

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
PWGSC/TPSGC Acquisitions  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1  
Bid Fax: (506) 851-6759

**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> Education/Library Services	
<b>Solicitation No. - N° de l'invitation</b> 21220-156321/A	<b>Date</b> 2015-06-15
<b>Client Reference No. - N° de référence du client</b> 21220-156321	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-011-5028	
<b>File No. - N° de dossier</b> MCT-5-38005 (011)	<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 2015-07-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT
<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> Sharpe, Charlene A.	<b>Buyer Id - Id de l'acheteur</b> mct011
<b>Telephone No. - N° de téléphone</b> (506) 851-3467 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA Program Manager 1045 MAIN ST DORCHESTER New Brunswick E4K2Y9 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**

NB / PEI Division - Moncton Acquisitions Office  
1045 Main Street  
1st Floor, Lobby C  
Unit 108  
Moncton, NB E1C 1H1

<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 (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Security Requirements Checklist
- Annex D Technical Evaluation Criteria
- Annex E Federal Contractors Program for Employment Equity - Certification
- Annex F List of Board of Directors

### **1.2 Summary**

Correctional Service of Canada requires the services of a contractor to provide educational services to the inmates who are incarcerated in Dorchester Penitentiary, Minimum Sector and Medium Sector as well as Shepody Healing Center (SHC), a multi-level security psychiatric institution.

For the educational services, the educators must have graduated with a post-secondary education and provide proof of at least a Bachelor of Education degree. The contractor will deliver educational programs to adult learners with limited commitment to learning, various issues which may affect their ability to learn, and likely a history of past learning difficulties and/or failure within the public school system. It is the Contractor's responsibility to ensure that the learning environment is amenable to various types of adult learners, including those with cognitive, behavioural, psychological, and physical impediments; as such, the Contractor will ensure that the learning environment preserves the dignity of inmates, while respecting professional boundaries, as determined by the Correctional Service of Canada. The learning environment will

likely present challenges due to the structural reality of the existing buildings as well as the nature of the correctional business and the controlled environment.

The period of the Contract is from October 1, 2015 to September 30, 2016 inclusive, with the option to extend the term of the Contract by up to four (4) additional one (1) year period(s).

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

As per the Integrity Provisions under section 01 of *Standard Instructions 2003*, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the *Supply Manual* for additional information on the Integrity Provisions.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of *the bid solicitation*, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

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).

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification](#).

### 1.3 Debriefings

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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 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) (<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.

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Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

## 2.2 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.

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

## 2.3 Former Public Servant

### Former Public Servant - Competitive - Bid

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

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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 FPS 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 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Derived from - Provenant de: A3025T, 2014/06/26 )

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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 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.

## 2.5 Applicable Laws

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

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.

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

*(Derived from - Provenant de: A9076T, 2007/05/25 )*

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical 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.

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

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

#### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013/11/06), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 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.

#### **4.1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex D.

#### **4.1.2 Financial Evaluation**

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

## 4.2 Basis of Selection - Minimum Point Rating

1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

*(Derived from - Provenant de: A0034T, 2007/05/25 )*

## 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.

### 5.1 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 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 specified will render the bid non-responsive.

#### 5.1.1 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.

#### 5.1.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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.

### 5.1.3 Additional 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 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.

#### 5.1.3.1 Status and Availability of Resources

SACC Reference	Section	Date
A3005T	Status and Availability of Resources	2010/08/16

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### 5.1.3.2 Education and Experience

5.1.3.2.1 SACC Manual clause [A3010T](#) (2010/08/16) Education and Experience

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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 requirements 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;
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. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012/07/16) Financial Capability

## 6.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Part 7, Article 7.13.

If the information is not provided in the bid, 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.

*(Derived from - Provenant de: G1007T, 2011/05/16 )*

## PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 7.1 Statement of Work - Contract

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

*(Derived from - Provenant de: B4007C, 2014/06/26 )*

### 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

## 7.2.1 General Conditions

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

## 7.2.2 Supplemental General Conditions

4010 (2012/07/16), Services - Higher Complexity, apply to and form part of the Contract.

## 7.3 Security Requirements

7.3.1 The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

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).
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. 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.
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 C; and
  - (b) Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from October 1, 2015 to September 30, 2016 inclusive.

(Derived from - Provenant de: A9022C, 2007/05/25 )

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) 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.

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mct011  
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Canada may exercise this option at any time by sending a written notice to the Contractor 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.

(Derived from - Provenant de: A9009C, 2008/12/12 )

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Charlene Sharpe  
Title: Acting Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1045 Main Street, Unit 108  
Moncton, New Brunswick  
E1C 1H1  
Telephone: (506) 851-3467  
Facsimile: (506) 851-6759  
E-mail address: Charlene.Sharpe@pwgsc-tpsgc.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.

### 7.5.2 Project Authority

The Project Authority for the Contract is: **will be identified at contract award**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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**7.5.3 Contractor's Representative** *Bidders are to provide the following information:*

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

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

Organization: \_\_\_\_\_

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

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

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

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

**7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

*(Derived from - Provenant de: A3025C, 2013/03/21 )*

**7.7 Payment**

**7.7.1 Basis of Payment - Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

*(Derived from - Provenant de: C0206C, 2013/04/25 )*

**7.7.1.1 Travel and Living Expenses – National Joint Council Travel Directive**

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

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

All payments are subject to government audit.

Estimated Cost: \$1,000.00 (included in amount in article 7.7.1 above).

(Derived from - Provenant de: C4005C, 2014/06/26 )

### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_  
(insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.
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 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.

(Derived from - Provenant de: C6001C, 2013/04/25 )

### 7.7.3 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
H1001C	Multiple Payments	2008/05/12

### 7.7.4 Time Verification

SACC Reference	Section	Date
C0711C	Time Verification	2008/05/12

### 7.8 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.
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.

(Derived from - Provenant de: H5001C, 2008/12/12 )

## 7.9 Certifications

### 7.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4010 (2012/07/16), Services - Higher Complexity;
- (c) the general conditions 2035 (2014/09/25), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex E, Federal Contractors Program for Employment Equity - Certification; and
- (h) the Contractor's bid dated \_\_\_\_\_.

### 7.12 SACC Manual Clauses

SACC Reference	Section	Date
A9068C	Government Site Regulations	2010/01/11

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## 7.13 Insurance Requirements

### 7.13.1 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified below. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

*(Derived from - Provenant de: G1001C, 2013/11/06 )*

#### 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.

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- (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) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - (m) n/a
  - (n) n/a
  - (o) n/a
  - (p) n/a
  - (q) n/a
  - (r) 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 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

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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.

*(Derived from - Provenant de: G2001C, 2014/06/26 )*

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
G2002C	Errors and Omissions Liability Insurance	2008/05/12

## **ANNEX A - STATEMENT OF WORK**

### **EDUCATIONAL SERVICES (DP MEDIUM & MINIMUM SECTOR)**

#### **CORRECTIONAL SERVICES OF CANADA MISSION STATEMENT AND UNDERLYING PRINCIPLES**

Mission Statement: The Correctional Service of Canada (CSC), 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.

Contractors are expected to abide by this overarching statement as well as the Core Values and the Code of Ethics and Values, the Code of Conduct, and the Code of Discipline.

#### **1.1 BACKGROUND**

The Correctional Service of Canada (CSC) contributes to the protection of society by ensuring that appropriate educational services are available to inmates serving federal sentences while incarcerated. As part of its mandate, CSC will “assist offenders to reintegrate into the community as law-abiding citizens by increasing education levels through the provision of provincially accredited or certified programs...” and “provide appropriate library services similar to those in the community, while taking into consideration the requirements of the correctional environment” as stated in the policy objectives.

CSC further clarifies the parameters which apply to the various institutional settings and educational requirements across Canada, and more specifically in the Atlantic Region, as: “Recognizing the community’s expectation of grade 12 as the completion of secondary education, the Adult Basic Education program will include a High School Diploma or its equivalents: GED...”

Correctional Service of Canada (CSC) is mandated to provide correctional educators and library services for the purpose of meeting the needs specific to inmates serving a federal sentence at all security levels including the Regional Treatment Center.

#### **1.2 OBJECTIVE**

To provide educational services to the inmates who are incarcerated in Dorchester Penitentiary, Minimum Sector and Medium Sector as well as Shepody Healing Center (SHC), a multi-level security psychiatric institution.

#### **1.3 TASKS**

For the educational services, the educators must have graduated with a post-secondary education and provide proof of at least a Bachelor of Education degree. The contractor will deliver educational programs to adult learners with limited commitment to learning, various issues which may affect their ability to learn, and likely a history of past learning difficulties and/or failure within the public school system. It is the Contractor’s responsibility to ensure that the learning environment is amenable to various types of adult learners, including those with cognitive, behavioural, psychological, and physical impediments; as such, the Contractor will ensure that the learning environment preserves the dignity of inmates, while respecting professional boundaries, as determined by the Correctional Service of Canada. The learning environment will likely present challenges due to the structural reality of the existing buildings as well as the nature of the correctional business and the controlled environment.

As part of the Official Languages Act, services must be available and offered in both official languages in New Brunswick. The Contractor must ensure bilingual service is available to the inmate population and to staff and the public, when required. As such, the Contractor must ensure that educational and library services are provided to the inmate population in both official languages; the bilingual service must also be available to Shepody Healing Center Inmates and inmates who are residing in Segregation at Dorchester Penitentiary (Medium Sector). Moreover, the educator who will be serving the segregation population or multi-level population at SHC must be bilingual.

Please see deliverables (1.4) for details as it relates to library worker/technician, basic skills instructor, and clerical support as well as the description of their respective responsibilities.

### **Knowledge of CSC Policies/Guidelines**

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

- CSC's Mission Statement: [http://www.csc-scc.gc.ca/text/organi/organe01\\_e.shtml](http://www.csc-scc.gc.ca/text/organi/organe01_e.shtml)
- CSC Policy (Commissioner Directives and Standard Operating Practices) and Legislation: [http://www.csc-scc.gc.ca/text/legislat\\_e.shtml](http://www.csc-scc.gc.ca/text/legislat_e.shtml)
- Pertinent Commissioner Directives which should be reviewed and adhered to are as follows (copies of which are available upon request):
  - CD 350: Contracting
  - CD 568-1: Recording and Reporting of Security Incidents
  - CD 701: Information Sharing
  - CD 720: Education Programs and Services for Offenders
- The Corrections and Conditional Release Act (CCRA):  
<http://laws.justice.gc.ca/en/C44.6/34022.html#rid-34239>
- Code of Professional Conduct of the Province of New Brunswick Teachers' Association

**The Contractor must** deliver the following services per level and according to the maximum seating capacity as it is determined by the Fire Safety Code and respecting the limitations of the security level as directed by the Institutional Head.

The following resources must be supplied as and when required based on operational requirements and approved by the Project Authority for a minimum of 200 days of service up to a maximum of 222 days, unless otherwise stated, per contract period.

#### **1. Adult Basic Education (ABE), Level 1 (grades 1-5 inclusively)**

- (a) **This level will assist offenders** who score below grade six using the Canadian Adult Achievement Test (CAAT) and/or educational results as available in the Offender Management System (OMS);
- (b) Each inmate will receive clearly defined objectives at the commencement of the month, so that he will have structured goals to achieve and complete a monthly evaluation of progress;
- (c) Reports pertaining to the inmate's progress will be entered into OMS by the teacher;
- (d) Computer literacy will be introduced, included in a weekly learning lab, and modified to the level of the learner to encourage individual learning;
- (e) Keep track of attendance and absences of inmates, and other data entry as required;

- (f) Educational services will be offered/available in the French language;
- (g) Complete observation reports as required when observing questionable or inappropriate behaviour as well as following an incident;
- (h) Wear a Portable Personal Alarm designated to the area during working hours;

**2. Adult Basic Education (ABE), Level 2 (grades 6-8 inclusively)**

- (a) This level is for inmates who score below grade nine using the CAAT test and/or educational results as available in the Offender Management System (OMS);
- (b) Computer labs, where available, will be utilized both as a learning and creative tool in order to motivate the learner as well as increase computer-based knowledge.
- (c) Each inmate will receive a goal-oriented learning plan, which will be discussed with the teacher.
- (d) Reports pertaining to the inmate's progress will be entered into OMS by the teacher; each report will measure progress against initial outline and make recommendations to the inmate in order to help/guide him to attain his goals;
- (e) Keep track of attendance and absences of inmates, and other data entry as required;
- (f) Complete observation reports as required when observing questionable or inappropriate behaviour as well as following an incident;
- (g) Wear a Portable Personal Alarm designated to the area during working hours;

**3. Adult Basic Education (ABE), Level 3 and General Education Diploma (GED) preparation; High School Diploma Preparation: This program will meet the educational needs of the inmates who score higher than a grade 9 using the CAAT test.**

- (a) Each inmate will receive clearly defined objectives and be measured for progress on a monthly basis;
- (b) Reports pertaining to the inmate's progress will be entered into OMS by the teacher; each report will measure progress against initial outline and make recommendations to the inmate in order to assist him to reach the basic educational requirement of grade 12 or General Education Diploma (GED), as described in CD 720.
- (c) Computerized instruction using CSC-approved educational software will be part of the curricula used to motivate the learner and prepare the learner for reintegration into society;
- (d) Keep track of attendance and absences of inmates, and other data entry as required;
- (e) Complete observation reports as required when observing questionable or inappropriate behaviour as well as following an incident;
- (f) Wear a Portable Personal Alarm designated to the area during working hours;

**Library Worker or Library Technician**

The contractor shall ensure that the service provider will possess the training and/or experience in the provision of library services at a rate of three days per week (for a total of 141 days per contract year) as determined by the Project Authority.

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The service provided under the terms of this agreement shall be based on the following objectives; the library worker or library technician will, under the Contractor's supervision:

- A. Will work flexible hours; this may include evening shifts and weekend for a total of 22.5 hours per week and/or three working days of service whichever is necessary to ensure that the maximum hours of service to the inmate population are met;
- B. Will include the application of the Dewey Decimal system and/or another library computer-based program;
- C. Coordinate trainings and/or inmate orientation as required;
- D. Ensure similar library services to inmates who are incarcerated at the Shepody Healing Center (SHC) by coordinating with Security and key personnel as determined and pre-approved by the Institutional Head;
- E. Keep track of attendance and absences of inmates, and other data entry as required;
- F. Supervise inmates who are assigned to work in the library and write work performance reports;
- G. Action requests for purchasing of magazine, newspapers, or other reading material and inmate subscriptions for approval and signing by the Project Authority;
- H. Recommend purchasing for books and other office material or equipment to the Project Authority;
- I. Ensure the overall capacity to respond to inmates' requests for library information or services in both official languages, verbally and in writing, while reporting necessary concerns to the Project Authority via the Contractor;
- J. Supervise computer access to inmates in relation to questions on Acts and Regulations, CSC and government policies, and Institutional Standing Orders;
- K. Complete observation reports as required when observing questionable or inappropriate behaviour as well as following an incident;
- L. Wear a Portable Personal Alarm designated to the area during working hours;

### **Special Educational ServicesTeacher**

When required the contractor may designate one employee to offer Special Education instruction in a classroom. The service provider will ensure that the following is achieved:

- A. Review the inmate's file information in the Offender Management System to familiarize himself/herself with the inmate's needs;
- B. Prepare an education plan which will provide realistic goals for the inmate to be reported and reviewed with the Contractor;
- C. Report progress in OMS on a monthly basis and adapt the inmates' individual education plan, as required to maximize progress, motivation, and learning;
- D. Ensure that the learners have access to computers in order to promote computer literacy;
- E. Keep track of attendance and absences of inmates, and other data entry as required;
- F. Complete observation reports as required when observing questionable or inappropriate behaviour as well as following an incident;
- G. Wear a Portable Personal Alarm designated to the area during working hours;

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## Basic Vocational Skills Workshop

The service provider will possess experience working with special needs individuals in an institutional setting. He/she will:

- A. Possess Workplace Hazardous Materials Information System (WHMIS), Basic First Aid, and safety courses which would ensure the safe operation of the vocational shop;
- B. Teach and model employability skills to inmates who demonstrate behavioural, psychological, vocational, social, and/or intellectual obstacles;
- C. Help the inmate to develop greater self-confidence by providing realistic, measurable, attainable goals;
- D. Assist the inmate in developing an awareness of his own abilities, potential, and limitations to ensure safe learning practices;
- E. Prepare learning centers and a multi-facet work environment that assists and challenges the inmate to overcome and/or adapt to his personal barriers;
- F. Provide instruction on the safe use of basic hand tools and equipment;
- G. Promote employment readiness and/or treatment readiness for correctional intervention;
- H. Keep track of attendance and absences of inmates, and other data entry as required;
- I. Make available entry level trades exposure, such as metal work, small engine repair, furniture repair, appliance repair, and bicycle repair, pending appropriate Occupational Safety and Health (OSH) codes are met;
- J. Promote small projects with Community Organizations, as approved by the Project Authority;
- K. Maintain contact with the Case Management Team and report progress and/or concerns immediately;
- L. Ensure that strict security measures are undertaken by using an inventory of tools and materials belonging to the Basic Skills Workshop, which are accounted for twice a day, i.e. 10:50 and 15:50 hours.
- M. Adapt the inmate's schedule of work to best suit the needs of the individual;
- N. Maintain dynamic security and health and safety standards for staff and inmates in all aspects of the Basic Skills Workshop;
- O. Present the objective and purpose of the Basic Skills Shop to CSC staff as requested by the Service;
- P. Complete observation reports as required when observing questionable or inappropriate behaviour as well as following an incident;
- Q. Wear a Portable Personal Alarm designated to the area during working hours;

### 1.4 DELIVERABLES

The Contractor (and his/her designate) must:

- 1. Provide educational services between 07:45 and 16:00 hours, breaks being agreed upon and directed by CSC institutional routine;
- 2. Provide services requiring direct contact with inmates during normal operational hours of the institution, specifically during the day (08:00-16:00 hours) and on occasion during the evening (18:00-22:00 hours);
- 3. Continue to ensure related educational services are provided during institutional shut downs (not greater than three consecutive days), such as the completion of progress

- reports in the Offender Management Systems, curriculum development planning, course preparation, and test marking;
4. Ensure that the course or program shall operate year-round and must be sufficiently individualized to accommodate not only continuous entry and exit from the program/course, but could also include more than one level within a classroom/shop;
  5. Calculate and compile education and institutional data when required as well as enter and modify educational data in the Offender Management System;
  6. Agree to vary program content based on the needs, which vary from time to time and place to place, as directed by the Project Authority (or CSC designate);
  7. Adapt the classroom size, i.e. ratio of number of students assigned to each teacher, as required by the Project Authority;
  8. Provide travel related cost in accordance to the Contractor's travel regulations and not to exceed Treasury Board guidelines, while ensuring that a detailed travel cost summary is submitted and shown separately with the monthly invoice to the Project Authority;
  9. Provide a monthly and quarterly report to the Project Authority showing in detail the students who participated in the program, the dates of participation, their educational progress, and the number of credits awarded by program elements;
  10. Assist in the development of a yearly educational plan specific to the amalgamated site and while maintaining separate data for review and reporting to the project authority on a quarterly basis, which would include but is not limited to: enrollments and completions by course and level;
  11. Provide an annual report to the Project Authority (CSC) thirty (30) days after the completion of the contract, setting out for the twelve month period, the following information for each course delivered:
    - a) The identification of each course that was given, the nature of the credit involved and the name of the teacher;
    - b) The number of inmates initially registered in each course;
    - c) The number of inmates who successfully completed each course;
    - d) The number of inmates who started but did not complete each course;
    - e) The reason for inmates' discontinuing and/or interruption in a course, e.g. transfer, parole, program participation, suspension, medical reason, segregation, quit;
    - f) The number of inmates remaining in each course;
    - g) The number of days the course operated;
  12. Spend most of his/her time (estimated 75%) at DP Medium Sector, while maintaining and managing DP Minimum Sector's educational requirements;
  13. Ensure the administration of the CAAT test for inmates who do not have an updated and available educational assessment on their educational file and the French equivalent, the "Test de rendement pour francophones (TRF)" when clarification is required regarding the results shared in the Offender Management System (OMS);
  14. Assist the Project Authority with input, data analysis, and reporting, as it relates to the educational results, progress, forecasting, curriculum development, and pilot programs;
  15. Review all incoming inmates' education information and provide parole officers with data necessary to make referrals to Education programs via the Correctional Interventions Board (CIB);
  16. Participate in the Correctional Intervention Board on issues pertaining to education levels and as it relates to pay level recommendations based on in-school performance as well as Educational Assessment reporting;

17. Replace teachers with leave of absence when and only when directed by the Project Authority;
18. Combine classrooms or make adjustments to classroom size for short periods when a teacher is absent for more than three (3) consecutive days;
19. Ensure an efficient information-sharing process, i.e. e-mails pertaining to work safety, security reminders, and general information which is deemed necessary to inform personnel and to maintain a safe and secure environment;
20. Ensure that all personnel complete a daily visual search of his/her respective area following each teaching/ instruction session, i.e. after inmates return to their cells in the morning, following the end-of-day return of inmates to their cells, following any evening instruction/testing period, and also as requested by the Project Authority;
21. Ensure that staff complete daily fire inspection checks and report accordingly as per CSC standards;
22. Provide Institutional Security with information via Observation Report and keep the Project Authority apprised of all security matters or concerns as it relates to both personnel and inmates; this may include charging offenders for various infractions;
23. Provide a curriculum vitae for the personnel it proposes to assign under this Scope of Work and ensure that the proposed teachers possess the education and/or experience to deal with learning disabled inmates, as it relates to the Special Education course and Basic Skills Instructor;
24. Provide substitute teachers, who are fully qualified (proof of Education diploma and Curriculum Vitae) as well as security cleared when required by CSC (and/or Project Authority);
25. Ensure that contractors abide by institutional rules and regulations as well as appropriate follow-up in relations to charging inmates, entering casework records when necessary, completed Observation reports in a timely manner;
26. Ensure that all teachers are familiar with computer-assisted learning and incorporate such in learning courses where practical use can improve the inmates' ability to learn and increase his computer literacy, improve learning in both language arts, mathematics, history, and social sciences;
27. Organize General Education Diploma testing with New Brunswick provincial Department of Education, which would take place during the evening institutional operation hours AND be offered in both official languages at medium sector to inmates from both medium and minimum sector;
28. Present the invoice to the Project Authority detailing services provided including level and GED completions when applicable as well as number of days of service (monthly and for the contractual period to date, e.g. 20 days of service for November 2015; 112 days of possible 222 days for the contract year);
29. Supervise and evaluate the inmate cleaner in the school and library area;
30. Ensures at all times, that resources, services, and communication are available in both official languages;
31. Ensure that, when forwarding information to all institutional staff, that communication is done via the Project Authority only and that all communication presented for distribution to institutional staff is in both official languages;
32. Provide a minimum of 200 and a maximum of up to 222 days of service, unless otherwise stated, as and when required and amend services as instructed by the Project Authority;
33. Ensure that one bilingual teacher is available to deliver all levels ABE 1, 2, 3 and GED as well as Academic Upgrading in both Medium Sector and Minimum Sectors; the French teacher

- must also be assigned to deliver one of the above ABE levels in the English language to ensure maximum capacity in the classroom;
34. Ensure that bilingual services are made available to staff and inmates in the official language of their choice;
  35. Ensure accurate data recovery of educational course, level, and GED completions is entered in the OMS immediately or before the end of the business day;
  36. Prepare and take steps to recognize significant cultural dates/months by providing presentations, collages, and other forms of visual reminders to staff and inmates throughout the school;
  37. Provide the necessary teaching material and provincial accreditation for inmates through the delivery of this contract; all texts and teaching aids or materials paid by the Correctional Service of Canada will become the property of the Crown. CSC will be providing the textbook material as they are already in place at the site.

#### **1.5 LOCATION OF WORK**

- a. The services rendered will be performed at DP Medium Sector, DP Minimum, and Shepody Healing Center, when necessary.
- b. Travel: All travel will be pre-approved by the Project Authority, which may include attending conference, training or other;

#### **1.6 LANGUAGE OF WORK**

The Contractor must provide educational services in both official languages, English and French; Services delivered to inmates must be available in both official languages when necessary.

**ANNEX B - BASIS OF PAYMENT**

You will be paid your costs reasonably and properly incurred for the performance of the work as follows:

**INITIAL CONTRACT PERIOD – October 1, 2015 – September 30, 2016**

Labour, at the following firm daily\* rates:

<b>Description</b>	<b>Maximum Dollar Amount (222 days)</b>
A.B.E. Level 1 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Level 1 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 2 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Minimum Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B. E. Level 3&4 – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
A.B.E. Special Education – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Vocational Skills Instructor – Medium Sector \$_____/per day for a minimum of 200 to a maximum of 222 days	\$_____
Administrative cost – Minimum and Medium Sector (up to 6% of the above labour cost per monthly invoice)	\$_____
Library Worker- Medium Sector \$_____/per day for 141 days (3 days per week for 47 weeks)	\$_____
Total Estimated Labour	\$_____
Travel	\$1,000.00
<b>TOTAL ESTIMATED COST-INITIAL CONTRACT PERIOD</b>	<b>\$_____</b>

\* Work day consist of 7.5 hours unless otherwise stated

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 MCT-5-38005

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 mct011  
 CCC No./N° CCC - FMS No./N° VME

**OPTION YEAR 1 –October 1, 2016 to September 30, 2017**

Labour, at the following firm daily\* rates:

<b>Description</b>	<b>Maximum Dollar Amount (222 days)</b>
A.B.E. Level 1 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B.E. Level 1 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 3&4 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 3&4 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B.E. Special Education – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
Vocational Skills Instructor – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
Administrative cost – Minimum and Medium Sector (up to 6% of the above labour cost per monthly invoice)	\$ _____
Library Worker- Medium Sector \$ _____/per day for 141 days (3 days per week for 47 weeks)	\$ _____
Total Estimated Labour	\$ _____
Travel	\$1,000.00
<b>TOTAL ESTIMATED COST-Option Year 1</b>	\$ _____

\* Work day consist of 7.5 hours unless otherwise stated

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 mct011  
 CCC No./N° CCC - FMS No./N° VME

**OPTION YEAR 2 – October 1, 2017 to September 30, 2018**

Labour, at the following firm daily\* rates:

<b>Description</b>	<b>Maximum Dollar Amount (222 days)</b>
A.B.E. Level 1 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B.E. Level 1 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 3&4 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 3&4 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B.E. Special Education – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
Vocational Skills Instructor – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
Administrative cost – Minimum and Medium Sector (up to 6% of the above labour cost per monthly invoice)	\$ _____
Library Worker- Medium Sector \$ _____/per day for 141 days (3 days per week for 47 weeks)	\$ _____
Total Estimated Labour	\$ _____
Travel	\$1,000.00
<b>TOTAL ESTIMATED COST-Option Year 2</b>	\$ _____

\* Work day consist of 7.5 hours unless otherwise stated

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 21220-156321

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 MCT-5-38005

Buyer ID - Id de l'acheteur  
 mct011  
 CCC No./N° CCC - FMS No./N° VME

**OPTION YEAR 3 – October 1, 2018 to September 30, 2019**

Labour, at the following firm daily\* rates:

Description	Maximum Dollar Amount (222 days)
A.B.E. Level 1 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B.E. Level 1 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 3&4 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 3&4 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B.E. Special Education – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
Vocational Skills Instructor – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
Administrative cost – Minimum and Medium Sector (up to 6% of the above labour cost per monthly invoice)	\$ _____
Library Worker- Medium Sector \$ _____/per day for 141 days (3 days per week for 47 weeks)	\$ _____
Total Estimated Labour	\$ _____
Travel	\$1,000.00
<b>TOTAL ESTIMATED COST-Option Year 3</b>	\$ _____

\* Work day consist of 7.5 hours unless otherwise stated

Solicitation No. - N° de l'invitation  
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 21220-156321

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 MCT-5-38005

Buyer ID - Id de l'acheteur  
 mct011  
 CCC No./N° CCC - FMS No./N° VME

**OPTION YEAR 4 – October 1, 2019 to September 30, 2020**

Labour, at the following firm daily\* rates:

<b>Description</b>	<b>Maximum Dollar Amount (222 days)</b>
A.B.E. Level 1 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B.E. Level 1 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 2 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 3&4 – Minimum Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B. E. Level 3&4 – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
A.B.E. Special Education – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
Vocational Skills Instructor – Medium Sector \$ _____/per day for a minimum of 200 to a maximum of 222 days	\$ _____
Administrative cost – Minimum and Medium Sector (up to 6% of the above labour cost per monthly invoice)	\$ _____
Library Worker- Medium Sector \$ _____/per day for 141 days (3 days per week for 47 weeks)	\$ _____
Total Estimated Labour	\$ _____
Travel	\$1,000.00
<b>TOTAL ESTIMATED COST-Option Year 4</b>	\$ _____

\* Work day consist of 7.5 hours unless otherwise stated

**Maximum cost:**

<b>Year (s)</b>	<b>Est. Cost</b>	<b>Travel</b>	<b>Total</b>
Initial Contract Period	\$ _____	\$ 1,000.00	\$ _____
Option Year 1	\$ _____	\$ 1,000.00	\$ _____
Option Year 2	\$ _____	\$ 1,000.00	\$ _____
Option Year 3	\$ _____	\$ 1,000.00	\$ _____
Option Year 4	\$ _____	\$ 1,000.00	\$ _____
<b>Grand total</b>	<b>\$ _____</b>	<b>\$ 5,000.00</b>	<b>\$ _____</b>

1. The Contractor shall be paid to deliver services and provide deliverables as stipulated in the Statement of Work "Annex A", subject to the terms and conditions contained herein, at the price or rate set out in the Basis of Payment.
2. All payments to the Contractor are subject to receipt of monthly invoice on the last business day of the month and certified by the Project Authority or a CSC Departmental Representative.
3. The receipt and acceptance of the monthly invoice shall be based on the report or attendance and the per diem, plus applicable HST. The invoice shall also include the Contractor's registration number and a detailed breakdown of the number of days being invoiced.

The Contractor will submit a monthly invoice to the **Project Authority:**

**Chantal Goudreau**  
Manager, Programs  
Dorchester Penitentiary  
4902, Main Street  
Dorchester, NB E4K 2Y9  
Phone: (506) 379-4281  
Fax : (506) 379-4204  
[Chantal.goudreau@csc-scc.gc.ca](mailto:Chantal.goudreau@csc-scc.gc.ca)

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

*(see attached document)*

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Buyer ID - Id de l'acheteur  
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## **ANNEX D – TECHNICAL EVALUATION CRITERIA**

*(see attached document)*

## ANNEX E TO PART 5 - BID SOLICITATION

### 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)



**RECEIVED**  
MAR 18 2015



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

21220-15-6321

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																													
<p>1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <i>CSC</i></p>	<p>2. Branch or Directorate / Direction générale ou Direction <i>CSC</i></p>																												
<p>3. a) Subcontract Number / Numéro du contrat de sous-traitance</p>	<p>3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant</p>																												
<p>4. Brief Description of Work / Brève description du travail - to offer Educational Services to Dorchester Penitentiary (medium and maximum sector) inmates;</p>																													
<p>5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <span style="float: right;"><input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Oui</span></p>																													
<p>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? <span style="float: right;"><input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Oui</span></p>																													
<p>6. Indicate the type of access required / Indiquer le type d'accès requis</p>																													
<p>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) <span style="float: right;"><input type="checkbox"/> No / Oui <input checked="" type="checkbox"/> Yes / Oui</span></p>																													
<p>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. <span style="float: right;"><input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Oui</span></p>																													
<p>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? <span style="float: right;"><input checked="" type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Oui</span></p>																													
<p>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</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Canada <input checked="" type="checkbox"/></td> <td style="text-align: center;">NATO / OTAN <input type="checkbox"/></td> <td style="text-align: center;">Foreign / Étranger <input type="checkbox"/></td> </tr> </table>		Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>																									
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>																											
<p>7. b) Release restrictions / Restrictions relatives à la diffusion</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/></p> <p>Not releasable / À ne pas diffuser <input type="checkbox"/></p> <p>Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:</p> </td> <td style="width: 33%; vertical-align: top;"> <p>All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/></p> <p>Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:</p> </td> <td style="width: 33%; vertical-align: top;"> <p>No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/></p> <p>Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:</p> </td> </tr> </table>		<p>No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/></p> <p>Not releasable / À ne pas diffuser <input type="checkbox"/></p> <p>Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:</p>	<p>All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/></p> <p>Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:</p>	<p>No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/></p> <p>Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:</p>																									
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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat <b>31200-15-1321</b>
Security Classification / Classification de sécurité <b>SECRET</b>

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité:

No / Non  Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

No / Non  Yes / Oui

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

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

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

<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL	<input type="checkbox"/> SECRET / SECRET	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET / NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
<input type="checkbox"/> 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 de travail?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SOUTIEN RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

No / Non  Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

21220-15-6321

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC					
	A	B	D	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO EFFUSION RESTRICTION	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Chemicals / Assises / Réactifs / Éléments / Produits																
IT / Électronique / Électronique / Électronique																
IT / Électronique / Électronique / Électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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

**ANNEX D  
EVALUATION CRITERIA**

**Supplier:** \_\_\_\_\_

**Mandatory Evaluation Criteria**

1. Offers MUST meet all of the following mandatory requirements. Offers must be supported by proper and adequate detail, particularly where a mandatory item requires supporting evidence. Those not meeting all of these mandatory requirements will be given no further consideration.
2. The mandatory evaluation criteria are:

DESCRIPTION	COMMENTS	PASS	FAIL
1. All proposed teachers must have a teachers licence from the province of New Brunswick or equivalent. Copies of the licences and resumes must be included for each proposed employee.			
2. Contractor must demonstrate the ability to provide two fully bilingual multi level teachers on a full time basis (one for minimum security sector and one for medium security sector).			
3. Demonstrate that at least 50% of personnel have worked in an institutional setting.			

**POINT-RATED CRITERIA**

Technical proposals will be evaluated on the basis of the following. Proposals must obtain 60% of the maximum score in EACH CATEGORY (Technical Proposal, Management Proposal and Company Experience below) in order to be deemed responsive.

Technical Proposal (114 points, minimum 68 points)		
Description	Grid	Score
		COMMENTS
1. Demonstration of sensitivity to needs of entire population (22 points)	<p>Reference is made to the following:</p> <ul style="list-style-type: none"> <li>a) Security levels of the Institution, i.e. recognition of working with inmates from various security sectors (2 points)</li> <li>b) Specialized environment, institutional setting, security (4 points)</li> <li>c) Diversity of programs (illiterates to GED (4 points)</li> <li>d) Continuous intake (2 points)</li> <li>e) Individualized programs (2 points)</li> <li>f) Cultural diversity (2 points)</li> <li>g) Learning disabled (2 points)</li> <li>h) Significance of literacy (2 points)</li> <li>i) Mentally ill inmates (2)</li> </ul>	
2. Demonstration of sensitivity to special needs inmates (23 points)	<p>Reference is made to the following:</p> <ul style="list-style-type: none"> <li>a) Shepody Healing Center or other institutionalized setting for mental health clients (2 points);</li> <li>b) Methods of Instruction for learning disabled; (2 points)</li> <li>c) Attention Deficit Hyperactivity Disorder ADHD (4 points)</li> <li>d) Testing provisions (2 points)</li> <li>e) Individualized programs – one on one (5 points)</li> <li>f) Interdepartmental cooperation, working with parole officers, psychologists, program officers in an effort to assist the clients;(5 points)</li> <li>g) Classroom management (1 point)</li> <li>h) Fetal Alcohol Spectrum Disorder, FASD (2 points)</li> </ul>	

<b>Description</b>	<b>Grid</b>	<b>Score</b>	<b>COMMENTS</b>
3. Quality of programs proposed (max 15 points)	<p>Reference is made to the following:</p> <ul style="list-style-type: none"> <li>a) Certification available (3 points)</li> <li>b) Goals for programs (3 points)</li> <li>c) Counselling provided (3 points)</li> <li>d) Methods of Instruction (3 points)</li> <li>e) Objective clearly articulated (3 points)</li> </ul>		
4. Flexibility of proposed schedule (2 points each, max. 10 points):	<p>Reference is made to the following:</p> <ul style="list-style-type: none"> <li>a) Ability to accommodate other program attendance</li> <li>b) Continuous intake</li> <li>c) Duration of the program is individualized</li> <li>d) Programs are available year round</li> <li>e) Hours of work breaks</li> </ul>		
5. Consistency with strategy and objectives (5 points each, max. 20 points)	<p>Reference is made to the following:</p> <ul style="list-style-type: none"> <li>a) Program offered</li> <li>b) Target groups are identified</li> <li>c) Goals and objectives are articulated</li> <li>d) Methodology is described</li> </ul>		
6. Completeness and clarity of work plan (max 12 points)	<p>The work plan should include:</p> <ul style="list-style-type: none"> <li>a) Material required (2 points)</li> <li>b) Clear provisions for substitute teachers (4 points)</li> <li>c) Provisions for 12 months of operation or year round (4 points)</li> <li>d) Reports (2 points)</li> </ul>		

<b>Description</b>	<b>Grid</b>	<b>Score</b>	<b>COMMENTS</b>
7. Outline of responsibilities and functions (Maximum 12 points: 2 points each)	<p>The outline of responsibilities and functions should include:</p> <ul style="list-style-type: none"> <li>a) Teachers – assignment</li> <li>b) Clerical staff – role and duties</li> <li>c) Role of teachers – responsibilities</li> <li>d) Reporting structure</li> <li>e) Security responsibilities</li> <li>f) Records</li> </ul>		
<b>Total score of Technical Proposal:</b>			<b>/114</b>

<b>Management Proposal (60 points, minimum 36)</b>			
<b>Description</b>	<b>Grid</b>	<b>Score</b>	<b>COMMENTS</b>
1. Administrator experience. (20 points)	<ul style="list-style-type: none"> <li>a) Exp. as a teacher – 1 point per year/max. 5 pts</li> <li>b) Exp. in Corrections – 2 points per year/max. 10 pts.</li> <li>c) Exp. as an Administrator – 1 pt per year/max. 5 pts</li> </ul>		
2. Key Personnel experience. (Maximum 20 points)	<ul style="list-style-type: none"> <li>a) Average yrs exp. per teacher 1 pt per yr/max. 5 pts</li> <li>b) Average yrs exp. in Corrections-teachers – 2 pts per yr/max. 10 pts</li> <li>c) Clerical staff experience with gov't – 5 yrs or more – 2 points</li> <li>d) Clerical experience years – 5 years or more – 3 points</li> </ul>		
3. Observance to New Brunswick's provincially recognized curriculum (10 points)	<ul style="list-style-type: none"> <li>a) Reference made to curriculum (5 points)</li> <li>b) Goals and objectives of curriculum are identified (5 points)</li> </ul>		
4. Observance of the mission statement of the Correctional Service of Canada (10 points)	<ul style="list-style-type: none"> <li>a) Direct reference to the Mission (5 points)</li> <li>-Reintegration (1pt)</li> <li>-Case Plan (1 pt)</li> <li>-Case Management Team Approach (1 pt)</li> <li>- Offender Intake Assessment (1 pt)</li> <li>-Program requirements (1 pt)</li> </ul>		
<b>Total score of Management Proposal:</b>			<b>/60</b>

<b>Company Experience/history (30 points, minimum 18 points)</b>		
<b>Description</b>	<b>Grid</b>	<b>Score</b>
		<b>COMMENTS</b>
1. Experience in teaching penitentiary inmates (10 points)	a) more than 5 years (10 points) b) 1-5 years (5 points)	
2. Experience in providing adult education programs and courses (10 points)	a) more than 5 years (10 points) b) 1-5 years (5 points)	
3. Educational expertise is available for consultation, i.e. (10 points)	(a) participated and/or chaired education committees (5 points) (b) has provided expertise and/or guidance in the area of education at panel discussions (5 points)	
<b>Total score of Company Experience:</b>		<b>/30</b>