



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

Bid Receiving - Réception des soumissions:  
Correctional Service Canada (CSC)  
340 Laurier Avenue West  
Ottawa, ON  
K1A 0P9  
ATT : Alexandre Giguère

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal to: Correctional Service Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition à: Service Correctionnel du Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments — Commentaires :**

**“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT” « LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone # — N° de Téléphone :

\_\_\_\_\_

Fax # — No de télécopieur :

\_\_\_\_\_

Email / Courriel : \_\_\_\_\_

GST # or SIN or Business # — N° de TPS  
ou NAS ou N° d'entreprise :

\_\_\_\_\_

<b>Title — Sujet:</b> <b>Institutional Master Plans</b>	
<b>Solicitation No. — N° de l'invitation</b>	<b>Date:</b>
<b>21120-16-2252514</b>	<b>10-MAR-2016</b>
<b>Client Reference No. — N° de Référence du Client</b> <b>21120-16-2252514</b>	
<b>GETS Reference No. — N° de Référence de SEAG</b> <b>21120-16-2252514</b>	
<b>Solicitation Closes — L'invitation prend fin</b> <b>at /à : 2 :00 PM– EDT</b> <b>on / le : (20-APR-2016)</b>	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                      Destination: X                      Other-Autre:	
<b>Address Enquiries to — Soumettre toutes questions à:</b>  Alexandre Giguere – Senior Procurement Officer	
<b>Telephone No. – N° de téléphone:</b> <b>613-943-1441</b>	<b>Fax No. – N° de télécopieur:</b> <b>613-992-1217</b>
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b>  See Herein / Voir aux présentes	
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>	
<b>Delivery Required — Livraison exigée : See herein</b>	<b>Delivery Offered – Livraison proposée : Voir aux présentes</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
_____	
Name / Nom	Title / Titre
_____	
Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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## **PART 1 - GENERAL INFORMATION**

1.1 At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (e) the Bidder must provide the address(es) of the proposed site(s) or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.

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

### **2. Statement of Work**

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

### **3. Revision of Departmental Name**

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

### **4. Debriefings**

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

### **5. Procurement Ombudsman**

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



## 6. Multiple Contracts

It is intended to result in the award of up to a maximum of **four (4) contract(s), one (1) per each CSC Region**. See example following:

<b>CSC Institution</b>	<b>CSC Region</b>
Archambault Institution	QUE
Dorchester Penitentiary	ATL
Millhaven Institution	ONT
Regional Psychiatric Centre*	PRA
Saskatchewan Penitentiary*	PRA

Only one (1) contract\* will be awarded to complete the work in the Prairie Region (PRA) at Regional Psychiatric Centre and Saskatchewan Penitentiary

Each contract will be for one year, plus one (1) one-year irrevocable option allowing Canada to extend the term of the contract(s).



## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**Subsection 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, do not form part of and not apply to the bid solicitation. All other subsections of '01 Integrity Provisions – Bid', form part of and apply to the bid solicitation.**

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

Delete: sixty (60) days  
Insert: one-hundred-twenty (120) days

### **2. Submission of Bids**

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

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

### **3. Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10) business days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### **4. Applicable Laws**

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



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



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

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

Section I: Technical Bid: **three (3) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

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

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

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation.

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

- i. use 8.5 x 11 inch (206 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

### **2. Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

### **3. Section II: Financial Bid**

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

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

#### **3.1 Exchange Rate Fluctuation**

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





#### **4. Section III:       Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

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

##### 1.1.2 Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex F – Evaluation Criteria**.

#### 1.2 Financial Evaluation

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

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

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

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

- 1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of **forty (40) points** overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of **sixty (60) points**.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **60 % for the technical merit** and **40 % for the price**.
- 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45)

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd



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

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

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

## **1. Certifications Required with the Bid**

Bidders must submit the following duly completed certifications with their bid.

### **1.1 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

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

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

### **1.2 Former Public Servant Certification**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award. If the answers to the questions and, as applicable, the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## **Definitions**



For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension?

**YES** ( ) **NO** ( )

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

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

By providing this information, Bidders agree that the successful Bidder's status with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012 – 2 and the Guidelines on the Proactive Disclosure of Contracts.

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;



- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

### 1.3 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

### 1.4 Language Requirements

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, the individual(s) proposed in its bid will be:

For PAC, PRA, ONT and ATL Regions with the exception of the Province of New Brunswick; fluent in **English**. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

For the province of New Brunswick; fluent in both official languages of Canada (**French and English**). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

For QUE Region; fluent in **French**. The individual(s) proposed must be able to communicate orally and in writing in French without any assistance and with minimal errors.

### 1.5 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

### 1.6 Service Delivery



The Bidder certifies its capacity to deliver services to Institutions in CSC’s administrative Regions described below.

<b>CSC Region</b>	<b>CSC Region Description and Boundary</b>
Prairie Region (PRA)	Provinces of Alberta, Manitoba, Saskatchewan, Ontario (west of Thunder Bay) and Northwest Territories.
Ontario Region (ONT)	Province of Ontario (east of Thunder Bay) and not including the NCR
Québec Region (QUE)	Province of Québec, not including the National Capital Region (NCR)
Atlantic Region (ATL)	Provinces of New Brunswick, Prince Edward Island, Nova Scotia and Newfoundland.

The Bidder must indicate the name and address of the proposed Contractor/Sub-Contractor/Joint Venture that will provide services in the respective CSC Region(s).

<b>CSC Region</b>	<b>Name and address of proposed Contractor/Sub-Contractor/Joint Venture</b>
Prairie Region (PRA)	
Ontario Region (ONT)	
Québec Region (QUE)	
Atlantic Region (ATL)	

Specific locations for Institutions can be found in the SOW.

**1.7 Certification:**

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



## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

- 1.1 The following security requirements (SRCL and related clauses provided by PWGSC CISD) apply to and form part of the Contract.

#### PWGSC FILE # 21120-16-2252514

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

### 1.2 Contractor's Site(s) or Premises Requiring Safeguarding Measures / IT Authorization for Storage or Processing

- 1.2.1 The Contractor must diligently maintain up-to-date, the information related to the Contractor's site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es)

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory /State  
Postal Code / Zip Code  
Country

- 1.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program that the contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

And,

### 1.3 Site Security Requirement

Contractor personnel shall submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirement for the conduct of





searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof by any Contractor personnel, at any time.

## **2. Statement of Work**

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

### **2.1 Task Authorization**

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

#### **2.1.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the form specified in **Annex E**.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **2.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of **\$10,000.00**, Applicable Taxes included, inclusive of any revisions.

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

#### **2.1.3 Minimum Work Guarantee - All of the Work - Task Authorizations**

1. In this clause,  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
"Minimum Contract Value" means 5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.



3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### 3. Standard Clauses and Conditions

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

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

#### 3.1 General Conditions

2010B (2015-09-03), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

**Subsection 31.4 of 2010B, General Conditions – Professional Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010B 31 Integrity Provisions – Contract’, will form part of the Contract.**

#### 3.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

#### 3.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. The name, qualifications and experience of the proposed replacement; and
  - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the Contract.



#### 4. Term of Contract

##### 4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

##### 4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up **to one (1) additional one-year period** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 5. Authorities

##### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alexandre Giguere  
Title: Senior Procurement Officer  
Correctional Service Canada  
Telephone: 613-992-9858  
E-mail address: [alexandre.giguere@csc-scc.gc.ca](mailto:alexandre.giguere@csc-scc.gc.ca)

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

##### 5.2 Project Authority

The Project Authority for the Contract is:

Name: (XXX)  
Title: (XXX)  
Correctional Service Canada  
Branch/Directorate: (XXX)  
Telephone: (XXX)  
E-mail address: (XXX)

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



### 5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

## 6. Payment

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

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

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

### 6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$ XXX**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.3 SACC Manual Clauses

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

### 6.4 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments



## 6.5 Travel and Living Expenses

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

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

All payments are subject to government audit.

Estimated Cost: **\$18,000.00 per CSC site for a total of \$90,000.00**

## 7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:
  - a. a copy of the release document and approved Task Authorization (TA).
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the Project Authority identified in article 5.2 of the Contract Clauses.

## 8. Certifications

### 8.1 Certification of Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or 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.

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

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

## 9. 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).



## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the General Conditions 2010B ( 2015-09-03) General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List and C.1 IT Security Requirements Technical Document ;
- (g) the signed Task Authorizations (including all of their annexes, if any);
- (h) the Contractor's bid dated **XX-XX-20XX**.

## 11. Termination on Thirty Days Notice

11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## 12. Insurance - No Specific Requirement

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

## 13. Ownership Control

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

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



- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, Limited Liability Company, parent company, affiliate or other residing outside of Canada.

#### **14. Closure of Government Facilities**

- 14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

#### **15. Tuberculosis Testing**

- 15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 15.3 All costs related to such testing will be at the sole expense of the Contractor.

#### **16. Compliance with CSC Policies**

- 16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 16.3 Details on existing CSC policies can be found at: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

#### **17. Health and Labour Conditions**

- 17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.



- 17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## **18. Identification Protocol Responsibilities**

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

- 18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

## **19. Dispute Resolution Services**

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

## **20. Contract Administration**

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





## 21. Privacy

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

22. SACC Manual Clause A9068C (2010-01-11), Government Site Regulations

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

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

## ANNEX A – Statement of Work

### 1. Introduction

Correctional Service Canada (CSC) requires the services of a multi-disciplinary Contractor(s) to prepare an Institutional Master Plan for five (5) federal correctional institutions.

Institutional Master Plans are documents which describe “how” an institution, operationally and physically, must fulfill its present and future roles. A Master Plan is comprised of two major components: an Operational Plan and a Facility Development Plan, describing both operations and facilities over a five to ten year time horizon. The Operational Plan provides a response to the requirements identified in the 2015 Institutional Role Statement. The Facility Development Plan synthesizes the results of the Site Analysis Report, the Facility Program and the Facility Development Options Summary, which are included in the Master Plan as appendices.

To expedite the Master Plan development, CSC will provide the Contractor with a draft Operational Plan and a current Building Condition Report for each institution. The major capital projects identified in the Building Condition Report must be considered during the development of, and integrated into, the Facility Development Plan.

Master Plans are prepared as part of CSC's real property management framework in order to demonstrate good stewardship. CSC is implementing a five year cycle to develop Master Plans for 40 institutions. The scope of this Statement of Work includes the delivery of Master Plans for up to five federal correctional institutions that have been identified as first priority sites by CSC.

### 2. Scope

CSC must develop Master Plans, as part of future planning, for all Federal correctional institutions. The Master Plan must provide the rationale for future facility requirements, resulting in optimal long term operations of the institution.

The development of the Master Plan must include an assessment of, but not limited to, operations, functionality, design, serviceability and lifecycle of the assets. The assessment will be supported by the Institutional Role Statement and the draft Operational Plan, identifying the current operational requirements, and the current Building Condition Report (BCR), documenting the status of the infrastructure.

CSC will provide a draft Operational Plan for each institution which will form the basis of the first section of the Master Plan. The Contractor must carry out an analysis of the existing and proposed operations, existing site conditions, identify issues to be addressed and propose design options to address these issues. Various options must be explored to meet operational needs and optimize the life cycle of the assets while acknowledging an environmentally sustainable approach. The Master Plan must articulate the resulting findings in a final Operational Plan and a Facility Development Plan. A Site Analysis Report, Facility Program and Facility Development Options Summary must be included as appendices.

### 3. Objectives

The objective is to prepare individual Institutional Master Plans for the following CSC institutions:

- Archambault Institution, Sainte-Anne-des-Plaines, QC <http://www.csc-scc.gc.ca/institutions/001002-2001-eng.shtml>
- Dorchester Penitentiary, Dorchester, NB <http://www.csc-scc.gc.ca/institutions/001002-1002->

- [eng.shtml](#)
- Millhaven Institution, Bath, ON <http://www.csc-scc.gc.ca/institutions/001002-3009-eng.shtml>
- Regional Psychiatric Centre, Saskatoon, SK <http://www.csc-scc.gc.ca/institutions/001002-4009-eng.shtml>
- Saskatchewan Penitentiary, Prince Albert, SK <http://www.csc-scc.gc.ca/institutions/001002-4012-eng.shtml>

#### **4. General Overview**

Services shall be provided under the Contract on an as-and-when requested basis. A Task Authorization (TA) will be utilized to request tasks during the life of this contract. The information in sections 5.1 to 5.6 includes, but does not limit the tasks associated with any TA. The TA will identify and authorize the specific tasks required. The Contractor must perform the tasks and submit the deliverables identified in the following six (6) stages.

Deliverables will be specified within each resulting Task Authorization (TA). The scope of work attached to each TA will identify the particular deliverable(s), tasks, and other relevant areas of consideration that are required to be implemented by the Contractor in the provision of services. All deliverables must be delivered to the Project Authority, at least five (5) working days prior to meetings and/or presentations. The Project Authority will forward them to the CSC Project Team as required.

CSC may provide templates for a part of, or the full scope of, the deliverables. The Contractor must ensure that the deliverables follow the templates as closely as possible. Any modification must be approved by the Project Authority before commencing.

The Contractor must make formal submissions of deliverables for review by CSC and receive approval before proceeding with subsequent stages. The Contractor must ensure that all CSC comments are dealt with prior to submitting the deliverables for the following stage. If a stage has been completed satisfactorily, approval to proceed will be given by CSC within fifteen (15) working days of the submission. The following is a non-exhaustive list of tasks and the associated deliverables to be produced by the Contractor in order to meet CSC's expectations for this contract.

#### **5. Tasks and Deliverables**

##### **5.1 Stage 1: Initiation and Orientation**

###### **Objectives**

This stage addresses activities associated with contract start-up, management and information exchange. The purpose of this stage is to provide the Contractor with direction and the information necessary to proceed with the work and for the Contractor to detail and explain their approach and their methodology to manage the contract.

After contract award, the Project Authority will provide the Contractor with the reference documents listed in section 12. The Contractor must be familiar with these documents before the contract start-up meeting.

###### **Tasks**

1. A contract start-up meeting, estimated at half (½) day, will be conducted at the Contractor's location and must include a discussion of general issues with the Project Authority, a preliminary exchange of information, an explanation of the objectives of the contract, the Contractor's methodology and Project Schedule.

2. Following the Contractor's preliminary review of the documents provided by CSC, the Contractor must communicate preliminary findings and obtain, from CSC, any additional information necessary for a complete evaluation.

### **Deliverables**

1. As a result of the contract start-up meeting, the Contractor must provide a Project Schedule, including risk management strategies. This will be a living document that must be maintained by the Contractor throughout the duration of the contract. Dates of deliverables must be clearly identified and the schedule will be used to track progress.

## **5.2 Stage 2: Operational Analysis**

### **Objectives**

This stage is required to review and initiate the update of the draft Operational Plan provided by CSC. Within the context of Master Plans, an Operational Plan provides a description of an institution's organizational, functional and resource response to the requirements identified in the Role Statement, taking into account local conditions. In addition to providing the primary foundation for the Facility Development Plan, the Operational Plan provides the context for present and future operations.

### **Tasks**

1. The Contractor must review and update the draft Operational Plan provided by CSC. During the update of the draft Operational Plan, the Contractor must consult the Project Authority or other identified institutional staff for operational and security information. On-site evaluations performed as part of the Site Analysis in Stage 3 and the Facility Space Analysis in Stage 4 may provide additional information to be used for updating the draft Operational Plan.
2. The Contractor must determine the possible impacts of proposed changes and identify strategies to address issues, e.g. changes to operations, facilities and/or resource levels. Each strategy must be evaluated in terms of its effectiveness, its impact on operations and/or facilities, cost and associated risks.

### **Deliverables**

1. The final Operational Plan, derived from the draft Operational Plan provided by CSC, must be initiated at this stage and evolve during Stages 3, 4 and 5 describing both present and future operations. It must be submitted as part of the draft Master Plan in Stage 6.

The draft Operational Plan is organized according to the CSC functional departments defined in *CSC Accommodation Guidelines* (latest edition) and includes:

- Present and future operational elements such as institutional role, operational objectives, population levels, capacity, programs, inmate employment, inmate management model, staffing levels and organization, and operation and maintenance resource levels; and
- Present and future operations by functional departments including location, hours of operation, major responsibilities/activities, expected operational changes (significant), identified operational problems or deficiencies and how these are to be addressed.

### **5.3 Stage 3: Site Analysis**

#### **Objectives**

In this stage, the Contractor will be introduced to the federal correctional setting and gather data as required. Current site plans of the institution (including a zoning plan, circulation plan and security feature plan) will have been provided by the Project Authority in Stage 1. This stage will include a briefing meeting at the institution. The Contractor should plan for a half (½) day for this meeting.

#### **Tasks**

1. The Contractor must analyze site zoning (functional and temporal), circulation (inmate, staff, visitor, vehicular traffic, parking, etc.) and site security features (perimeter and interior fences, no man's land, buffer zones, patrol roads, movement control posts, cameras, towers, etc.). Opportunities for, or issues limiting, future expansion of the institution are to be evaluated as well as potential disposals of excess lands. As part of the scope of this contract, the Contractor must plan to be on site for a sufficient number of days to undertake this activity.
2. The Contractor must review the Building Condition Report (BCR) to determine the adequacy of the existing site services including, but not limited to, electrical distribution, natural gas, steam, water distribution, waste removal, sanitary sewer and storm sewer services to the site.
3. The Contractor must identify issues that will be addressed in the Facility Development Plan. These issues may include modifications to operational zoning or circulation patterns, upgrades to site utilities (underground and above ground) and any other items essential for site optimization. The Project Criteria for Correctional Institutions (latest edition) sections SP-Site and SU-Site Utilities must be used as a reference for the site analysis.
4. The Contractor must summarize the findings and recommendations and produce a Site Analysis Report.

#### **Deliverables**

1. A Site Analysis Report: This report must be included in the final Master Plan as an appendix. The report must document the analysis in a series of site drawings and descriptive text.
  - The Site Analysis Report must be approved by the Project Authority before proceeding with Stage 5, Facility Development Options.

### **5.4 Stage 4: Facility Space Analysis**

#### **Objectives**

This stage translates operational and functional requirements into both present and future spatial characteristics and physical requirements.

#### **Tasks**

1. The Contractor must analyze the existing operations and physical spaces to document the current situation and address identified issues and proposed changes. As part of this stage, the existing building floor plans, provided by the Project Authority in Stage 1, must be verified on site and updated as required. Updated drawings must be used in the Facility Development Plan produced in Stage 6. As part of the scope of this contract, the Contractor should plan to be on site to undertake this activity.

2. The Contractor must ensure that the proposed Facility Program follows the CSC *Accommodation Guidelines* (latest edition) and the *Technical Criteria for Correctional Institutions* (latest edition), provided in Stage 1, for the justification of the recommended spaces, areas and technical requirements.

### **Deliverables**

1. This stage must result in a Facility Program for the institution which must be included in the final Master Plan as an appendix.
  - The Facility Program must consist of a general section, specifying the overall operational and physical planning objectives for the institution, and a section detailing the spatial aspects of each of the thirty-three (33) functional departments covered in the CSC *Accommodation Guidelines* (latest edition), as applicable. For each functional area, the document must, at the minimum include; existing areas and current deficiencies; future space requirements; and future planning and design parameters. The document must be used as a guide to define the overall scope, options, recommendations and conclusions for the Facility Development Options stage.
  - The Contractor must receive approval of the Facility Program from the Project Authority before proceeding with Stage 5, Facility Development Options.

## **5.5 Stage 5: Facility Development Options**

### **Objectives**

This stage addresses the site and infrastructure deficiencies identified in the BCR, the Site Analysis Report developed at Stage 3 and the Facility Program developed at Stage 4. The Contractor must have evaluated shortcomings in relation to the feedback received from the CSC Project Team and their on-site observations. The purpose of this stage is to determine the optimal development option for the institution.

### **Tasks**

1. The Contractor must prepare three (3) comprehensive, cost-effective and feasible concept options that meet operational requirements and any identified physical deficiencies including site development and services. A rough order of magnitude (ROM) cost estimate must be prepared for each option. Refer to Section 13 for definitions.
2. The Contractor must evaluate the options against their ability to meet operational and security requirements, cost effectiveness, value for money, ease of implementation, implementation schedule, risk analysis, consistency with CSC standards and guidelines, environmental sustainability and other factors that facilitate long term maintenance of CSC's infrastructure.
3. The implementation and phasing of each option must be carefully considered, recognizing that the work will take place within an operating correctional institution. Temporary accommodation of affected functions, construction access and ongoing security needs must be addressed. Implementation of options must be phased over a time period agreed to with the Project Authority, typically 5 to 10 years.
4. The options must be presented to the CSC Project Authority for evaluation and refinement at an options selection workshop to be held at the institution. At the workshop, the proposed options must be evaluated with the CSC Project Team in a comprehensive manner using the criteria in 2.6.2.2. The Contractor should plan for one (1) day for this workshop.

5. Following the options selection workshop, the Contractor must develop a Final Option which addresses all the feedback from the workshop. This final option may be a hybrid of some or all of the three (3) options presented. An indicative (Class D) cost estimate must be prepared for this option. Refer to Section 13 for definitions.
6. The Final Option must be presented to the CSC Project Authority for approval at a meeting at the institution. The Contractor should plan for a half (1/2) day for this meeting.

### **Deliverables**

1. This stage must result in three (3) deliverables: an Options Presentation, a Final Option and a Facility Development Options Summary.
  - The Options Presentation must clearly explain three (3) overall facility development options, complete with implementation plans and rough order of magnitude cost estimates, which meet the criteria discussed above.
  - The Options Presentation must include drawings, graphics and text describing the proposed scope of work for each option, including, where applicable: new construction; renovations, repairs, upgrades or optimizations; demolition of existing infrastructure, or part thereof and replacement; overall site plan of the institution complete with impact of proposed changes on zoning, circulation, security features, site services, etc.; impact of proposed changes on operations, security, institutional organization, or existing site parameters; and sustainable design strategies.
  - The outcome of the options selection workshop will be documented as the Final Option. The Final Option may be a hybrid or evolution of some or all of the options presented. An implementation plan and an indicative (Class D) cost estimate must be provided for this option. The Final Option must be presented to and approved by the CSC Project Team before proceeding with the Facility Development Options Summary in this stage and the Facility Development Plan in Stage 6.
  - The Options Presentation, the Final Option and pertinent decisions from the options selection workshop must be summarized in a Facility Development Options Summary that must form an appendix to the final Master Plan. This report must summarize each of the options that were explored, the pros and cons of each option, the associated costs and the rationale for choosing the Final Option.

## **5.6 Stage 6: Master Plan**

### **Objectives**

This stage consolidates the previous stages and results in an approved Master Plan for the institution.

### **Tasks**

1. The Contractor must incorporate the preceding deliverables into a single document, the Master Plan, to include the final Operational Plan and the Facility Development Plan, with the Site Analysis Report, the Facility Program and the Facility Development Options Summary as appendices.
2. The Master Plans for various institutions must demonstrate consistency in formatting and presentation of material between different sites. The Contractor must determine the layout of the final document, as well as the order of table of contents, with the Project Authority.
3. Upon completion of a draft Master Plan, a meeting must be held with the CSC Project Team

to review the Executive Summary, the final Operational Plan and the draft Facility Development Plan and discuss any concluding modifications. As part of the scope of this contract, the Contractor should plan for one (1) day meeting for this activity.

4. The Contractor must meet with the Project Authority to review the final Master Plan. The Contractor must plan for a half (½) day meeting for this activity. Submission of a revised final Master Plan, followed by an additional half (½) day meeting, may be necessary if the submission requires significant changes; i.e. more than 25% of the document requires revisions.

### **Deliverables**

1. The Executive Summary must include, but not be limited to, the essential elements such as: the objectives the plan is addressing; the proposed plan and its rationale; risks of the status quo and the implementation strategy; significant implications in terms of operations, resources and time; and summary of capital projects and indicative (Class D) cost estimates.
2. The final Operational Plan, based on the draft Operational Plan provided by CSC, must be updated by the Contractor to reflect the future operations associated with the selected development option.
3. The draft Facility Development Plan must describe and substantiate physical changes required at the institution to address operational and facility requirements. It must provide the overall context within which capital projects will be initiated, developed and approved. Based on the site analysis at Stage 3, the facility space analysis at Stage 4 and the analysis of various options and iterations at Stage 5, the draft Facility Development Plan must provide a full description of the recommended plan of action for the institution including, but not limited to, the following:
  - Overall planning objectives for the institution;
  - Proposed changes/rationale for the proposed plan (on an overall site plan basis);
  - Implementation plan by phases including proposed schedule and costs;
  - Site plans (existing and proposed) depicting site zoning (functional and temporal), circulation (inmate, staff, visitor, vehicular traffic, parking, etc.), site security features (perimeter and interior fences, no man's land, buffer zones, patrol roads, movement control posts, cameras, towers, etc.), site services and infrastructure (sewer, water, electrical, central heating); and
  - Capital works by building or zone (including site services); conceptual layouts showing sizes and relationships of spaces, security zones, etc.; and indicative (Class D) cost estimates.
4. The final Master Plan document must consolidate the final versions of the followings major components into a consistent document: Executive Summary, final Operating Plan, final Facility Development Plan and appendices which must include the approved Site Analysis Report, Facility Program and Facility Development Options Summary. The final Master Plan must address all CSC comments and feedback.



## 6. Summary of Deliverables:

Section	Description	Copies	Format	Purpose
5.1	Project Schedule	3	Excel spreadsheet	Contract management
5.3	Site Analysis Report	3	All drafts must be submitted in electronic .pdf format and hard copies. The hard copies must be submitted on 8½" x 11" paper, in a format suitable for presentation in a ring binder. Plans must be submitted on a format no larger than 11" x 17" paper folded to be incorporated into a ring binder.  For presentations, plans must be of a suitable size to convey the design options to the Project Team.	Review and acceptance
5.4	Facility Program	3		
5.5	Facility Development Options Presentation and Rough Order Magnitude Cost Estimates	3		
5.5	Final Option and Indicate Cost Estimate	3		
5.5	Facility Development Options Summary	3		
5.6	Master Plan (Draft) - Executive Summary - Final Operational Plan - Draft Facility Development Plan	3		
5.6	Master Plan (Final) - Executive Summary - Final Operational Plan - Final Facility Development Plan - Site Analysis Report - Facility Program - Facility Development Options Summary	6	All final documents must be submitted in electronic formats and hard copies. Electronic formats are to be both .pdf format and workable versions, (such as Word, Excel, AutoCAD etc.) complete with photos used to prepare the document. The hard copies must be submitted on 8½" x 11" paper, in a format suitable for presentation in a ring binder. Plans must be submitted on a format no larger than 11" x 17" paper folded to be incorporated into a ring binder.	Acceptance

- The CD disk containing the final electronic version and electronic files supporting the work completed must be remitted to the Project Authority at the end of the contract. Drawings must be in 2014 (or compatible) version AutoCAD (.dwg) format, fully compatible with windows. PWGSC's CAD standards and layering must be used. All CAD drawing must be bound with Xref's and objects used in the drawing.
- All final reports and drawings produced by the Contractor, pursuant to this agreement, are the property of CSC.

## 7. Meetings

1. Meetings between the Contractor and the Project Authority and/or Project Team during or after the various stages will be scheduled on an as needed basis. All meetings must be conducted in the language specified in section 10. Upon request, the Contractor must produce the minutes of all meetings.
2. For planning purposes, Contractor must estimate for a minimum of seven (7) meetings with the Project Authority and/or the Project Team, for each Master Plan they undertake. Six (6) of these meetings are defined in the stages above and a seventh to be scheduled as needed. In addition to the meetings listed above, the Contractor must be on site for data collection and consultations during Stages 2, 3 and 4. Additional meetings, beyond what are identified, may be required by CSC. The Contractor must attend these meetings at no additional cost to CSC.

## 8. Contractor's Schedule

The Contractor must produce a complete and detailed schedule, based on stages; in accordance with the deliverables as detailed in this SOW. Below is a list of deliverables and estimated sequential timeframes, in weeks from contract award.

Item	Deliverables	Time Frame
1	Project Schedule	2 weeks
2	Site Analysis Report	7 weeks
3	Facility Program	14 weeks
4	Facility Development Options Presentation	22 weeks
5	Final Option	25 weeks
6	Facility Development Options Summary	29 weeks
7	Draft Master Plan: final Operational Plan and draft Facility Development Plan	35 weeks
8	Final Master Plan (revised Final Master Plan)	39 weeks

## 9. Contract Administration

### CSC Project Team

1. The CSC Project Authority, a representative from the NHQ Facility Planning and Standards group, will be the CSC lead for the Master Plan development.
2. For each Master Plan, the CSC Project Team will be comprised of up to six (6) people representing CSC. This group will include the Project Authority, and representatives from the CSC Regional Headquarters (RHQ) and the Institution.
3. The CSC Project Team is responsible for identifying known problem areas, operational requirements and recommending approval of the Draft/Final Master Plan submitted by the Contractor.

## 9.1 CSC Roles and Responsibilities

1. CSC will provide the Contractor with access to any existing information, such as drawings and reports, which will aid in the Contractor's work. The accuracy of these documents is not guaranteed and must be verified by the Contractor who must inform the Project Authority of discrepancies or erroneous information. Such documents must be returned to CSC on completion of the contract, if requested.
2. CSC will review the Contractor's work in accordance with the agreed stages to ensure that the overall contract objectives and requirements have been met.

## 9.2 Contractor's Roles and Responsibilities

1. The Contractor must carry out the work in this SOW. The Contractor must develop clear, accurate documents and obtain clarification of any unclear issues. The Contractor must obtain clarification(s) on technical matters from the Project Authority as required.
2. The Contractor must maintain the Project Schedule, seek approval from the Project Authority for any changes to the Project Schedule and ensure adherence to deliverable dates.
3. The Contractor must manage and coordinate the work and activities of its resources.
4. The Contractor must obtain additional local information as required to carry out a comprehensive study based on the actual site conditions. The Contractor must visit the institution as required to obtain and verify all site information. All visits must be coordinated with the institution and, when on site, the Contractor must comply with the requirements of the designated security personnel.

## 10. Language Requirements

In accordance with the Official Languages Act, the language requirements of each site are as follows:

### **Archambault Institution: French institution**

Meetings and interviews must be conducted in French.  
Deliverables must be in French.

### **Dorchester Penitentiary: bilingual institution**

Meetings and interviews must be conducted in English and French.  
Deliverables must be in English.

### **Millhaven Institution: English institution**

Meetings and interviews must be conducted in English.  
Deliverables must be in English.

### **Regional Psychiatric Centre: English institution**

Meetings and interviews must be conducted in English.  
Deliverables must be in English.

### **Saskatchewan Penitentiary: English institution**

Meetings and interviews must be conducted in English.  
Deliverables must be in English.

## 11. Lines of Communication

Formal contact between the Contractor's resources and the CSC representatives must be through the Project Authority. Direct communication between the stakeholders and the Contractor's resources, on routine and technical matters, is allowed to enable the discussion and prompt resolution of routine technical issues; however decisions made during the discussions are made official only with the approval of the Project Authority.

## 12. Reference Documents

1. All general reference documents must be obtained by the Contractor at their own cost.
2. All CSC reference documents will be made available to the successful Contractor after contract award. These documents must be returned to CSC upon contract completion. Documents to be remitted include but are not limited to:
  - Institutional Role Statement;
  - Building Condition Report;
  - Draft Operational Plan;
  - Current AutoCAD site plan (including zoning plan, circulation plan and security feature plan) of the institution;
  - Current AutoCAD building plans;
  - *CSC Accommodation Guidelines* (latest edition);
  - *Technical Criteria for Correctional Institutions* (latest edition); and
  - *CSC Sustainable Design Strategy and Green Building Design Checklist*.

## 13. Definitions

1. Rough order of magnitude (ROM) cost estimate: A cost estimate during the preliminary stage of an initiative, based on an initial list of requirements and limited knowledge of underlying risks. The level of confidence in a ROM estimate is relatively low. As the capital asset requirements become more defined, cost estimates can be refined, and their quality increases.
2. Indicative (Class D) cost estimate: A cost estimate of sufficient quality and reliability to support a request for project approval. An indicative cost estimate is expected to:
  - Reflect a reasonable preliminary definition of scope, performance objective(s), and schedule;
  - Take into consideration preliminary consultations with stakeholders;
  - Identify assumptions that could have a significant impact on the financial requirements, and explain the potential impacts;
  - Be based on a stated data source that is reliable (such as industry standards or historical data); and
  - Include a preliminary assessment of risk and potential risk-mitigation strategies.

## ANNEX B – Proposed Basis of Payment

**Bidders must provide:**

A firm all-inclusive price **per Institution / Site** for Stages 1 through 6 inclusively, of the Statement of Work for the services herein described. All prices are to be quoted APPLICABLE TAXES EXTRA.

**1.0 Contract Period**

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

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the firm, all inclusive price(s) below in the performance of this Contract, Applicable Taxes extra.

**Note:** The Total of Stages 1 through 6 inclusively is the **Bid Evaluated Price for each CSC site.**

<b>1.1 Dorchester Penitentiary</b> 4902 Main Street Dorchester, New Brunswick E4K 2Y9	
Firm all-inclusive Price for the work described in <b>Phase 1 of the Statement of Work: Initiation and Orientation</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 2 of the Statement of Work: Operational Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 3 of the Statement of Work: Site Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 4 of the Statement of Work: Facility Space Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 5 of the Statement of Work: Facility Development Options</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 6 of the Statement of Work: Master Plan</b>	<b>\$XXX</b>
<b>Total for 1.1 Phases 1 through 6 inclusively:</b>	<b>\$XXX</b>

<b>1.2 Archambault Institution</b> 242 and 244 Montée Gagnon Sainte-Anne-des-Plaines, Quebec JON 1H0	
Firm all-inclusive Price for the work described in <b>Phase 1 of the Statement of Work: Initiation and Orientation</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 2 of the Statement of Work: Operational Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 3 of the Statement of Work: Site Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 4 of the Statement of Work: Facility Space Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 5 of the Statement of Work: Facility Development Options</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 6 of the Statement of Work: Master Plan</b>	<b>\$XXX</b>
<b>Total for 1.2 Phases 1 through 6 inclusively:</b>	<b>\$XXX</b>

<b>1.3 Millhaven Institution</b> Highway 33 Bath, Ontario K0H 1G0	
Firm all-inclusive Price for the work described in <b>Phase 1 of the Statement of Work: Initiation and Orientation</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 2 of the Statement of Work: Operational Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 3 of the Statement of Work: Site Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 4 of the Statement of Work: Facility Space Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 5 of the Statement of Work: Facility Development Options</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 6 of the Statement of Work: Master Plan</b>	<b>\$XXX</b>
<b>Total for 1.3 Phases 1 through 6 inclusively:</b>	<b>\$XXX</b>

<b>1.4 Regional Psychiatric Centre</b> 2520 Central Avenue North Saskatoon, Saskatchewan S7K 3X5	
Firm all-inclusive Price for the work described in <b>Phase 1 of the Statement of Work: Initiation and Orientation</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 2 of the Statement of Work: Operational Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 3 of the Statement of Work: Site Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 4 of the Statement of Work: Facility Space Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 5 of the Statement of Work: Facility Development Options</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 6 of the Statement of Work: Master Plan</b>	<b>\$XXX</b>
<b>Total for 1.4 Phases 1 through 6 inclusively:</b>	<b>\$XXX</b>

<b>1.5 Saskatchewan Penitentiary</b> 15th Street West Prince Albert, Saskatchewan S6V 5R6	
Firm all-inclusive Price for the work described in <b>Phase 1 of the Statement of Work: Initiation and Orientation</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 2 of the Statement of Work: Operational Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 3 of the Statement of Work: Site Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 4 of the Statement of Work: Facility Space Analysis</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 5 of the Statement of Work: Facility Development Options</b>	<b>\$XXX</b>
Firm all-inclusive Price for the work described in <b>Phase 6 of the Statement of Work: Master Plan</b>	<b>\$XXX</b>
<b>Total for 1.5 Phases 1 through 6 inclusively:</b>	<b>\$XXX</b>

## 2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4.2 of the original contract, Options to Extend Contract, the Contractor will be paid the firm all-inclusive prices, in accordance with the table in 1.0 above, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

## 3.0 Applicable Taxes

- (a) All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of **\$ To Be Inserted at Contract Award** are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes 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 taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.



## Annex C – Security Requirement Check List



Contract Number / Numéro du contrat 21120-16-2252514
Security Classification / Classification de sécurité

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction Technical Services and Facilities	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Correctional Service Canada (CSC) requires the preparation of Institutional Master Plans for up to eight federal correctional institutions.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <span style="float: right;">✓ No Non Yes Oui</span>		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <span style="float: right;">✓ No Non Yes Oui</span>		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <span style="float: right;">No Non Yes Oui</span>		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <span style="float: right;">No Non Yes Oui</span>		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <span style="float: right;">✓ No Non Yes Oui</span>		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

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21120-16-2252514

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité: No  Yes   
Non  Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No  Yes   
Non  Oui

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux: _____		

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No  Yes   
Non  Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? No  Yes   
Non  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  Yes   
Non  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  Yes   
Non  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  Yes   
Non  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  Yes   
Non  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  Yes   
Non  Oui

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Security Classification / Classification de sécurité

Canada



**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	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
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).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat  
21120-16-2252514

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Elizabeth Sampson		A/Director Facility Planning & Standards	
Telephone No. - N° de téléphone 613-995-0684	Facsimile No. - N° de télécopieur 613-995-9648	E-mail address - Adresse courriel elizabeth.sampson@csc-scc.gc.ca	Date January 15, 2016
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Robert Wattie CSC (NHQ) Contract Security Analyst			
Telephone No. - N° de téléphone 613-941-6665 / (F) 613-947-4438	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Robert.Wattie@csc-scc.gc.ca	Date JAN 19 2015
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Feb. 4, 2016

Maria Mendoza  
Contract Security Officer, Contract Security Division  
Maria.Mendoza@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1618 / Fax/Téloc - 613-954-4171



## Annex C.1 IT Security Requirements Technical Document

### IT Security Requirements

The IT Security Requirements are derived from the [Operational Security Standard: Management of Information Technology Security \(MITS\)](#).

The requirements below apply to the above-noted contract and all contractors therein who access information of PROTECTED level sensitivity and use PROTECTED IT Equipment defined as: All Information Technology (IT) equipment and devices (such as, but not limited to, computers, laptops, USB flash drives, optical discs, memory cards, tablets) that are used to store and/or process information of PROTECTED level sensitivity.

1. Any suspected loss or theft of PROTECTED information must be reported by the Contractor to the Project Authority within 2 hours of detection.
2. All PROTECTED IT Equipment must be located in a space that meets the requirements of an Operations Zone as defined in the [Treasury Board's Operational Security Standard on Physical Security](#).
3. All PROTECTED information in the Contractor's custody stored, processed and/or shared electronically must be encrypted using a product that meets Government of Canada (GC) encryption standards as defined in [ITSA-11E CSEC Approved Cryptographic Algorithms for the Protection of Sensitive Information and for Electronic Authentication and Authorization Applications within GC](#) and protected by a strong password (minimum 8 characters, uppercase letters, lowercase letters and numbers).
4. All PROTECTED information in the Contractor's custody must be stored in Canada only. Storage of PROTECTED information outside Canada is prohibited. Only Canadian-based cloud storage services that are specifically-authorized by the department may be used to store PROTECTED information; all other cloud services are prohibited.
5. Current antivirus software must be installed and enabled with the most current virus definitions, updates and maintained on all PROTECTED IT Equipment.
6. The Operating System (OS) on all PROTECTED IT Equipment must be a vendor-supported (i.e. current security patches must still be available and the product not have reached end of life) and the most recent OS and applications security patches must be installed and updated with the most current version.
7. Each authorized user who accesses PROTECTED IT Equipment must have use their own unique account with user-level privileges and protected by a strong password. Computer accounts must not be shared. Computer accounts with Administrator-level privileges must be used for system administration tasks only and must not be used to access the Internet.
8. Security event logging must be enabled and logs kept for a minimum of 1 month on all PROTECTED IT Equipment.
9. A password protected screen saver set to 15 minutes or less must be enabled on all PROTECTED IT Equipment.
10. All PROTECTED IT Equipment that is connected to the Internet must reside behind a network router that is securely-configured using industry best practices (e.g. NAT-enabled firewall, password-protected and documented configuration, security logging enabled, maintained and reviewed, and filtered access).



11. All PROTECTED IT Equipment must have its hard drives (and other internal storage) containing PROTECTED information removed and secured with the Contractor prior to the equipment being removed from the Contractor's premises for service.
12. If it has been determined that a hard drive used to store and/or process PROTECTED information is no longer serviceable, the hard drive must be removed from its host equipment and surrendered to the Project Authority for destruction.
13. When devices such as computer hard drives and portable data storage devices are no longer required to store or process PROTECTED information, the information must be securely destroyed in accordance with [ITSG-06 Clearing and Declassifying Electronic Data Storage Devices](#). Any PROTECTED information stored on approved cloud storage services must also be deleted when no longer needed.
14. When PROTECTED information is displayed on a computer screen or viewed in printed format, it must not be viewable by unauthorized persons.
15. Any remote access to the Contractor's Information System and the PROTECTED information contained therein, including all remote connections to computers and other network devices, must be secured using industry best practices, e.g. encrypted connection, two-factor authentication, security logging, split tunneling disabled, access control lists, Contractor-provided and standard remote access software. Any party using the remote access must also meet all requirements listed in this document.

In addition, for contracts where a connectivity requirement has been identified in the SRCL (i.e. "yes" to question 11e), the following IT Security requirements must be met:

16. All PROTECTED equipment that has access to OMS, its ancillary applications or CSC's email system must meet the following requirements:
  - a. The BIOS is password-protected.
  - b. The BIOS is configured to allow booting only from the C: drive.
  - c. All wireless capability is disabled.
  - d. The system is locked or shut down when not in use.
17. All PROTECTED equipment that has access to OMS, its ancillary applications or CSC's email system must never have the following installed and/or used on the equipment:
  - a. Hacking tools that could circumvent security controls.
  - b. Peer-to-peer (P2P) software used to communicate with other systems over the Internet
  - c. Client-server software such as web servers, proxy servers or file servers, except Citrix Receiver.
  - d. Webmail services except Outlook Web Access to connect to CSC.
  - e. Remote-control software (unless specifically-authorized by the department).
  - f. Cloud services (e.g. Google Drive, Dropbox, Apple iCloud), unless specifically-authorized by the department (see Requirement 4).

### **Departmental Security – Physical and Personnel**

In addition to the aforementioned items, compliance with the following items below is assumed through Designated Organization Screening (DOS) and Document Safeguarding Capability (DSC) verifications conducted by CISD:

- Each Contractor, Contractor's agents, subcontractors, volunteers or any other parties requiring access to PROTECTED information must hold a valid RELIABILITY STATUS security clearance,



granted by the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC) and have a legitimate need-to-know for the information provided.

- When not in use, all portable data storage devices containing PROTECTED information must be secured in a security container that meets GC security standards within an Operations Zone.
- All documentation produced or completed by the Contractor which contains PROTECTED information must have its sensitivity labeled in the upper right hand corner on the face of each page of the document. Also, all removable storage media such as USB devices and backup tapes must be labelled with the sensitivity level of the information contained therein, e.g. PROTECTED.



**ANNEX D  
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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





**Annex E - CSC Task Authorization Model**

<b>Task Authorization Autorisation de tâches</b>		Contract Number – Numéro du contrat
Contractor`s Name and Address – Nom et adresse de l`entrepreneur	Task Authorization (TA) No. – No de l`autorisation de tâche (AT)	
	Title of the task, if applicable – Titre de la tâche, s`il y a lieu	
	Total Estimated Cost of Task (applicable taxes extra) Coût total estimatif de la tâche (taxes applicables en sus) \$	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No – Non <input checked="" type="checkbox"/> Yes – Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relatives à la sécurité		
<b>For Revision only – Aux fins de révision seulement</b>		
TA Revision Number, if applicable Numéro de révision de l`AT, s`il y a lieu	Total Estimated Cost of Task (applicable taxes extra) before the revision Coût total estimatif de la tâche (taxes applicables en sus) \$	Increase or Decrease (applicable taxes extra), as applicable Augmentation ou réduction (taxes applicables en sus), s`il y a lieu \$
<b>Start of the Work for a TA: Goods cannot be delivered until the TA has been authorized in accordance with the conditions of the contract.</b>		<b>Début des travaux pour l`AT : Les biens ne peuvent pas être livrés avant que l`AT soit autorisée conformément au contrat.</b>
<b>1. Required Work: - Travaux requis :</b>		
A. Task Description of the Goods Required and Delivery Locations – Description de tâche : biens requis et adresses d`expédition See Attached – Ci-Joint <input checked="" type="checkbox"/>  As per attached list of goods required and delivery locations – En conformité avec la liste des biens requis et des adresses d`expédition ci-jointe.		
B. Basis of Payment – Base de payment  As per Annex A of the Contract – Conformément à l`Annexe A du contrat.		
C. Cost of Task – Coût de la tâche  As per the quantities required and unit prices specified in Annex A of the Contract – Conformément aux quantités requises et aux prix unitaires précisés à l`Annexe A du contrat.		



D. Method of Payment – Méthode de payment

As per article 6. Payment of the contract - Conformément à l'article 6. Paiement du contrat.

**2. Authorization(s) – Autorisation(s)**

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSC Contracting Authority – Autorité contractante du SCC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Annex F Evaluation Criteria

### 1.0 Technical Evaluation:

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

- Mandatory Technical Criteria
- Rated Technical Criteria

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

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

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
  - a. Name;
  - b. Organization;
  - c. Current Phone Number; and
  - d. Email address if available

#### 1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.



Item	Mandatory Requirements	Met/ Not Met	Reference
M1	<p>The Bidder must have completed at least two (2) campus* Master Plan projects of similar complexity**.</p> <p>A <u>campus*</u> is defined as a collection of six (6) or more standalone buildings.</p> <p><u>Similar complexity**</u> is defined as including 24 hour operations and a physical security component, e.g. correctional or detention facilities, defense establishments, courthouses, or airport, as well as including at least one (1) of the two (2) following conditions:</p> <ol style="list-style-type: none"> <li>1. a minimum of 2 different occupancies, e.g. public, private, commercial, recreational, residential or industrial; or</li> <li>2. a variety of types of circulation, e.g. different types of vehicular, pedestrian or security patrol.</li> </ol> <p><b>On each project referenced:</b></p> <ul style="list-style-type: none"> <li>• The Bidder must have acted as the Prime Contractor: and</li> <li>• The Bidder must have provided a minimum of five (5) resources.</li> </ul> <p><b>The Bidder must provide the following details as to how the stated experience was obtained:</b></p> <ol style="list-style-type: none"> <li>1. Name of the client or Department and contact information;</li> <li>2. Start and end dates of the projects;</li> <li>3. Nature, scope and complexity of the services provided; and</li> <li>4. A professional reference that can attest the Bidder's experience.</li> </ol> <p><b>The projects must have been completed in the last seven (7) years prior to date of bid closing.</b></p>		
M2	<p>The Bidder must have a minimum of five (5) years of combined experience in all of the following:</p> <ul style="list-style-type: none"> <li>• operational analysis and planning;</li> <li>• facility space analysis;</li> <li>• architectural programming;</li> <li>• developing and evaluating facility development options; and</li> <li>• conducting design workshops with user groups.</li> </ul> <p><b>The Bidder must provide the following details as to how the stated experience was obtained:</b></p> <ol style="list-style-type: none"> <li>1. Name of the client or Department and contact information;</li> <li>2. The total number of months of experience performing each of the above mentioned areas of expertise.</li> <li>3. The start and end dates of the assignment(s);</li> <li>4. Details about the work performed by the Bidder on the assignment(s) including deliverables;</li> <li>5. A professional reference that can attest the Bidder's experience.</li> </ol> <p><b>The Bidder's experience must have been acquired in the past ten (10) years prior to date of bid closing.</b></p>		



<p><b>M3</b></p>	<p>Bidders must identify which CSC Institution(s) they are bidding on:</p> <table border="1" data-bbox="261 306 1029 590"> <thead> <tr> <th>CSC Institution</th> <th>Location</th> <th>Bid (Yes/No)</th> </tr> </thead> <tbody> <tr> <td>Archambault Institution</td> <td>Sainte-Anne-des-Plaines, QC</td> <td></td> </tr> <tr> <td>Dorchester Penitentiary</td> <td>Dorchester, NB</td> <td></td> </tr> <tr> <td>Millhaven Institution</td> <td>Bath, ON</td> <td></td> </tr> <tr> <td>Regional Psychiatric Centre</td> <td>Saskatoon, SK</td> <td></td> </tr> <tr> <td>Saskatchewan Penitentiary</td> <td>Prince Albert, SK</td> <td></td> </tr> </tbody> </table> <p><b>And;</b></p> <p>The Bidder must possess a license to practice architecture in the province(s) where the work is to be performed. The provinces of work for this requirement are:</p> <ol style="list-style-type: none"> <li>1. New Brunswick for Dorchester Penitentiary;</li> <li>2. Quebec for Archambault Institution;</li> <li>3. Ontario for Millhaven Institution; and</li> <li>4. Saskatchewan for Regional Psychiatric Centre and Saskatchewan Penitentiary.</li> </ol> <p><b>Bidders must include a copy of license(s) with their bid.</b></p>	CSC Institution	Location	Bid (Yes/No)	Archambault Institution	Sainte-Anne-des-Plaines, QC		Dorchester Penitentiary	Dorchester, NB		Millhaven Institution	Bath, ON		Regional Psychiatric Centre	Saskatoon, SK		Saskatchewan Penitentiary	Prince Albert, SK			
CSC Institution	Location	Bid (Yes/No)																			
Archambault Institution	Sainte-Anne-des-Plaines, QC																				
Dorchester Penitentiary	Dorchester, NB																				
Millhaven Institution	Bath, ON																				
Regional Psychiatric Centre	Saskatoon, SK																				
Saskatchewan Penitentiary	Prince Albert, SK																				
<p><b>M4</b></p>	<p>The Bidder's must designate one individual as the Project Lead. The Project Lead must be a licensed architect and must have worked on a minimum of two (2) campus Master Plans as defined in M1.</p> <p><b>The Bidder must provide the following details as to how the stated experience was obtained:</b></p> <ol style="list-style-type: none"> <li>1. Name of the client or Department and contact information;</li> <li>2. Start and end dates of the projects;</li> <li>3. Nature and scope of the services provided;</li> <li>4. A professional reference that can attest the Project Lead's experience.</li> </ol> <p><b>Bidders must include a copy of the license with their bid.</b></p> <p><b>The projects must have been started in the seven (7) years prior to date of bid closing.</b></p>																				
<p><b>M5</b></p>	<p>The Bidder must include a list of all the proposed resources and include a CV for each proposed resource.</p> <p><b>The CV's must include, as a minimum:</b></p> <ol style="list-style-type: none"> <li>1. A covering letter which describes the details of their work experience;</li> <li>2. Employment history; and</li> <li>3. A reference.</li> </ol> <p><b>And;</b></p> <p>All of the Bidder's proposed resources must each have a minimum of two</p>																				



	<p>(2) years of experience in at least two (2) of the following five (5) areas:</p> <ul style="list-style-type: none"> <li>• operational analysis and planning;</li> <li>• facility space analysis;</li> <li>• architectural programming;</li> <li>• developing and evaluating facility development options; and</li> <li>• conducting design workshops with user groups.</li> </ul> <p><b>The Bidder must provide the following details as to how the stated experience was obtained:</b></p> <ol style="list-style-type: none"> <li>1. Name of the applicable resource(s) by project;</li> <li>2. Name of the client or Department and contact information;</li> <li>3. The total number of months of experience performing the above mentioned.</li> <li>4. The start and end dates of the assignment(s);</li> <li>5. Details about the work performed by the proposed resource on the assignment(s) including deliverables;</li> <li>6. A professional reference that can attest the proposed resource's experience.</li> </ol> <p><b>The proposed resource's experience must have been acquired in the past seven (7) years prior to date of bid closing.</b></p>		
<p><b>M6</b></p>	<p>The Bidder's proposed Quantity Surveyor must have provided "lead" cost estimating services on a minimum of two (2) campus Master Plans as defined in M1.</p> <p><b>Bidders must provide the following details as to how the stated experience was obtained:</b></p> <ol style="list-style-type: none"> <li>1. Name of the client or Department and contact information;</li> <li>2. Start and end dates of the projects;</li> <li>3. Nature, scope and complexity of the services provided; and</li> <li>4. A professional reference that can attest the resource's experience.</li> </ol> <p><b>The proposed resource's experience must have been acquired in the past seven (7) years prior to date of bid closing.</b></p>		



Item	Rated Requirement	Pts	References
R1	<p>The Bidder has completed projects above and beyond that which is required in M1.</p> <p><b>The Bidder must provide the following details as to how the stated experience was obtained:</b></p> <ol style="list-style-type: none"><li>1. Name of the client or Department and contact information;</li><li>2. Start and end date of the project;</li><li>3. Nature and scope of the project; and</li><li>4. A professional reference that can attest the Bidder's experience.</li></ol> <p><b>The projects must have been completed in the ten (10) years prior to date of bid closing.</b></p>	/15	5 points per project up to a maximum of 15 points.
R2	<p>The Bidder has completed facility planning or design project(s) in which they utilized risk management strategies</p> <p>A risk management strategy is defined as a structured and coherent approach to identifying, assessing and managing risks that affect project objectives such as scope, schedule, cost, and quality.</p> <ol style="list-style-type: none"><li>1. Name of the client or Department and contact information;</li><li>2. Start and end date of the project;</li><li>3. Nature and scope of the project;</li><li>4. A professional reference that can attest the Bidder's experience.</li></ol> <p><b>The projects must have been completed in the seven (7) years prior to date of bid closing.</b></p>	/5	2.5 points per project up to a maximum of 5points
R3	<p>The Bidder has completed facility planning or design project(s) in which they addressed significant issues challenges or constraints.</p> <p>Examples of significant issues challenges or constraints include divergent stakeholder needs, heritage restrictions, conflicting project goals or complex project dependencies.</p> <ol style="list-style-type: none"><li>1. Name of the client or Department and contact information;</li><li>2. Start and end date of the project;</li><li>3. Nature and scope of the project;</li><li>4. A professional reference that can attest the Bidder's experience.</li></ol> <p><b>The projects must have been completed in the five (5) years prior to date of bid closing.</b></p>	/5	2.5 points per project up to a maximum of 5points
R4	<p>The Bidder has completed project(s) in which they obtained third party certification of sustainable planning, e.g. LEED, Green Globes, BREEM.</p> <ol style="list-style-type: none"><li>1. Name of the client or Department and contact information;</li><li>2. Start and end date of the project;</li><li>3. Nature and scope of the project;</li><li>4. Certification and name of the certifying party.</li></ol> <p><b>The projects must have been completed in the five (5) years prior to date of bid closing.</b></p>	/6	3 points per project up to a maximum of 6 points



<p><b>R5</b></p>	<p>Any of the Bidder's proposed resources have completed projects above and beyond those which are stated in M1, M4 and R1.</p> <p><b>The Bidder must provide the following details as to how the stated experience was obtained:</b></p> <ol style="list-style-type: none"> <li>1. Name of the client or Department and contact information;</li> <li>2. Start and end date of the project;</li> <li>3. Nature and scope of the project; and</li> <li>4. A professional reference that can attest the Bidder's experience.</li> </ol> <p><b>The projects must have been completed in the ten (10) years prior to date of bid closing.</b></p>	<p><b>/9</b></p>	<p>3 points per project up to a maximum of 9 points.</p>
<p><b>R6</b></p>	<p>Any of the Bidder's proposed resources have completed planning or design projects for correctional facilities.</p> <ol style="list-style-type: none"> <li>1. Name of the client or Department and contact information;</li> <li>2. Start and end date of the project;</li> <li>3. Nature and scope of the project; and</li> <li>4. A professional reference that can attest the Bidder's experience.</li> </ol> <p><b>The projects must have been completed in the five (5) years prior to date of bid closing.</b></p>	<p><b>/4</b></p>	<p>2 points per project up to a maximum of 4 points.</p>
<p><b>R7</b></p>	<p>Any of the Bidder's proposed resources have experience above and beyond that which is required in M6.</p> <ol style="list-style-type: none"> <li>1. Name of the applicable resource(s) by project;</li> <li>2. Name of the client or Department and contact information;</li> <li>3. Start and end date of the project;</li> <li>4. Nature and scope of the project; and</li> <li>5. A professional reference that can attest the proposed resources experience.</li> </ol> <p><b>The proposed resource's experience must have been acquired in the past ten (10) years prior to date of bid closing.</b></p>	<p><b>/10</b></p>	<p>2 points per additional year up to a maximum of 10 points.</p>
<p><b>R8</b></p>	<p>The Bidder's proposed Quantity Surveyor has completed projects above and beyond that which is required in M7.</p> <ol style="list-style-type: none"> <li>1. Name of the client or Department and contact information;</li> <li>2. Start and end date of the project;</li> <li>3. Nature and scope of the project; and</li> <li>4. A professional reference that can attest the proposed resources experience.</li> </ol> <p><b>The projects must have been completed in the ten (10) years prior to date of bid closing.</b></p>	<p><b>/6</b></p>	<p>2 points per project up to a maximum of 6 points.</p>
<b>Total Points</b>		<b>60</b>	
<b>Pass Mark</b>		<b>40</b>	
<b>TOTAL POINTS ACHIEVED</b>			





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