert, Saskatchewan
S6V 5R6

Stony Mountain Institution
Highway #7
PO Box 4500
Winnipeg, Manitoba
R3C 3W8

Drumheller Institution
Highway #9
PO Box 3000
Drumheller, Alberta
T0J 0Y0

Bowden Institution
Highway #2
PO Box 6000
Innisfail, Alberta
T4G 1V1

Grande Cache Institution
Hoppe Avenue
Bag 4000
Grande Cache, Alberta
T0E 0Y0

Grierson Centre
9530 – 101 st Avenue
(Basement)
Edmonton, Alberta
T5H 0B3

Edmonton Institution for Women
11151-178th Street
Edmonton, Alberta
T5S 2H9

Okimaw Ohci Healing Lodge
PO Box 1929
Maple Creek, Saskatchewan
S0N 1N0



Pê Sâkâstêw Centre
Highway #2A
P.O. Box 1500
Hobbema, Alberta
T0C 1N0

Regional Psychiatric Centre
2520 Central Avenue North
PO Box 9243
Saskatoon, Saskatchewan
S7K 3X5

Willow Cree Healing Centre
PO Box 520
Duck Lake, Saskatchewan
S0K 1J0

Pacific Region

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

**Pacific Institution/Regional
Treatment Centre**
33344 King Road
PO Box 3000
Abbotsford, British Columbia
V2S 4P4

Kent Institution
4732 Cemetery Road
PO Box 1500
Agassiz, British Columbia
V0M 1A0

Matsqui Institution
33344 King Road
PO Box 2500
Abbotsford, British Columbia
V2S 4P3

Mountain Institution
4732 Cemetery Road
PO Box 1600
Agassiz, British Columbia
V0M 1A0

Mission Institution
8751 Stave Lake Street
PO Box 60
Mission, British Columbia
V2V 4L8

William Head Institution
6000 William Head Road
Victoria, British Columbia
V9C 0B5

**Kwikwèxwelhp Healing
Village**
Harrison Mills, British
Columbia
V0M 1L0

**Fraser Valley Institution for
Women**
33344 King Road
Abbotsford, British Columbia
V2S 6J5



ANNEX “G” – Monthly Indicator and Quarterly Reports

(refer to Attachment 2)