



**PROPOSAL TO THE DEPARTMENT OF PUBLIC SAFETY CANADA
VENDOR INFORMATION AND AUTHORIZATION**

Vendor Name and Address

Legal Status (incorporated, registered, etc)

GST or HST Registration Number and/or Business Identification Number (Revenue Canada)

Name and Title of Person authorized to sign on behalf of Vendor

Print Name: _____ Title: _____

Signature: _____ Date: _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title: _____

Telephone: _____ Fax: _____

Email: _____

Each proposal must include a copy of this page properly completed and signed.



PART 1 – GENERAL INFORMATION

1. Requirement Summary

The objective of this undertaking is the creation of a framework or guideline document that will assist Canadian practitioners responsible for the implementation of crime prevention interventions to effectively adapt interventions to the specific needs and resources of the subjects of the intervention.

2. Terms and Conditions of the resulting Contract

The general terms and conditions and clauses contained in Part 7 form part of this Request for Proposal document and any resulting contract, subject to any other express terms and conditions.

3. Period of Work

The period of the Contract will be from April 1, 2016 to January 27, 2017.

4. Contracting Authority

Barry McKenna
Contracting and Procurement
Public Safety Canada
269 Laurier Avenue West, 13th Floor
Ottawa, Ontario K1A 0P9
Tel: 613-990-3981
Fax: 613-954-1871
Email: contracting@ps.gc.ca

The Contracting Authority is responsible for all matters of a contractual nature.

5. Inspection/Acceptance

All work to be performed and all deliverables to be submitted for the proposed Contract shall be subject to inspection by and acceptance of the Project Authority designated therein.

6. Intellectual Property

Public Safety Canada has determined that any intellectual property arising from the performance of the Work under the resulting contract will belong to Canada on the following grounds:
the main purpose of the contract, or the deliverables contracted for is to generate knowledge and information for public dissemination.

7. 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 suggestion, 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.

8. Debriefings



PART 1 – GENERAL INFORMATION

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 10 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

9. Security

There is no security requirement identified.



PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

1. Enquiries - solicitation stage

All enquiries or issues concerning this procurement must be submitted in writing to the Contracting Authority named in Part 1, item 5 as early as possible within the bidding period.

Enquiries and issues must be received by the Contracting Authority no later than five **(5)** business days prior to the bid closing date specified on the cover page of this RFP document to allow sufficient time to provide a response. Enquiries or issues received after that time may not be able to be answered prior to the bid closing date. To ensure consistency and quality of information provided to Bidders, the Contracting Authority will provide, simultaneously to all bidders to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.

It is the responsibility of the Bidder to obtain clarification of the requirements contained herein, if necessary, prior to submitting a bid.

A **request for a time extension** to the bid closing date will be considered provided it is received in writing by the PS Contracting Authority at least five (5) working days before the closing date shown on page 1 of this RFP document. The request, if granted, will be communicated by Buy and Sell at least three (3) working days before the closing, showing the revised closing date. The request, if rejected, will be directed to the originator at least three (3) working days before the closing date by the PS Contracting Authority.

2. Right to Negotiate or Cancel

Rights of Canada

Canada reserves the right to:

- (a) Reject any or all bids received in response to the bid solicitation;
- (b) Enter into negotiations with bidders on any or all aspects of their bids;
- (c) accept any bid in whole or in part without negotiations;
- (d) Cancel the bid solicitation at any time;
- (e) reissue the bid solicitation;
- (f) if no responsive bids are received and the requirement is not substantially modified, reissue the bid Solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- (g) Negotiate with the sole responsive Bidder to ensure best value to Canada.

3. Proposal Validity Period

Proposals submitted in response to this Request for Proposal will remain open for acceptance for a period of not less than one hundred and twenty (120) days from the closing date of the bid solicitation, unless otherwise indicated by Canada in such bid solicitation.

4. Terms and Conditions of Request for Proposal and Resulting Contract

The proposal must be signed by the Bidder or by an authorized representative of the Bidder. The signature indicates that the Bidder agrees to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modification or other terms and conditions included in the bidder's proposal will be applicable to the resulting contract notwithstanding the fact that the Bidder's proposal may become part of the resulting contract. Provision of Signed Page 1 of this RFP may serve as an acceptance to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP.



PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

4.1 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 issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of this bid solicitation and accept the clauses and conditions of the resulting contract.

The standard instructions and conditions 2003(2015/07/03) Standard Instructions – Goods or Services – Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

However any reference to Public Works and Government Services Canada or its Minister contained in these terms and conditions shall be interpreted as reference to Public Safety Canada or its Minister.

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

5. Status and Availability of Resources

The Bidder's signature indicates that, should the Bidder be authorized to provide the services under any contract resulting from this solicitation, the persons proposed in its bid shall be available to commence performance of the Work required by the Project Authority and at the time specified herein or agreed to with the Project Authority.

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has the written permission from such person to propose the services of such person in relation to the Work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

The Project Authority reserves the right to interview any personnel resources proposed to be assigned to the contract and at no cost to the Department to confirm the knowledge and experience claimed.

6. Internal Approvals

6.1 Bidders should note that all Contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount. Notwithstanding that a Bidder may have been recommended for Contract award, issuance of any Contract will be contingent upon internal approval in accordance with Canada's policies. If such approval is not given, no Contract will be awarded.

6.2 Canada currently has a budget of approximately \$70,000 for the Work identified in the SOW. The value of the subsequent contract will be based on the financial proposal as submitted by the successful vendor as per the terms and conditions of the RFP and subsequent contract. All financial proposals must be substantiated by estimated level of effort of resources, all inclusive rates, and detailed information regarding subcontracts, travel expenses and direct expenses.



PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

7. Procurement Ombudsman

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



PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

1. Proposal Preparation Instructions:

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

- Section I: Technical Offer, 4 hard copies AND 1 soft copies on CD, DVD or USB Flash Drive
- Section II: Financial Offer, 1 hard copies
- Section III: Certifications, 1 hard copies

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.

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

1.1 Section I: Technical Bid

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

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

The technical proposal must exclude any reference to financial information relative to the costing of the proposal.

Failure to provide a technical proposal with the submission will result in non-compliance and will not be evaluated.

1.2 Section II: Financial Bid

Bidders must submit their financial bid in accordance with Part 5, Article 6. The total amount of Applicable Taxes must be shown separately.

Failure to provide a financial proposal with the submission will result in non-compliance and the bid



PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

will not be evaluated.

1.3 Section III: Certifications

Bidders must submit the certifications required under Part 6.

2. Submission of Proposals

Your proposal is to be addressed as follows and **must be received on or before 14:00 hours EST, 2016-01-18 (January 18, 2016).** Please ensure that all envelopes/boxes, etc are marked **URGENT**.

Barry McKenna
Contracting and Procurement Section
Public Safety Canada
340 Laurier Avenue West, 1st Floor Mailroom
Ottawa, Ontario, K1A 0P9
Tel: 613-949-1048
Fax: 613-954-1871
Email: rachel.hull@ps-sp.gc.ca

All by hand deliveries must be made to the mailroom located on the ground floor at 340 Laurier Avenue West, Ottawa. If hand delivering, bidder must ensure that the proposal is time and date stamped to confirm adherence to the deadline. Entrance is on Gloucester at shipping door, behind the building

3. Evaluation Procedures:

Proposals will be evaluated in accordance with the Evaluation Procedures and Criteria specified in Part 5.

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. Failure to submit a financial and/or technical proposal with the bidder's submission shall result in the bid being deemed non-compliant and will not be evaluated.
- (b) An evaluation team will be composed of representatives of Canada.

The evaluation team reserves the right but is not obliged to perform any of the following:

- a) Seek clarification or verify any or all information provided by the Bidder with respect to this RFP;
- b) Contact any or all of the references supplied and to interview, at the sole costs of the Bidder, the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirement, on 48 hours notice, to verify and validate any information or data submitted by the Bidder.

Contractor Selection Method is outlined in Part 5, Article 5.



PART 4 – STATEMENT OF WORK

1. TITLE

Finding the Optimal Balance Between Fidelity and Fit: Local Adaptations of Crime Prevention Programs

2. CONTEXT

The Government of Canada is committed to reducing crime and enhancing the safety of our communities through effective prevention, policing, and corrections. With respect to prevention, Public Safety Canada is responsible for the administration of the National Crime Prevention Strategy (NCPS). The Strategy aims to reduce offending among at-risk groups of the population by funding evidence-based interventions and knowledge dissemination projects. Its current priorities are to address early risk factors among children, youth, and young adults that are at risk of offending, respond to priority crime issues (youth gangs, drug-related crimes), prevent recidivism among high-risk groups, facilitate exiting from prostitution, and foster prevention in Aboriginal communities.

In this context, multiple divisions responsible for supporting the NCPS within Public Safety Canada (e.g., crime prevention research and evaluation, policy, and programs) , collaborate closely to provide national leadership on effective and cost-efficient ways to prevent and to reduce crime by addressing risk factors in high-risk populations and places. Focusing on effective ways to prevent and reduce crime, crime prevention staff continues to gather and collate both national and international evidence on “what works”, in order to help guide program and policy decisions and contribute to the overall body of scientific knowledge and experience in the crime prevention domain.

The work outlined below will focus on the issue of adapting crime prevention programs in order to achieve a best fit with local conditions (i.e., the sociocultural circumstances and resources in a particular community). By providing an up-to-date examination of the most recent work in this area, and applying this knowledge to determine how the key elements of particular crime prevention programs could be combined and modified to suit local needs, this project will aid practitioners in becoming better-equipped for dealing with situations where program adaptation is necessary .

3. BACKGROUND

Research has demonstrated that implementation fidelity – the degree to which the implementation of a given program adheres to the components, activities, and tools prescribed by the developers in the design and underlying theory – is a major determinant of success; for the most part, the higher the fidelity to the program pillars, the better the outcomes (for a review, see Savignac & Dunbar, 2014). However, it is often the case that many programs, even if constructed according to strong scientific principles, are not “street ready” for all possible communities and cultural groups, which may have specific practical needs and concerns that do not correspond perfectly to the original program design; this is often the case with service



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provision in Indigenous communities (Baydala et al., 2009; BigFoot & Schmidt, 2010; Brady, 1995; Crooks, Chiodo, & Thomas, 2009; Majumdar, Chambers, & Roberts, 2004; Mohatt et al., 2004; Whitbeck, 2006), particularly remote ones (Tsey et al., 2005). Furthermore, a local agency may simply lack the funding, staffing, expertise, or other resources that are needed to implement the program as it was originally designed and implemented (e.g., Bell et al., 2007; Kelly et al., 2000; Solomon, Card, & Malow, 2006; Stanton et al., 2005). Even if funding can be secured in such cases, it is typically time-limited, and the required administrative, physical and societal infrastructures and supporting personnel need to be completely imported for the duration of the project. Therefore, sustainability is difficult if not impossible following project sunset. Thus, there can frequently be a conflict between fidelity and fit, that is, tension between: (1) the scientific goal of developing universally applicable, empirically-supported programs and implementing them with high fidelity; and (2) ensuring that the program is sufficiently flexible to respond adequately to local needs (Castro, Barrera, & Martinez, 2004). Achieving this balance is critical, because ultimately: “What good is science, if it doesn’t help us?”¹ In order to achieve this balance, it is necessary to integrate the fields of cultural adaptation and implementation science (Cabassa & Baumann, 2013).

In recognition of the above concerns, a considerable amount of literature has accumulated focusing on theoretical and methodological issues related to local adaptations of preventative programming (e.g., Card, Solomon, & Cunningham, 2011; Marsiglia & Booth, 2014; Moore, Bumbarger, & Cooper, 2013), as well as the development of practitioner toolkits (Samuels, Schudrich, & Altschul, 2009; Stirman, Miller, Toder, & Calloway, 2013) and guidelines for adaptation (Card, Solomon, & Cunningham, 2011; Child Development Institute, 2013; Savignac & Dunbar, 2014; O’Connor, Small, & Cooney, 2007). This work has spanned preventative efforts in several domains such as health (Bender & Clark, 2011; McKleroy et al., 2006; Miller-Day et al., 2013; Nápoles, Santoyo-Olsson, & Stewart, 2013; Poulsen et al., 2010; Thompson, Johnson-Jennings, Baumann, & Proctor, 2015; Wechsberg et al., 2015; Williams, Wang, Burgess, Li, & Danvers, 2013), mental health (Cabassa & Baumann, 2013; Sundell, Beelmann, Hasson, & von Thiele, 2015), substance abuse (Castro & Barrera, 2015; Miller-Day et al., 2013; Ringwalt, Ennett, Vincus, & Simons-Rudolph, 2004; Ringwalt, Vincus, Ennett, & Johnson, 2004; Ringwalt, Vincus, Ennett, Johnson, & Rohrbach, 2004), parent training (Lau, 2006; Orte, Ballester, March, & Amer, 2013), and child abuse (Beasley et al., 2014).

Although these areas are all relevant for crime prevention, comparatively little research has focused on examining issues related to local adaptation of “crime prevention-specific” programs, that is, interventions designed with the explicit goal of reducing risk factors and criminal behaviour among high-risk individuals. Additional research in this area is needed to support and guide service delivery agencies and front-line practitioners, who, in the course of their work, must often contend with substantial discrepancies between the original design of crime prevention programs and the needs of a local community. By capitalizing on the numerous recent innovations in program adaptation across other domains significant advances could potentially be made in the crime prevention area. With enhanced knowledge of which types of adaptations are acceptable, and which others are unacceptable or overly risky, program coordinators and

¹ Community leader in a small traditional community in the Southwestern United States (quoted in Castro, Barrera, & Martinez, 2004, p. 41).



PART 4 – STATEMENT OF WORK

front-line personnel will be better able to tailor interventions to local circumstances without unduly compromising program integrity, and therefore increase the likelihood of achieving the desired results.

4. OBJECTIVE

The objective of this undertaking is the creation of a framework or guideline document that will assist Canadian practitioners responsible for the implementation of crime prevention interventions to effectively adapt interventions to the specific needs and resources of the subjects of the intervention. The framework is to be supported with concrete examples of how it can be effectively used in crime prevention interventions.

5. METHODOLOGY AND SCOPE OF WORK

In order to meet the objective the Contractor will:

Conduct an up-to-date, interdisciplinary (e.g., criminology and criminal justice, health, mental health, and education) review and synthesis of the theoretical and applied literature on local adaptations of intervention programs. Note that this will be an exploratory, general review with no restrictions on the subject matter of the interventions considered. For example, interventions aimed at substance abuse, HIV prevention, school dropout, obesity, criminality, etc. should be included. The review should include a wide range of publications (i.e., peer-reviewed articles, books, governmental and non-governmental reports, guidance documents, manuals and tip sheets) and include the nature of the adaptation if available (for example, age, gender, culture). A starting point for the review is the reference list at the end of this document.

The goal is to broadly synthesize the "program adaptation" literature, in order to acquire insights/ideas from a variety of areas, which could potentially be transported to the crime prevention context.

Integrate and summarize both the theoretical and practical aspects of program adaptation identified in the literature review (performed as per paragraph 5.1), highlighting key advances and challenges in adapting programs to specific cultures and communities.

Describe the following three innovative frameworks for program adaptation (and provide illustrative examples of their application):

- (1) ADAPT-ITT (Latham et al., 2010; Wingood & DiClemente, 2008);
- (2) community-based participatory research (CBPR; Castro et al., 2004; Hecht et al., 2003; Moran & Reaman, 2002); and
- (3) empowerment implementation (van Daele, van Audenhove, Hermans, van den Bergh, & van den Broucke, 2014).



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Based on the work described in paragraphs 5.2 and 5.3, develop an updated, comprehensive set of guidelines and recommendations on the local adaptation of crime prevention programming.

Based on a review of

- (1) pre-packaged, multi-component programs (e.g., Stop Now and Plan, Multisystemic Therapy, Family-Focused Therapy, etc.; see NCPC, 2008, 2011); and
- (2) the broader literature on crime prevention practices (e.g., Lab, 2013; Schneider, 2014; Welsh & Farrington, 2012), including systematic reviews and meta-analyses (Lipsey, 2009; Howell, Lipsey, & Wilson, 2014; Lipsey, Wilson, & Cothorn, 2000)

identify and describe (in tabular format) 10-15 key effective elements of crime prevention programming – in their original, unmodified versions, not adaptations. To clarify, an “element” (or component) of a crime prevention program is part of a potentially broader program, but could also stand alone. For example, the five elements of the *Stop Now and Plan* program are

- SNAP Boys Club – A structured group that meets weekly for 13 weeks and teaches boys self-control, problem-solving and emotion-regulation skills
- A concurrent SNAP Parenting (SNAPP) Group that teaches parents effective child management strategies
- One-on-one family counselling based on SNAP Individual counselling/mentoring for boys who require extra support
- School advocacy and teacher support to assist boys who are struggling behaviourally and/or not performing at their age-appropriate grade level at school.

Include, in the description, the recommended dosage, appropriate age and gender group for each key effective element identified in the work described in paragraph 5.5, if available from the literature.

apply the recommendations and guidelines developed as per paragraph 5.4 to illustrate how each of the key effective elements identified in the work described in paragraph 5.5 can be adapted to local settings, either alone or in combination with other elements.

Develop 3-5 hypothetical scenarios showcasing the application of the guidelines (developed as per paragraph 5.4) for combining and adapting key elements to correspond more closely with local conditions. As an example, one possible scenario could involve a remote Aboriginal community with limited resources that wishes to implement a program structurally similar to MST, in which small groups of at-risk juveniles are assigned to a 24/7 case worker who provides proactive support across multiple natural environments that may be contributing to risk (e.g., school, peers, family). Although this hypothetical community cannot support the full MST framework, various possible adaptations of the key element of a 24/7 caseworker could potentially be explored, in light of the comprehensive guidelines and recommendations developed.



PART 4 – STATEMENT OF WORK

Address any conceptual and methodological implementation challenges related to adapting the elements. For example, can the adaptations be expected to function in the same way, and therefore have the same influence on the outcome as the original version, when considered alone or in combination with new elements? Which types of elements are likely to be the most amenable to adaptation and which ones are the least flexible?

6. DELIVERABLES

The Contractor must submit the following deliverables, each of which builds on previous deliverables:

- A work plan detailing the approach and methodology
- A literature review on local adaptations of crime prevention programs
- A set of guidelines and recommendations on the local adaptation of crime prevention programs
- A report (in tabular format) identifying and describing key effective elements of crime prevention programs
- A report illustrating the application of the guidelines and recommendations to the local adaptation of the key effective elements
- A PowerPoint (or other format agreed to by the TA/PA) presentation of the findings

As part of the research proposal, the Contractor will submit a draft work plan describing the methodological approach and timelines for conducting the project. 10 days after receipt of any feedback from the Project Authority, the Contractor must submit a final work plan. The Project Authority must approve the final work plan before work begins.

The deliverables for this project will be integrated into a final, comprehensive, succinct research report, which will take into account the feedback of the Project Authority. **The final reports must include an abstract (approximately 100 words); a structured executive summary (3-4 pages); and a main report (maximum 40 pages, including references but excluding annexes, and appendices).** Annexes and appendices can be used to present supporting methodological and analytical documentation not central to communicating the main findings, for example, the descriptions of the three program adaptation frameworks and the 10-15 key effective elements of crime prevention programming, as detailed in Sections 5.2 and 5.3 respectively. The Powerpoint presentation will be based on the integrated report.

7. PERIOD OF WORK AND SCHEDULE

The period of work would occur from the date of contract award to October 31, 2016.

Deliverable	Due Date
7.1 Start Date	April 1, 2016
7.2 Project kick-off meeting with the Technical Authority	Within three days of the start date

PART 4 – STATEMENT OF WORK

7.3 Work plan: final work plan detailing the approach and methodology.	Within 10 days of receipt of comments on the proposed approach from the Project Authority.
7.4.1 Draft of literature review on local adaptations of intervention programs 7.4.2 Outline of guidelines and recommendations on the local adaptation of crime prevention programming.	Within 18 weeks of the start date
7.5.1 Final literature review on local adaptations of intervention programs 7.5.2 Updated outline of guidelines and recommendations on the local adaptation of crime prevention programming. 7.5.3 Draft report on the key effective elements of crime prevention programming.	Within 30 weeks of the start date
7.6.1 Draft of guidelines and recommendations on the local adaptation of crime prevention programming. 7.6.2 Final report on the key effective elements of crime prevention programming 7.6.3 Draft report illustrating the application of the guidelines and recommendations for adapting the key effective elements of crime prevention programming	Within 38 weeks of the start date
7.7.1 Final guidelines and recommendations on the local adaptation of crime prevention programming. 7.7.2 Final report on the key effective elements of crime prevention programming 7.7.3 Final report illustrating the application of the guidelines and recommendations for adapting the key effective elements of crime prevention programming 7.7.4 Draft of Powerpoint presentation.	Within 42 weeks of the start date
8 Final integrated research report + Final Powerpoint presentation	Jan. 27 th , 2017

8. REPORTING AND COMMUNICATION

In addition to the timely submission of all deliverables and fulfilment of obligations specified within the contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Authority. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations.

Communication may include: phone calls, electronic mail, faxes, mailings, and meetings. In addition, the Contractor is to immediately notify the Department of any issues, problems, or areas of concern in relation to any work completed under the contract, as they arise.

PART 4 – STATEMENT OF WORK

9. WORK LOCATION

Report preparation (i.e., literature review and writing) will be done at the Contractor's facilities.

10. LANGUAGE

All deliverables are to be submitted in English.

11. REFERENCES

- Baydala, L.T., Sewlal, B., Rasmussen, C., Alexis, K., Fletcher, F., Letendre, L., Odishaw, J., Kennedy, M., & Kootenay, B. (2009). A Culturally Adapted Drug and Alcohol Abuse Prevention Program for Aboriginal Children and Youth. *Progress in Community Health Partnerships: Research, Education, and Action*, 3(1), 37-56.
- Beasley, L.O., Silovsky, J.F., Owora, A., Burris, L., Hecht, D., DeMoraes-Huffine, P., Cruz, I., & Tolma, E. (2014). Mixed-methods feasibility study on the cultural adaptation of a child abuse prevention model. *Child Abuse and Neglect*, 38(9), 1496-507.
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- Bender, M.S. & Clark, M.J. (2011). Cultural Adaptation for Ethnic Diversity: A Review of Obesity Interventions for Preschool Children. *Californian Journal of Health Promotion*, 9(2), 40-60.
- BigFoot, D.S., & Schmidt, S.R. (2010). Honoring Children, Mending the Circle: Cultural Adaptation of Trauma-Focused Cognitive-Behavioral Therapy for American Indian and Alaska Native Children. *Journal of Clinical Psychology: In Session*, 66(8), 847-856.
- Brady, M. (1995). Culture in treatment, culture as treatment. A critical appraisal of developments in addictions programs for indigenous North Americans and Australians. *Social Science & Medicine*, 41(11), 1487-1498.
- Cabassa, L.J., & Baumann, A.A. (2013). A two-way street: bridging implementation science and cultural adaptations of mental health treatments. *Implementation Science*, 8(90).
- Card, J.J., Solomon, J., & Cunningham, S.D. (2011). How to Adapt Effective Programs for Use in New Contexts. *Health Promotion Practice*, 12(1), 25-35.
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Castro, F.G., Barrera, M., Jr., & Holleran Steiker, L.K. (2010). Issues and Challenges in the Design of Culturally Adapted Evidence-Based Interventions. *Annual Review of Clinical Psychology*, 6, 213-239.

Castro, F.G., Barrera, M., Jr., & Martinez, C.R., Jr. (2004). The cultural adaptation of prevention interventions: resolving tensions between fidelity and fit. *Prevention Science*, 5(1), 41-45.

Child Development Institute (2013). *A Companion Manual for SNAP in Aboriginal Communities. Starting your Community's Journey with SNAP*. Toronto, ON: Child Development Institute.

Crooks, C.V., Chiodo, D., & Thomas, D. (2009). *Engaging and Empowering Aboriginal Youth: A toolkit for service providers*. Copyright C.V. Crooks.

Hecht, M.L., Marsiglia, F.F., Elek, E., Wagstaff, D.A., Kulis, S., Dustman, P., et al. (2002). Culturally grounded substance use prevention: An evaluation of the keepin' it R.E.A.L curriculum. *Prevention Science*, 4, 233–248.

Howell, J.C., Lipsey, M.W., & Wilson, J.J. (2014). *A Handbook for Evidence-Based Juvenile Justice Systems*. London, UK: Lexington.

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PART 5 – EVALUATION CRITERIA

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 which may be composed of representatives of Canada and subject matter experts from the private sector will evaluate the bids.

2 Experience:

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purposes of this evaluation. **The Bidder should provide complete details as to where, when, month and year, and how, through which activities / responsibilities, the stated qualifications / experience were obtained.** Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

When completing the resource grids the specific information which demonstrates the requested criteria should be in the grid. The reference to the page and project number should also be provided so that the evaluator can verify this information. It is not acceptable that the grids contain all the project information from the résumé, only the specific answer should be provided.

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

Bidders are also advised that the experience is as of the closing date of the Request for Proposal. For example, if a given requirement states "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP.

3 MANDATORY REQUIREMENTS

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion will be addressed separately.

The Bidder must *provide sufficient detail to clearly demonstrate how* they meet each mandatory requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purpose of this evaluation.



PART 5 – EVALUATION CRITERIA

It is expected that this project will require a multidisciplinary team, including both senior and junior members (i.e., research assistants). The Bidder must designate one of the senior team members as the Principal Investigator, who will assume overall responsibility for the entire project, including coordination of research team members and communication with the Technical Authority.

The Bidder must detail the role of EACH resource.

3.1. MANDATORY REQUIREMENTS

It is suggested that the structure of the first part of the proposal follow the mandatory requirements, that is, use each mandatory requirement as a header and then explain explicitly how the senior members of the project team meet the stated mandatory requirement. Note that it is not sufficient to just state that the criterion is met, or simply point to a CV for a list of achievements and work history; rather, the responses must explain in detail how the criterion is met.

Number	Evaluation Criteria	Response/Cross Reference to Proposal
MT1	The Bidder must submit a signed proposal as per the “Acceptance of Terms and Conditions” clause, Part 2, Article 4 of the Request for Proposal.	
MT2	The Bidder must provide a detailed résumé for EACH of its’ proposed senior resources , which clearly describes relevant descriptions of the resource’s work experience, academic qualifications, professional certifications and publications. The Bidder should bold-face or highlight the relevant areas in the resource CVs.	
MT3	<p>The Bidder must demonstrate that the Principal Investigator has a minimum of five (5) years’ experience conducting research in the crime prevention domain and/or juvenile offenders and/or at-risk youth of offending.</p> <p>Note that to satisfy this criterion (MT3), it is not sufficient to simply state that the Project Lead has the relevant experience/expertise, or simply provide a list of bibliographical citations. The response to this criterion must explain in detail how the relevant 5+ years of experience were obtained.</p>	
MT4	<p>The Bidder must demonstrate that the Principal Investigator has experience writing research reports.</p> <p>Note that to satisfy this criterion (MT4) the Bidder must demonstrate that the proposed Project Leader has been the lead author on a minimum of three (3) publications based on research in the crime prevention domain and/or juvenile offenders and/or at-risk youth of offending. The publications can consist of peer-reviewed articles and/or reports</p>	



PART 5 – EVALUATION CRITERIA

Number	Evaluation Criteria	Response/Cross Reference to Proposal
	<p>prepared for governmental and non-governmental agencies.</p> <p>To demonstrate compliance with MT4, the Bidder must provide a list of bibliographical citations (at least 3) of the Project Leader’s publications. Each publication must be accompanied by a brief (75-100 word) description of the subject matter, which explains why the publication is relevant to the criterion (i.e., it must be shown to deal with crime prevention and/or juvenile offenders and/or at-risk youth of offending). .</p>	

PROPOSALS NOT MEETING THE ABOVE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.

4 Point Rated Technical Criteria

Proposals will be evaluated and scored in accordance with specific evaluation criteria detailed in this section.

The Bidder should provide all relevant details for each point-rated requirement:

- project/ work description overview;
- relevance of the project/work to each point rated requirement;
- your roles and responsibilities, including your tasks;
- duration in time (e.g. months; years) and dates;
- name and description of client organization; and
- name and phone number of client.

The Bidder must *provide sufficient detail to clearly demonstrate* how they meet each point-rated requirement below. Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.



PART 5 – EVALUATION CRITERIA

	Point Rated Criteria	Max Pts	Scoring	Response/Cross reference to Proposal
R1	<p>The Bidder must outline, in sufficient detail, the research approach and specific tasks proposed to complete all aspects of the project. This should include a description of the proposed methodology and its advantages.</p> <p>To respond to this criterion, the Bidder must submit a technical proposal describing the methodological approach and timelines for conducting the project, including a detailed breakdown of the steps and days required for completing all aspects of the work requested.</p>	30	<p>30 points – Methodology and approach are well-defined¹</p> <p>20 points – Methodology and approach are adequately defined²</p> <p>10 points – Methodology and approach are superficially defined³</p> <p>0 points – Methodology and approach are not defined⁴</p>	
R2	<p>The Bidder must demonstrate that the senior project team members have conducted research and/or evaluation projects on crime prevention programs.</p> <p>Note that each project can only be counted once. For example, if two or more members of the project team worked jointly on a</p>	25	<p>5 points per project up to a maximum of 20 points</p> <p>Example:</p> <p>1 project = 5 points 2 projects = 10 points 3 projects = 15 points Etc...</p> <p>PLUS</p> <p>5 points – a senior member of the project team has conducted one or more research and/or evaluation</p>	

¹ Here, “Well-defined” means that the Bidder has integrated all of the objectives and methods described in the Statement of Work into a comprehensive methodological approach, and completely and clearly explained how all elements of the proposed methodology satisfies the objectives of the research.

² Here, “Adequately defined” means that the Bidder has integrated all of the objectives and methods described in the Statement of Work into a comprehensive methodological approach, but has not made completely clear how all the elements of the proposed methodology satisfy the objectives of the research.

³ Here, “Superficially defined” means that the Bidder has simply listed the objectives and methods described in the Statement of Work as the proposed methodological approach, and has provided very little elaboration on how the elements of the proposed methodology satisfy the objectives of the research.

⁴ Here, “Not defined” means that the Bidder has not included the objectives and methods described in the Statement of Work in the proposal, and has provided no elaboration on how the elements of the proposed methodology satisfy the objectives of the research.



PART 5 – EVALUATION CRITERIA

	Point Rated Criteria	Max Pts	Scoring	Response/Cross reference to Proposal
	<p>research and/or evaluation project on a crime prevention program, this project would still only contribute 5 points toward R2.</p> <p><i>Note also that to satisfy this criterion (R2), it is not sufficient to simply state that the team of proposed resources has the experience, or simply provide a list of bibliographical citations.</i></p> <p><i>The response to this criterion must:</i></p> <p>(a) <i>include the project title;</i></p> <p>(b) <i>describe the research project and its duration (including dates);</i></p> <p>(c) <i>identify which resource member was involved, the duration of their involvement (including dates), and the extent of their roles and responsibilities; and explain in detail how the project is related to research and/or evaluation projects on effective crime prevention programs.</i></p>		<p>projects on crime prevention programs delivered to Aboriginal communities.</p>	
R3	<p>The Bidder must demonstrate that the senior project team members have conducted research and/or evaluation projects on program adaptation(s) (e.g. cultural/gender adaptations).</p>	25	<p>5 points per project up to a maximum of 20 points</p> <p>Example:</p> <p>1 project = 5 points 2 projects = 10 points 3 projects = 15 points Etc...</p>	



PART 5 – EVALUATION CRITERIA

	Point Rated Criteria	Max Pts	Scoring	Response/Cross reference to Proposal
	<p>Note that each project can only be counted once. For example, if two or more members of the project team worked jointly on a research and/or evaluation project on a crime prevention program, this project would still only contribute 5 points toward R3.</p> <p><i>Note also that to satisfy this criterion (R3), it is not sufficient to simply state that the team of proposed resources has the experience, or simply provide a list of bibliographical citations.</i></p> <p><i>The response to this criterion must:</i></p> <ul style="list-style-type: none"> <i>(d) include the project title;</i> <i>(e) describe the research project and its duration (including dates);</i> <i>(f) identify which resource member was involved, the duration of their involvement (including dates), and the extent of their roles and responsibilities; and explain in detail how the project is related to cultural adaptation, especially within Aboriginal communities.</i> 		<p>PLUS</p> <p>5 points – a senior member of the project team has conducted one or more research and/or evaluation projects on program adaptation(s) (e.g. cultural/gender adaptations) for Aboriginal communities.</p>	
	Total Maximum Points	80		
	Minimum Points	50		



PART 5 – EVALUATION CRITERIA

	Point Rated Criteria	Max Pts	Scoring	Response/Cross reference to Proposal
	Required			

NOTE: Any proposal that fails to achieve the minimum points required will be considered non-compliant and will not receive further consideration.

5. Contractor Selection Method Basis of Selection - Highest Combined Rating of Technical Merit 70% and Price 30%

5.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Article 1.2 for the point rated technical criteria. [

5.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

5.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) : **PSi = LP / Pi x 30**. Pi is the evaluated price (P) of each responsive bid (i).

5.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): **TMSi = OSi x 70**. OSi is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Article 1.2, determined as follows: total number of points obtained / maximum number of points available.

5.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRi = PSi + TMSi**

5.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Article 1.2 will be recommended for award of a contract.

5.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	88	82	92
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000



PART 5 – EVALUATION CRITERIA

Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	88 / 100 x 70 = 61.6	50,000 / 60,000 x 30 = 24.99	86.59
Bidder 2	82 / 100 x 70 = 57.4	50,000* / 55,000 x 30 = 27.27	84.67
Bidder 3	92 / 100 x 70 = 64.4	50,000* / 50,000 x 30 = 30	94.4

* represents the lowest evaluated price

In this example above, Bidder 3 is the Bidder that has obtained the highest combined rating of Technical Merit and Price.

6. FINANCIAL PROPOSAL

6.1 Overview

The Bidder’s financial proposal must be submitted in Canadian Funds, GST/HST excluded, FOB Destination, customs duties and excise tax included.

The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable. The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded FOB destination, Customs duties and Excise taxes included.

NOTE: Prices must only appear in the Financial Bid and in no other part of the bid.

6.2 Definitions

Firm Lot Price:

This is a basis of payment that applies when the total amount payable to the contractor for all or, as applicable, a portion of the contractual obligations, is the firm price agreed upon by the contracting authority and the contractor. As part of the financial proposal, the Contractor must still provide a clear and detailed breakdown of all cost elements, professional fees, travel and direct expenses to support the quoted price.

The contractor must satisfactorily fulfill all of its contractual obligations relative to the work to which this basis of payment applies, without additional payment whether or not the actual cost incurred exceeds the firm lot price.

6.3 The Bidder must complete this pricing schedule and include it in its financial bid

The financial proposal must provide the total fixed price for completing the work as well as a detailed breakdown of that price. Details must be provided for each sub criteria. The financial proposal should address each of the following, as applicable in detail:

	DESCRIPTION	PRICE
6.3.1	Labour: For each individual and/or labour category, indicate the proposed time rate and the estimated level of effort. Support for the rates may be requested.	\$ _____
6.3.2	Materials, supplies and other expenses: Indicate general categories of materials, supplies and other	\$ _____



PART 5 – EVALUATION CRITERIA

	expenses to be used or incurred during the course of the work, and the cost estimate for each. ALL estimates must be supported by actual evidence of costs (ie quotations/subcontracts etc)	
6.3.3	Travel and living: Provide a cost estimate for trips required during the course of the work.	\$ _____
	TOTAL PROPOSED FIXED COST	\$ _____

6.4 Payment Schedule. The bidder is to provide a proposed milestone payment schedule based on the deliverables identified in the Statement of Work. This payment schedule will be subject to negotiation at the time of contract award. The basis determining the amount of each milestone payment should be clear.

Bidders should note the basis of payment is defined in Part 7 – Resulting Contract Clauses



PART 6 - CERTIFICATIONS

Part 6 Certifications

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

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

1. Certifications Required with Bid

The certification included in Article 1.1 to Part 6, Certifications, must be duly completed and submitted by the Bidder as part of its bid. Should this not be part of the Bidder's proposal, the Contracting Authority reserves the right to request the certification prior to evaluations. Failure to provide the certification within the prescribed timeframe may result in disqualification.

1.1. CERTIFICATION 1 – ACCEPTANCES OF TERMS AND CONDITIONS

I, the undersigned, as the Bidder and/or an authorized representative of the Bidder, hereby certify that by signing the proposal submitted in response to **RFP 201601277** that I agree to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modifications or other terms and conditions included in our Proposal will be applicable to the resulting contract notwithstanding the fact that our proposal may become part of the resulting contract.

Name (block letters): _____

Title: _____

Signature: _____

Telephone number: () _____

Fax number: () _____

Date: _____

2. Certifications Precedent to Contract Award

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



PART 6 - CERTIFICATIONS

2.1 CERTIFICATION 2

CERTIFICATION OF EDUCATION / EXPERIENCE:

"The bidder hereby certifies that all the information provided in the résumés and supporting material submitted with the bid, particularly as this information pertains to education, achievements, experience and work history, has been verified by the bidder to be true and accurate. Furthermore, the bidder warrants that the individuals proposed by the bidder for the requirement are capable of satisfactorily performing the work described herein."

Name of Bidder

Name of duly authorized representative of Bidder

Signature of duly authorized representative of Bidder

Date

2.2 CERTIFICATION 3- Certification of Availability and Status of Personnel

2.2.1 Availability of Personnel:

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this solicitation, the persons proposed in its proposal shall be available to commence performance of the Work as required by the Project Authority and at the time specified herein or agreed to with the Project Authority.

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder must submit one copy of the following certification for each non-employee proposed.

(signature)

(Name and Title)

(Date)

2.2.2 This section is to be completed only if bidder is proposing any person in fulfillment of this requirement who is not an employee of the bidder.

One copy of this certification must be submitted for each non-employee proposed.

AVAILABILITY AND STATUS OF PERSONNEL

"I, _____(name of proposed candidate), certify that I consent to my résumé being submitted on behalf of _____ (name of firm) in response to the Request for Proposal _____(RFP number)."

Signature of Proposed Personnel

Date



PART 6 - CERTIFICATIONS

2.3 CERTIFICATION 4- 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://publiservice.gc.ca/services/fcp-pcf/index_f.htm)" list (http://publiservice.gc.ca/services/fcp-pcf/index_f.htm) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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

2.4 CERTIFICATION 5– CONFLICT OF INTEREST

Canada may have engaged the assistance of private sector contractors in the preparation of this solicitation. Responses to this solicitation from any such contractor or with respect to which any such Bidder or any of its subcontractors, employees, agents or representatives are in any manner directly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. The Bidder represents and certifies that is has not received, nor requested, any information or advice from any such contractor or from any other company or individual in any way involved in the preparation of this solicitation or in the definition of the technical requirement. The Bidder further warrants and certifies that there is no conflict of interest as stated above.

Signature

Date

2.5 CERTIFICATION 6 – FORMER PUBLIC SERVANT

Former Public Servant Certification

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

Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up 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 Public Service.



PART 6 - CERTIFICATIONS

"Pension" means a pension payable pursuant to the *Public Service Superannuation Act, R.S., 1985, c. P-36* as indexed pursuant to the *Supplementary Retirement Benefits Act, R.S., 1985, c. S-24*.

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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

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

STATEMENT:

I, the undersigned, as a director of the Bidder, hereby certify that the information provided on this form and in the attached proposal are accurate to the best of my knowledge.

Name (block letters): _____

Title: _____

Signature: _____

Telephone number: () _____

Fax number: () _____

Date: _____

The above-named individual will serve as intermediary with Public Service Canada



PART 7 – RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the bidder's technical proposal in response to RFP 201601277.

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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

2.1 General Conditions

2035 – (2013-06-27), General Conditions - Higher Complexity – Services

However any reference to Public Works and Government Services Canada or its Minister contained in these terms and conditions shall be interpreted as reference to Public Safety Canada or its Minister

2.2 Supplemental General Conditions

4007 – (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information

3. Security Requirement

This document is UNCLASSIFIED, however;

3.1 The Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy; and

3.2 Contract personnel requiring casual access to the installation site do not require a security clearance but may be required to be escorted at all times.

4. Term of Contract

4.1 Period of Contract

The Work is to be performed from **between April 1, 2016 and January 31, 2017.**



PART 7 – RESULTING CONTRACT CLAUSES

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:
To be identified at Contract award

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Technical Authority

The Technical Authority for the Contract is:

To be identified at Contract award.

- Name of Technical Authority
Title
Department
Branch / Directorate
Address
Telephone:
Facsimile:
E-mail address:

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

5.3 Contractor's Representative

To be determined.

- Name of Contractor's Representative
Title
Telephone:
Facsimile:
E-mail address:

6. Payment

6.1 Firm Lot Price (SACC Manual Clause C0207C)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract , the Contractor will be paid a firm lot price of \$_____ (insert the amount at contract award) . Customs duty are _____ (insert " included ", " excluded" or " subject to exemption") and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. "



PART 7 – RESULTING CONTRACT CLAUSES

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

6.2 Method of Payment

6.2.1 Payment Schedule *To be determined at contract award*

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

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

7. Payment Period

- 7.1. Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the general conditions.
- 7.2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.

8. SACC Manual Clauses

A9117C	(2007-11-30)	T1204 - Direct Request by Customer Department
C6000C	(2007-05-25)	Limitation of Price
C2900D	(2000-12-01)	Tax Withholding of 15 percent

9. Invoicing Instructions

- 9.1 The Contractor must submit invoices in accordance with the information required in Section 12 of, 2035 General Conditions - Services.
- 9.2 Additional Invoicing Instructions.
- 9.3 An invoice for a single payment cannot be submitted until all Work identified on the invoice is completed.



PART 7 – RESULTING CONTRACT CLAUSES

9.4 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;

9.5 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment:

Attn: Project Authority (to be identified at contract award)
Public Safety Canada
Invoice_processing@ps-sp.gc.ca

10. Certifications

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

11. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)

12. Priority of Documents

If there is a discrepancy between the wordings 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 4007 (2010-08-16) – Canada to Own Intellectual Property Rights in Foreground Information)
- (c) the General Conditions 2035 – (2013-06-27), General Conditions - Higher Complexity – Services
- (d) Annex “A”, Statement of Work;
- (e) Annex “B”, Basis of Payment
- (f) the Contractor's bid dated _____ (insert date of bid), as amended _____ (insert date(s) of amendment(s) if applicable) in response to RFP 201601277.

13. Work Permit and Licenses

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation.

The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor will provide a copy of any such permit, license, or certificate to Canada.

14. Conflict of Interest



PART 7 – RESULTING CONTRACT CLAUSES

In order to provide impartial and objective advice to Canada and to avoid any real or apparent conflict of interest, the Contractor represents and warrants that any proposed individual(s) assigned to perform any work under the contract must not be in a situation of conflict of interest that would render it unable to provide impartial assistance or advice to Canada, or affect or otherwise impair its objectivity in performing the work.

15. Conflict of Interest- Other Work

The Contractor, during and after the period of performance of the Contract agrees that:

- a) it must not bid for any contract to be let as a result of a solicitation where any work performed by the Contractor under this Contract creates a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), and must not participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for such a resulting contract; and
- b) it must not bid for any contract where the Contractor, in its work performed under this Contract, is required to assist Canada in evaluating the bids or in overseeing performance of a resulting contract, and must not participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for such a resulting contract; and
- c) if its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), the Contractor must not bid for any of that resulting contract(s) or participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for any resulting contract;

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts as described in this clause, in respect to which Canada determines, at its sole discretion, that the bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

16. Non-Permanent Resident

Non-Permanent Resident

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of this Contract. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

Non-Permanent Resident (Foreign Contractor)

The Contractor must ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry.

The Contractor must ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country.



PART 7 – RESULTING CONTRACT CLAUSES

The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

17. International Sanctions *[if applicable]*
 Not applicable

18. Canada Facilities, Equipment, Documentation & Personnel

18.1. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the work:

- a. Client department's premises;
- b. Client department's computer systems;
- c. Documentation; and
- d. Personnel for consultation.

18.2 Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.

18.3 Subject to the approval of the Project Authority, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Client department's earliest convenience.

19. Insurance

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



ANNEX A – STATEMENT OF WORK

TO BE INSERTED UPON CONTRACT AWARD



ANNEX B – BASIS OF PAYMENT

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

(to be filled in at contract award):

Canadian Customs Duty and GST/HST extra.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days_worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$Days_worked = \frac{Hours_Worked}{7.5_hours_per_day}$$

GOOD AND SERVICES TAX (GST) / HARMONIZED SALES TAX (HST)

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price and will be paid by Canada.

The estimated GST or HST is included in the total estimated cost. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.