

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**Request For a Standing Offer
Demande d'offre à commandes**

National Master Standing Offer (NMSO)
Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

**Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Training and Specialized Services Division/Division de la
formation et des services spécialisés
11 Laurier St. / 11, rue Laurier
10C1, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet INSTITUTIONAL CHAPLAINCY SERVICES	
Solicitation No. - N° de l'invitation 21120-154722/B	Date 2015-06-17
Client Reference No. - N° de référence du client 21120-15-2104722	GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZH-127-29004
File No. - N° de dossier 127zh.21120-154722	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-07-27	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Génier, Nicole	Buyer Id - Id de l'acheteur 127zh
Telephone No. - N° de téléphone (819)956-1144 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

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

The period of the Standing Offer will be for 1 year from April 1, 2016 to March 31, 2017. The Standing Offer will have the irrevocable option to extend by 5 additional one year periods.

As per the Integrity Provisions under section 01 of Standard Instructions [2006](#), offerors 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, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), 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 Agreement on Internal Trade (AIT).

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The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the Attachment 2 to Part 3 under section [Federal Contractors Program for Employment Equity - Certification](#)

The requirement is limited to Canadian goods and/or services.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006 \(2014-09-25\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

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

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Standing Offers 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 Standing Offers awarded to FPS, offerors must provide the information required in the Attachment 2 to Part 3 - Certifications and additional information form 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 offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is

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eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (3 hard copies and 1 soft copy on CD/DVD);
Section II: Financial Offer (1 hard copy);
Section III: Certifications & Additional Information (1 hard copy).

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

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

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

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When preparing their financial offer, offerors should review clause 4.1.2, Financial Evaluation, of Part 4 of the request for Standing Offer ; and article 7.6, Payment, of Part 7 of the request for Standing Offer.

Section III: Certifications

Offerors should provide the certifications required under Part 5 and, as applicable, any related documentation and Additional Information.

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

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**ATTACHMENT 1 TO PART 3
PRICING SCHEDULE**

See attached excel spreadsheet

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ATTACHMENT 2 TO PART 3
CERTIFICATIONS AND ADDITIONAL INFORMATION

See attached PDF fillable Form - Attachment 2 to part 3 – Certifications and Additional Information.pdf

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation.

4.1.1.1 Mandatory Technical Criteria

Please refer to Attachment 1 to Part 4

4.1.1.2 Point Rated Technical Criteria

Please refer to Attachment 1 to Part 4.

4.1.2 Financial Evaluation

SACC Manual Clause [M0220T \(2013-04-25\)](#), Evaluation of Price

4.2 Basis of Selection

To be declared responsive, an offer must:

- a) comply with all the requirements of the Request for Standing Offers (RFSO);
- b) meet all mandatory technical evaluation criteria; and
- c) obtain the required minimum of 56 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 80 points.
- d) offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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ATTACHMENT 1 TO PART 4

TECHNICAL EVALUATION

The Offer must meet the Mandatory Technical Criteria. Offerors must fill out the Technical Evaluation PDF fillable form - Attachment 1 to part 4 – Technical Evaluation.pdf, print it, and include it as part of the Technical Bid. Only the information provided in the printed Technical Evaluation form will be assessed by Canada. Canada will not assess, and will not allocate points for, any other information provided in addition to the printed Technical Evaluation form and the letter from the faith or spiritual community (e.g. resume, CV, tables, attachments, etc.)

The Summary of the experience should include a description of the task(s) performed and the work conducted.

In the form, the "Total Points" for rated criteria is for the Offeror's use only, and may vary upon technical evaluation by Canada. In order for Offerors to obtain the maximum number of points, they must ensure to provide all required relevant information.

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PART 5 - CERTIFICATIONS

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

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

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

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [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 [M9033T](#) (2011-05-16), Financial Capability

6.3 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

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

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

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

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

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

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

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

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

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

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

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The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Standing Offer issuance to March 31, 2017.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 5 periods of one year each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Nicole Génier
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Professional Services Procurement Directorate
Address: 11 Laurier, Place du Portage III, 10C1-106

Telephone: 819-956-1144
Facsimile: 819-956-1432
E-mail address: Nicole.genier@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is:

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

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

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

7.5.3 Call-Up Authority

The Call-Up Authority for the Standing Offer is:

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

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

The Call-Up Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for the review of the call-up prior to signature of the Identified User.

7.5.4 Offeror's Representative

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Services Canada.

7.7 Call-up Procedures

- a) The Offeror agrees only to perform individual call-ups made by an Identified User pursuant to this Standing Offer that does not exceed the applicable Limitation of Call-up, outlined below;
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed call-up can be charged to this Standing Offer or any call-ups made against it;
- c) The Offeror acknowledges that the terms and conditions set out in the resulting contract clauses that form part of this Standing Offer apply to every call-up made under this Standing Offer.

The following call-up process must be followed:

Step 1 – Request: The Identified Users will send a Request for Resource Form to the Offeror. The form will contain the following information:

- i) Location of the work;
- ii) Level of Effort;

- iii) Type of Chaplaincy services required (Site Based or Specific religious services) or Travel Requirement (as detailed in Section 6 of the Statement of Work) as applicable.

Step 2 – Response to Request: The Offeror must respond with a proposed resource within 10 working days of the request, with the following information:

- i) the name of the proposed resource;
- ii) the resume of the proposed resource; and
- iii) a demonstration that the proposed resource meets :
 - a. The security requirement and the certificate number, if available; and
 - b. the resources qualifications (Section 11. of the Statement of Work);
- iv) a letter from the resource's religious organization attesting to that religious organization's official support of the resource.
- v) Estimated Travel and Living expenses, if applicable;
- vi) the total estimated cost proposed;

Step 3 - Call-up issuance: Following step 2, the Identified User will issue the call-up against the Standing offer using the Call-up instrument. The call-up will be sent by e-mail as an attachment in PDF format.

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services;
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- j) Annex D, Insurance Requirements;
- k) the Offeror's offer dated _____.

7.11 Certifications

7.11.1 Compliance

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

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the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 17 Interest on Overdue Accounts, of 2035, General Conditions – Higher Complexity Services will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

7.5.1 Basis of Payment

Limitation of Expenditure - Firm Hourly Rate:

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 \$_____. Customs duty are excluded and Applicable Taxes are extra..

Limitation of Expenditure - Authorized travel and living expenses for Work location in excess of 100 kilometers of the Contractor's place of business:

For the requirements relative to travel described in Section 6 of the Statement of Work in Annex A.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive

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referring to "travellers", rather than those referring to "employees". Customs duties are included and Applicable Taxes are extra."

All travel must have the prior authorization of the Identified User specified in the resulting Call-up.

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

7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.8 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. 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.

7.9 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.

ANNEX "A"

STATEMENT OF WORK

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

1. Objective:

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

2. Background:

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

An inmate is entitled to reasonable opportunities to freely and openly participate in, and express, religion or spirituality, subject to such reasonable limits as are prescribed for protecting the security of the penitentiary or the safety of persons.

3. Scope and Requirement:

The Offeror must provide Qualified Professional Official Representatives (QPOR) of Canada's religious and spiritual communities as resources to supply institutional chaplaincy services in order to meet the following requirements:

- a) In response to a call-up issued by CSC, provide a minimum of 1 QPOR resource for a minimum of 125 and a maximum of 185 hours per month, as the site-based chaplain for each of the institutions identified in Appendix 1, except for the following Institutions, Centres and Aboriginal Healing Lodges: Regional Mental Health Centre (QUE), Regional Treatment Centre (ONT), Grierson Institution, Pê Sâkâstêw Centre, Willow Cree Healing Centre, Okimaw Ohci Healing Lodge, and the Kwikwêxwelhp Healing Village, representing approximately 35 resources. Each site-based chaplain must provide religious and spiritual services (with the sole exception of Aboriginal Spirituality) for all inmates at the site. The religious and spiritual services include the facilitation of all religious and spiritual rites, rituals, worship and other observances; spiritual care; religious and spiritual education activities; community involvement; activities that constitute visible presence; and, integration of Chaplaincy services in the institution, as stipulated in this Statement of Work. The site-based chaplain may provide input on any requirement for specific religious and spiritual service.

- b) If and when required the Offeror must provide a backup site-based chaplain for each of the institutions identified in Appendix 1, with the exception of those noted above. The back-up chaplain may be used when there is an identified requirement for the replacement of the primary resource, whether to backfill vacation or other extended absences of greater than five (5) working days, and as approved by the Project Authority.
- c) Provide QPOR resources for specific religious and spiritual services to inmates on an as-and-when-requested basis as directed and required by the Project Authority through the issuance of a call-up, based on a demographically responsive, tradition-specific model of spiritual and religious service provision, representing approximately 120 resources. These services include the provision of rites, rituals and observances; spiritual care; religious and spiritual education activities; community involvement; and, input concerning integration of these services in the institution. The Contractor may be required to provide services via videoconference where resources are not available within the required timeframe.
- d) Provide regional representatives who are responsible for the management of the services.

4. Tasks:

The Offeror's resources must perform the following tasks:

4.1 Visible Presence

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

- a) being present and seen throughout the institution, representing the spiritual dimension of life, while utilizing holistic restorative processes;
- b) being available during any disruption of institutional operations;
- c) presenting the Chaplaincy services to offenders in reception;
- d) providing spiritual care both on an individual and group basis;
- e) providing spiritually based encounters presenting a theological, restorative interpretation of life in areas such as forgiveness, guilt, anger, hostility, pain, hurt, power, grace, self-worth, acceptance, death, trust, health, grief, and other significant components of human existence and experience;
- f) referring to and consulting with appropriate staff and groups when required;
- g) expressing the prophetic dimension of Chaplaincy services;
- h) dealing with issues of faith, including personal and spiritual relationships;
- i) providing support to families of offenders;
- j) providing crisis intervention in experiences such as grief, illness, despair, death, anger, depression, parole denial, and suicide attempts;
- k) promoting restorative principles and practices through fully participating in life within the correctional institution; and
- l) preparing and implementing an annual chaplaincy service delivery plan to express pastoral priorities, strategies and schedules.

4.2 Religious Services, Rites and Rituals

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

- a) religious services relevant to the correctional milieu, including services specifically designed to speak to significant events within the institution;
- b) in consultation with the official representatives of the faith community, religious services for regular worship, holy days, and significant days and seasons throughout the year;

- c) coordinating contact and visits with faith practitioners for offenders of other traditions;
- d) responding to unique crises and special situations such as Deaths in custody, Critical incidents, fall-outs from riots and disturbances etc; and
- e) creating and maintaining an atmosphere within the Institution's sacred space that enables all faith communities to respectfully use the sacred space.

4.3 Religious/Spiritual Education

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

- a) designing, developing, conducting, evaluating and modifying programs and activities in Religious/Spiritual Education;
- b) conducting and facilitating prayer, study and personal growth groups;
- c) facilitating procedures necessary to the function of chaplaincy within the institution; and
- d) independently acquiring and distributing religious/spiritual literature, supplies and materials.

4.4 Community Involvement

Interacting and dialoguing with members of the community, including multiple faith communities, concerning their role in chaplaincy and restorative processes. This includes the recruitment and training of volunteers for correctional chaplaincy work through:

- a) accepting invitations to address religious/spiritual gatherings, and acting as a resource person to community meetings;
- b) meeting with local religious and spiritual leaders;
- c) recruiting, selecting, and training suitable volunteers to be involved in Chaplaincy activities;
- d) involvement in Restorative Justice Week activities and the promotion of restorative justice principles and practices; and
- e) developing partnerships with the Faith Community Reintegration Projects for the benefit of the offenders' reintegration.

4.5 Integration of Chaplaincy

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

- a) participating on an ad hoc basis in the case management process, particularly in relation to offenders with whom there is significant involvement;
- b) integrating a system of values which reflect restorative justice principles and practices through full participation in institutional life;
- c) acting as a resource person to institutional boards and meetings, to provide a focus on the spiritual dimension of life, while supporting a holistic restorative approach to working with, and the safe reintegration of, offenders;
- d) involvement in crisis and emergency situations, especially where a particular understanding or relationship has been developed with offenders involved in the crisis, and offering spiritual care and restorative processes to offenders, and their families as needed; and
- e) meeting with institutional management to discuss and plan how the work of Chaplaincy integrates with institutional strategies and plans; and
- f) escorting inmates on temporary absences for religious and/or rehabilitative purposes.

5. Management Requirements

The Offeror must perform the following tasks:

- a) ensuring that its resources' timesheets are properly completed and submitted to the CSC Regional Chaplain on a weekly basis.;
- b) ensuring that its resources are security cleared to perform work in CSC institutions;
- c) ensuring continuity of service through the provision of additional qualified resources for backfill needs (vacation, illness, etc.);
- d) ensuring any and all proposed resources, including replacements, meet the resource qualifications; and
- e) provide regional representatives to manage the services.

6. Scheduled Meetings

The Offeror must meet with the working committee consisting of members of the Chaplaincy Management Team and the Interfaith Committee on Chaplaincy to apprise the members of the contract to date. The meetings occur approximately 4 times per year at a location specified by CSC. These meetings may also take place via video/teleconferencing.

7. Deliverables

- a) For each call-up, all resources must submit weekly timesheets to the CSC Regional Chaplain detailing the hours worked.
- b) The Offeror must provide a report monthly and as otherwise requested by the Project Authority with respect to the provision of Chaplaincy services across the country, including site-specific, regional and national data. The Data must include the list of all call-ups, cumulative hours worked per call-up, cumulative dollar value expended on the call-up, burn rate, and % of completion.
- c) The Offeror must provide an Annual Summary Report on the overall work performed by the Offeror each year. This report must summarize any issues, anomalies, discrepancies and analysis of usage with recommendations for the following year.

8. Language Requirements

The Offeror's resources must be able to provide bilingual services (in English and French) to offenders in Quebec and New Brunswick. Each resulting call-up will identify the specific language requirements of the resource.

9. Location of Work

The Offeror's resources must provide chaplaincy services at the institutions listed in Appendix 1 on an "if and when required" basis.

10. CSC Responsibilities and Support:

- a) CSC will provide sacred space for the purposes of worship within each institution.
- b) CSC will provide workspace and a standard CSC desktop computer for the Offeror's site-based chaplains.
- c) CSC will provide access to all parts of the institution in which the Offeror's site-based chaplains must exercise ministry.

11. Resource qualifications

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

- a) The resource must have a minimum of 3 years of demonstrated experience in religious/spiritual service as an Official Representative of his/her Faith or Spiritual Community.
- b) The Offeror must provide a letter from the faith or spiritual community which demonstrates that each proposed QPOR:
 - i. meets the educational, ministry and personal requirements to perform religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community;
 - ii. has been compensated for performing religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community (this includes: salary, hourly wage, honorarium or stipend);
 - iii. is currently mandated and approved by his/her faith or spiritual community to serve as a chaplain for Correctional Service Canada; and
 - iv. has the organization's official support to serve as a chaplain in a correctional milieu.

The Offeror should use the suggested letter template attached. The letter must be in English or French, signed and dated on the Organization's letterhead. The letter must be dated within six (6) months of the call-up date.

APPENDIX 1 – LIST OF REGIONS AND INSTITUTIONS

ATLANTIC REGION

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

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

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

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

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

QUEBEC REGION

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

Donnacona Institution
1537 Highway 138
Donnacona, Quebec
G3M 1C9

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

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

Cowansville Institution
400 Fordyce Avenue
Cowansville, Quebec
J2K 3G6

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

Joliette Institution
400 Marsolais Street
Joliette, Quebec
J6E 8V4

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

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

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

**Regional Mental Health
Centre**
242 Montée Gagnon
Sainte-Anne-des-Plaines,
Quebec
J0N 1H0

ONTARIO REGION

Ontario Regional Headquarters

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

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

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

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

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

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

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

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

PRAIRIES REGION

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

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

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

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

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

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

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

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

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

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

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

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

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

PACIFIC REGION

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

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

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

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

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

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

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

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

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

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APPENDIX 2 – PARTIAL LIST OF RELIGIOUS ORGANIZATIONS

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

ANNEX "B"

BASIS OF PAYMENT

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

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

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

Table 1 – Initial Standing Offer Period			
	Firm All-inclusive Hourly Rate	Estimated number of hours	Total
Institutional Chaplaincy Services	\$	150,000	\$

Table 2 –Option Year 1			
	Firm All-inclusive Hourly Rate	Estimated number of hours	Total
Institutional Chaplaincy Services	\$	150,000	\$

Table 3 – Option Year 2			
	Firm All-inclusive Hourly Rate	Estimated number of hours	Total
Institutional Chaplaincy Services	\$	150,000	\$

Table 4 – Option Year 3			
	Firm All-inclusive Hourly Rate	Estimated number of hours	Total
Institutional Chaplaincy Services	\$	150,000	\$

Table 5 – Option Year 4			
	Firm All-inclusive Hourly Rate	Estimated number of hours	Total
Institutional Chaplaincy Services	\$	150,000	\$

Table 6 – Option Year 5			
	Firm All-inclusive Hourly Rate	Estimated number of hours	Total
Institutional Chaplaincy Services	\$	150,000	\$

2. Cost Reimbursable Expenses

2.1 Authorized travel and living expenses

For the requirements relative to travel described in Section 6 of the Statement of Work in Annex A.

Solicitation No. - N° de l'invitation
21120-154722/B
Client Ref. No. - N° de réf. du client
21120-154722/B

Amd. No. - N° de la modif.
File No. - N° du dossier
127zh21120-154722

Buyer ID - Id de l'acheteur
127zh
CCC No./N° CCC - FMS No./N° VME

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

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

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

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127zh21120-154722

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

ANNEX "D"

INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - 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:

Solicitation No. - N° de l'invitation
21120-154722/B
Client Ref. No. - N° de réf. du client
21120-154722/B

Amd. No. - N° de la modif.
File No. - N° du dossier
127zh21120-154722

Buyer ID - Id de l'acheteur
127zh
CCC No./N° CCC - FMS No./N° VME

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

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

Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included:

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

Solicitation No. - N° de l'invitation
21120-154722/B
Client Ref. No. - N° de réf. du client
21120-154722/B

Amd. No. - N° de la modif.
File No. - N° du dossier
127zh21120-154722

Buyer ID - Id de l'acheteur
127zh
CCC No./N° CCC - FMS No./N° VME

ANNEX "E"

STANDING OFFER REPORTING REQUIREMENTS

See attached

RECEIVED

NOV 06 2014



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

21120-15-2104722

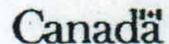
Security Classification / Classification de sécurité

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

Form with sections: PART A - CONTRACT INFORMATION, 1. Originating Government Department or Organization, 2. Branch or Directorate, 3. Subcontract Number, 4. Brief Description of Work, 5. Access to Controlled Goods, 6. Access to Classified Information, 7. Release restrictions, 7.c) Level of Information.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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? No / Non Yes / Oui
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité.

9 Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? 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 unscrubbed personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscrubbed 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 / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11 d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11 e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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

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

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

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

Annex "E"
STANDING OFFER REPORTING REQUIREMENTS



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

ANNEX E

Quarterly Usage Report

General Instructions

Introduction

The Government of Canada (GC) requires the Offeror to provide the following a Quarterly Usage Report (QUR) to the Standing Offer Authority on a quarterly basis.

Response Due Date

Your cooperation in returning the completed QUR by the appropriate date is **MANDATORY**.

Period	Period to be Covered	Due on or before
1st	April 1 to June 30	July 10
2nd	July 1 to September 30	October 10
3rd	October 1 to December 31	January 10
4th	January 1 to March 31	April 10

Returning the Completed QUR

Please e-mail the completed QUR to: nicole.genier@tpsgc-pwqsc.gc.ca
Type the words "[QUR Chaplaincy Services](#)" in the subject line of your e-mail.

Complete All Fields

Offeror should complete all applicable portions of the QUR documents - including the Company Profile, Information sheet pertaining to services provided to PWGSC.

Provide Direct Responses to Fields

Please do not substitute brochures, catalogues or annual reports in lieu of answers to our questions.

Currency

Please, state all monetary values in Canadian dollars (CDN).

Confidentiality

PWGSC will keep your company's response confidential.

Changing the Format

Offeror is asked not to modify the format of this QUR.

Offeror's Representative (or delegated representative)

PWGSC considers the individual named under Offeror's Representatives of the Standing Offer to be the Offeror's primary source of communication. Should this individual not be available at the date of the QUR submission, an alternate contact should be included with your QUR using the template provided under tab II. Company Profile

Questions

Should you need further clarification, please forward your question by e-mail to the following address: nicole.genier@tpsgc-pwqsc.gc.ca

Field Descriptions

SO Quarterly Usage Report (QUR)

Field Information

Field	Description
Call-up no.	Unique number for the call-up, as identified in confirmation number.
Region	Pacific, Atlantic, Ontario, Quebec or Prairies
Institution	Institution resource will be working in
Amount of Call up	The value of the call-up (GST/HST inc), as identified on page 1 of the call-up
Call-up approval date	Date the call-up was issued
Project Authority	Name of Project Authority
Call-up Authority	Name of the Call-up Authority
Type of services	Site based or Specific Services
Period of Call-up	Period of services specified in the call-up
Resource Name	Name of the resource

Annex "E"
II. Company Profile

Quarterly Usage Report

Company Profile

(1) Please complete your company details in the spaces below:

Company name:	
SO No.:	
Web site:	
PBN:	
Business address:	
City:	
State / Province:	
Postal code:	
Country:	
Phone No.:	
Fax No.:	

(2) Complete the details of the person who is the Primary contact regarding this QUR:

Contact name:	
Title:	
Business address:	
City:	
State / Province:	
Postal code:	
Country:	
Phone No.:	
Fax No.:	
E-mail:	

(3) If applicable, provide details for the Alternate contact regarding this QUR:

Contact name:	
Title:	
Business address:	
City:	
State / Province:	
Postal code:	
Country:	
Phone No.:	
Fax No.:	
E-mail:	

Company Name

Annex "E"
Information Sheet

Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Quarterly Usage Report Instructions

Please provide the information requested below for all Training Contracts your firm provided to the Government of Canada for the appropriate quarterly period.

Semi-Annual Period	Period to be Covered	Due on or before
1st	April 1 to June 30	July 10
2nd	July 1 to September 30	October 10
3rd	October 1 to December 31	January 10
4th	January 1 to March 31	April 10

Indicate Reporting Period
(Period and Year)

**Chaplaincy Services Information
Spreadsheet**

SO 21120-154722/001/ZH

Total Number of Call-ups Year-to-date	(Insert Number)
Total \$ Value of Call-ups Year-to-date	(Insert \$ Value)

Call-up Number	Region	Institution	Amount of Call-up	Call-up Approval Date	Authorized by	Type of Services	Period of Call-up	Resource Name
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
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42								
43								

Annex "E"
Information Sheet

Call-up Number	Region	Institution	Amount of Call-up	Call-up Approval Date	Authorized by	Type of Services	Period of Call-up	Resource Name
44								
45								
46								
47								
48								
49								
50								
51								
52								
53								
54								