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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into eight (8) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Supply Arrangement Clauses;
- Part 7 Bid Solicitation Methodology; and
- Part 8 Resulting Contract Clauses.

The Annexes include the following:

List of Annexes:

- Annex **A** Statement of Work
 - Attachment 1 to the Statement of Work - List of CSC Institutions
- Annex **B** Basis of Payment
- Annex **C** Security Requirements Checklist (SRCL)
- Annex **D** CSC RFP Template and Subsequent Annexes
 - Annex **A.1** Statement of Work for Resulting Contracts
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 - Annex **C.1** Security Requirements Checklist (SRCL) for Resulting Contracts
- Annex **E** Evaluation Criteria

1.2 Summary

CSC intends to award multiple Supply Arrangements as a result of this Request for Supply Arrangement (RFSA)

Correctional Service Canada (CSC) has a requirement to investigate offender-related institutional and community incidents to ensure responsibility, accountability and transparency, and to enhance the ability of CSC to contribute to the safety of the public, staff and offenders by ensuring that:

- CSC takes appropriate action following an incident;
- The review and analysis of reports influence organizational policy and practices where appropriate; and



- significant findings from investigation reports are shared in order to prevent similar incidents from occurring in the future.

Objectives: The Contractor(s) must provide the following resources on an “as and when required” basis and within short timeframes. The resource categories required are:

- Chairperson
- Community Board Member

The resources are members of the community who have experience working and/or volunteering with individuals from any of the following groups: Offenders, persons with disabilities, immune compromised, chemical dependent, persons with communicable disease, youths, special needs, persons with mental health needs, Aboriginals, ethnic groups, religious groups, at-risk populations or the elderly.

There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, suppliers should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

The requirement is subject to the provisions of the World Trade Organization-Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreements (CCFTA), the Canada-Peru Free Trade Agreements (CPFTA), the Canada-Colombia Free Trade Agreements (CColFTA), The Canada-Panama Free Trade Agreements (CPanFTA) if it is in force and the Agreement on Internal Trade (AIT).

For services requirements, Suppliers must provide the required information as detailed in article 2.3 of Part 2 of the Request for Supply Arrangements (RFSA), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

1.2.1 - The Period of the Instruments

The Supply Arrangement (SA) will remain valid until **30-NOV-2020** or until such time as Canada no longer considers them to be advantageous to use them. The period for awarding contracts under the SA begins on the start date of the SA.

1.2.2 – Refresh Solicitation

- a) This refresh solicitation will allow new Suppliers to qualify under one or more streams, and become pre-qualified Suppliers under this SA. It will also allow Current SA holders to qualify under an additional stream in which they are not pre-qualified under their current SA. All current SA holders who qualify for an additional stream will be issued an amendment to their SA, which will include the additional stream for which they qualify under the refresh RFSA.
- b) **Refresh** solicitation is a solicitation that allows existing and new suppliers to provide arrangements to qualify and existing supplier to qualify for more services throughout the entire period of the Supply Arrangement. Existing suppliers are not required to provide an arrangement in order to continue to provide the services currently under its Supply Arrangement.

1.3 Security Requirement:

1. Before issuance of a supply arrangement, the following conditions must be met:



- (a) the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
 - (b) the Supplier'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 6A - Supply Arrangement;
 - (c) the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.
 3. For additional information on security requirements, suppliers should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.



PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2015-07-03) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of [2008](#), Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days
Insert: one-hundred-eighty (180) days

2.1.1 SACC Manual Clauses

S2003T (2008-12-12) Ceiling Prices and/or Rates

2.2 Submission of Arrangements

Arrangements must be submitted only to Correctional Service Canada (CSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile or email to CSC will not be accepted.

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid



solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [ESDC-Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than five (5) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.



PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

- Section I: Technical Arrangement - Four (4) hard copies
- Section II: Financial Arrangement – One (1) hard copy
- Section III: Certifications - One (1) hard copy

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

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

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

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, suppliers should:

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

Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Arrangement

Suppliers must submit the financial arrangement in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Suppliers must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.1.2 Financial Evaluation

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

4.2 Basis of Selection-Mandatory Technical Criteria

4.2.1 To be declared responsive, an arrangement must:

- a) Comply with the requirements of the RFSA and meet all mandatory technical evaluation criteria.
- b) Arrangements not meeting a) above will be declared non-responsive.



PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1.1 Certifications Precedent to Issuance of a Supply Arrangement

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to comply with the request of the Supply Arrangement Authority and to provide the certifications within the time frame provided will render the arrangement non-responsive.

5.1.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

Suppliers must submit the following duly completed certifications with the arrangement.

5.1.2.1 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) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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

5.1.2.2 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 as defined above?
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.

5.1.2.3 Status and Availability of Resources

SACC Manual clause S3005T (2008-12-12) Status and Availability of Resources

5.1.2.4 Language and Location of Work Certification

By submitting the arrangement, the Supplier certifies that it is able to provide services in the official language(s) (English and/or French) and in the CSC Region(s) it has identified below:

Note: The Supplier must complete the table below by indicating either “yes” or “no” responses for the statements above that apply to the Supplier.

Suppliers must print and include the completed table with the submission of their arrangement.

| | | Can you provide services in English? | Can you provide services in French? |
|----------------------------------------------------------------|-----------------|--------------------------------------|-------------------------------------|
| Service Delivery | Yes / No | Yes / No | Yes / No |
| Can you provide services in the Pacific Region (PAC)? | | | |
| Can you provide services in the Prairie Region (PRA)? | | | |
| Can you provide services in the Ontario Region (ONT)? | | | |
| Can you provide services in the Québec Region (QUE)? | | | |
| Can you provide services in the National Capital Region (NCR)? | | | |
| Can you provide services in the Atlantic Region (ATL)? | | | |

For a full description of CSC’s administrative Regions, see the table in Part 7, Bid Solicitation Methodology, Article 7.3 Bid Solicitation Process.

5.1.2.5 Education and Experience

SACC Manual clause S1010T (2008-12-12) Education and Experience



5.1.2.6 Aboriginal Person Certification (if applicable)

1. I am an Aboriginal person, as defined in parts a) and b) below.
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

- a) An Aboriginal person is an Indian, Métis or Inuit who is ordinarily resident in Canada.
- b) Evidence of being an Aboriginal person will consist of such proof as:
 - i. Indian registration in Canada;
 - ii. membership in an affiliate of the Métis National Council or the Congress of Aboriginal Peoples, or other recognized Aboriginal organizations in Canada;
 - iii. acceptance as an Aboriginal person by an established Aboriginal community in Canada;
 - iv. enrollment or entitlement to be enrolled pursuant to a comprehensive land claim agreement;
 - v. membership or entitlement to membership in a group with an accepted comprehensive claim;
 - vi. evidence of being resident in Canada includes a provincial or territorial driver's license, a lease or other appropriate document.

5.1.2.7 Certification:

By submitting the Arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.



PART 6 - RESULTING SUPPLY ARRANGEMENT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A.

6.2 Security Requirement

6.2.1 The following security requirement (SRCL at Annex C and related clauses below) applies and form part of the Supply Arrangement.

PWGSC FILE 21120-15-2046128

1. The **Contractor/Offeror** must, at all times during the performance of the Contract/Standing Offer, **hold a valid Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror **personnel** requiring access to sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 - (b) Industrial Security Manual (Latest Edition).

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2020 (2015-09-03) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.1.1 Supplemental General Conditions

4008 (2008-12-12) Personal Information.



6.3.2 Supply Arrangement Reporting

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

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

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the SA Authority no later than fifteen (15) calendar days after the end.

If the SA Holder fails to provide the completed reports in accordance with the instructions above, Canada may set aside the SA and take corrective measures in relation to the Holder's performance.

Example of the information required in these reports:

Board of Investigation Services SA# 2046128 - XXX

| | |
|-------------------------------------------|---------------------------|
| <i>SA Holder :</i> | |
| <i>Reporting Period</i> | <i>From ----- To-----</i> |
| <i>Number of Contracts</i> | |
| <i>Amount in Dollars (Taxes excluded)</i> | |
| <i>Print Name and Signature</i> | |
| <i>Date (DD/MM/YY)</i> | |

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from **(Date of SA issuance) to 30-NOV-2020** or until such time as Canada no longer considers them to be advantageous to use them.



6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Alexandre Giguere
Senior Procurement Officer
Correctional Service Canada
Telephone: 613-943-1441
alexandre.giguere@csc-scc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative

The SA Holder's Representative is:

(to be inserted at time of SA award)

[Name of SA Holder's Representative]
[Title]
[Telephone:]
[E-mail address:]

6.6 Identified Users

The Identified User is: Correctional Service Canada (CSC).

6.7 On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified SA Holders, who have been issued a supply arrangement, will not be required to submit a new arrangement.

6.8 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) Supplemental General Conditions:
 - 4008 (2008-12-12) Personal Information;
- c) the General Conditions 2020 (2015-09-03) , General Conditions - Supply Arrangement - Goods or Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) the Supplier's arrangement dated **XX-XX-2016**.



6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Supplier in its arrangement and the ongoing cooperation in providing associated information are conditions of issuance of the Supply Arrangement (SA). Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the Supply Arrangement.

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in (to be inserted at time of SA award).



7. BID SOLICITATION METHODOLOGY

7.1 General

CSC will use the document, attached in **Annex D - CSC RFP Template and Subsequent Annexes** for all solicitations.

7.2 Authority Contracting Limits

- a) **Sole Source:** The Contracting Authority is authorized to direct and award Resulting Contracts against the SA's for requirements below \$25,000.00 CAD (HST/GST/QST included).
- b) **Bid Solicitations:** Subject to 7.3 below, the Contracting Authority is authorized to issue bid solicitations and award Resulting Contracts against the SA's in accordance with the guidelines detailed below.
- c) **Contracting Authority:** The Contracting Authority named in the Contract is responsible on behalf of the Minister for the management of bid solicitations and any Resulting Contracts and any changes to the Resulting Contracts must be authorized in writing by the Contracting Authority.

7.3 Bid Solicitation Process

- a) For requirements within scope of the SA under \$25,000.00 CAD (GST/HST/QST included), Canada may choose, at its sole discretion, to direct Contracts to a Supplier following a Request for Quote (RFQ) or, to issue a bid solicitation to Suppliers who have been issued a SA.
- b) For specific requirements within the scope of the SA valued at \$25,000.00 CAD (GST/HST/QST included) and greater Canada will issue a bid solicitation to the email addresses of all Suppliers that can provide services, in the applicable category as well as in the required language(s) and in the required CSC administrative Region(s).
- c) CSC reserves the right to include Suppliers from other Regions, at its discretion.
- d) The minimum bid period will be three (3) business days.

Note: The table below describes the different CSC Regions and their boundaries:

| CSC Region | CSC Region Description and Boundary |
|-------------------------------|--------------------------------------------------------------------------------------------------------|
| Pacific Region (PAC) | Province of British Columbia and Yukon |
| 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 NCR |
| National Capital Region (NCR) | Ottawa, Ontario, Gatineau, Quebec, and surrounding urban and rural communities. |
| Atlantic Region (ATL) | Provinces of New Brunswick, Prince Edward Island, Nova Scotia and Newfoundland. |



7.4 Response to Bid Solicitation

Only responses to bid solicitations that include the following will be considered by Canada:

- i. The Supplier's SA Number;
- ii. The name of the Supplier; and
- iii. Price(s), in Canadian dollars, for all Work identified in the bid solicitation.

7.5 Proposal (Bid) Submission

- a) The selected SA Holders who are invited must submit proposals which address all requirements described in the individual SA RFP.
- b) An SA Holder must only propose resources that have been pre-qualified at the closing date and time of any individual solicitation. Pre-qualified is defined as being successfully evaluated against the mandatory criteria identified in **Annex E – Evaluation Criteria**, as well as meeting the security requirements identified in **Article 6.2 Security Requirement**.
- c) No additional time will be provided to SA Holder that does not have available resources that have not been pre-qualified prior to the closing date of the individual RFP.
- d) An SA Holder may submit resources for pre-qualification to the Supply Arrangement Authority at any time throughout the period of the SA. The resources will be evaluated against the mandatory criteria identified in Annex E – Evaluation Criteria of the RFSA, and will be required to meet the Security Requirements identified in **Article 6.2 Security Requirement**. The pre-qualification process will take an estimated minimum period of one (1) month from the date of submission of the resource.

7.6 Evaluation of Price and Basis of Selection

- a) The SA Holder's financial bid will be evaluated in accordance with the requirements as set out in the SA RFP.
- b) In the Financial Bid, an SA Holder must not bid a per diem that exceeds the ceiling prices specified in Annex B – Basis of Payment.
- c) If applicable, the SA Holder must also quote the travel expenses associated with the scope of work contained in an SA RFP.
- d) The Basis of Selection for each individual SA RFP will be "**lowest priced compliant bid.**"

7.7 Issuance of Contracts

In accordance with the basis of selection stated in the SA RFP and in 7.6 above, a contract will be issued by the Identified User (Contracting Authority) to authorize the SA Holder to proceed with the services. The SA Holder must not undertake any of the specified services unless and until a contract is authorized by the Contracting Authority.

7.8 Discontinuation of the RFP Process

Until contract award an SA Holder may withdraw its proposal at any time, in which event the Identified User will no longer consider the SA Holder's bid, but may continue to consider all other



responses. The Identified User may cancel the RFP process at any time and reissue the same or a similar RFP process thereafter.

8. RESULTING CONTRACT CLAUSES

8.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the document attached in **Annex D - CSC RFP Template and Subsequent Annexes**



ANNEX "A"

STATEMENT OF WORK

Board of Investigation (BOI) Resources

1. Background:

Correctional Service Canada (CSC), as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control. CSC is the federal government agency responsible for administering sentences of two (2) years or more imposed by the courts.

The regulatory framework within which CSC delivers its mandate to the Canadian population includes Laws, policies, rules, regulations, directives, codes of ethics, codes of discipline and various Standards of Professional Conduct, among others.

Investigations of institutional and community incidents are intended to ensure responsibility, accountability and transparency, and to enhance the ability of CSC to contribute to the safety of the public, staff and offenders by ensuring that:

- CSC takes appropriate action following an incident;
- The review and analysis of reports influence organizational policy and practices where appropriate; and
- significant findings from investigation reports are shared in order to prevent similar incidents from occurring in the future.

Under section 19 of the Corrections and Conditional Release Act (CCRA), an investigation must be convened when an inmate dies or suffers serious bodily injury.

Under section 20 of the CCRA, the Commissioner may convene national tier I investigations to investigate and report on any matter relating to the operations of the Service. An investigation may also be convened under both sections 19 and 20 with respect to a death or serious bodily injury of an inmate.

Under subsection 152(4) of the CCRA, the Chairperson of the Parole Board of Canada may appoint a person or persons to investigate and report on any matter relating to the operations of the Board. On matters of joint interest, and when appropriate, the Commissioner, under section 20 of the CCRA, and the Chairperson, under subsection 152(4) of the CCRA, may jointly convene a national investigation.

Investigations convened by the Commissioner must always include at least one (1) community member on the board. Joint boards of investigation convened under section 20 and subsection 152(4) of the CCRA must be chaired by a community member.

2. Requirement:

The SA Holder must provide the following resources on an "as and when required" basis and within short timeframes. The resource categories required are:

- Chairperson
- Community Board Member



3. Context:

- The majority of the work will occur in settings such as but not limited to; Federal Correctional Institutions, Parole Offices and/or any other CSC sites.
- The timelines within which the SA Holder must be on-site and initiate work when called-upon can be from 72 to 96 hours.
- Travel will be required to CSC sites.
- The proposed resources may be required to interact with offenders who may be mentally ill, immune-compromised and/or infected with communicable diseases.

4. Tasks – generic:

1. Additional tasks falling under similar purview may be required. In such a case, they will be detailed in the resulting RFP/RFQ documents.
2. The specifics of each BOI requirement will be provided in each resulting RFP/RFQ document. The associated tasks include but are not limited to the following:

4.1 Tasks/Responsibilities – Community Board Member:

1. Attest to the integrity of the process, serving as a monitor and to provide citizen oversight;
2. Provide input, as a full-fledged member of the Board, regarding CSC's management and response to an incident including correctional operations, programs and policies.
3. Contribute to the investigation's process by:
 - a. conducting research;
 - b. participating in interviews and debriefings;
 - c. participating in the writing and the submission of the final report.

4.2 Tasks/Responsibilities – Chairperson:

1. Determine the strengths of the BOI and coordinate the work assignments accordingly;
2. Foster a common view of the BOI's purposes and goals;
3. Act as leader and supervise the work of the other BOI members;
4. Stimulate discussions regarding the incident;
5. Collect, document and review all relevant information and evidence relating to the incident;
6. Conduct interviews with individuals related to the investigated incident(s);
7. Address all the issues as per the Convening Order and Terms of Reference;
8. Establish liaison with National Headquarters (NHQ), subject-matter experts within CSC, and the offices of primary interests as needed. This may include but not be limited to:
 - a. Human Resources, Health Services and Technical Services.
9. Verbally debrief the Institutional Head or District Director, the Deputy Commissioner of the Region and the Director General, Incident Investigations Branch on all preliminary findings and recommendations.
 - a. There are three (3) debriefs required: one (1) at the local level; a second at the regional level, and a third at the national level.
10. Lead the investigation report writing: Produce draft and final versions of the investigation report as per the Convening Order and Terms of Reference;
11. Conduct an analysis of the facts and ensure that all findings relevant to the incident are identified in the investigation report;



12. Ensure that recommendations made are based on findings identified, explained and analysed in the report.

4.3 Administrative/Judicial Proceedings:

SA Holders may be required to assist with preparation for hearings or other administrative/judicial proceedings associated with the investigation such as but not limited to, a Coroner's Inquest and/or Medical Examiner's report.

5. Standards and Practices:

The work must be performed in accordance with all Principles, Guidelines, Commissioner's Directives, Standards, collective agreements and other agreements in place between the employer and bargaining agents. An exhaustive list of applicable documents can be found in section 13 of the SOW.

6. Language Requirements:

1. The language requirements will be specified in each individual resulting RFP/RFQ document.
2. The work, including all tasks and deliverables must be conducted and completed in the Official Language requested in each individual RFP/RFQ.

7. Location of Work:

1. All Work is to be carried out at various CSC sites (see Attachment 1 to the Statement of Work) or other sites deemed necessary by the Project Authority throughout the BOI and may be carried at the contractor's place business, only under appropriate and approved information safeguarding measures.
2. For any Work done at the contractor's place of business under a resulting contract, CSC will provide an approved security case for transport and safeguarding of PROTECTED information, a CSC issued laptop and approved encrypted USB key for electronic data processing and storage.

NOTE: The Project Authority must brief all Contractors on their roles and responsibilities pertaining to security requirements, especially when they are acting as Board Chair. The Contractor must safeguard, store and transport PROTECTED information in CSC approved transport case, briefcase and electronically produce and store PROTECTED electronic data only on the CSC laptop and approved encrypted USB storage device.

8. Working Hours:

1. Estimated hours of work are 7.5 hours per day. A normal workday is between 08:00 to 17:30, Monday to Friday.
2. The SA Holder must be available to work outside normal workday hours during the resulting contract period, including weekends and/or holidays.
3. Overtime will not be paid for work that exceeds 7.5 hours per day; this includes but is not limited to weekends and/or holidays.



9. Travel:

Travel may be required to any and all regions including: Atlantic, Quebec, Ontario, Prairies and Pacific. In addition, meetings may be required at NHQ, located in the National Capital Region (NCR), and/or the region's Regional Headquarters (RHQ) at any time during the investigation or following the completion of the investigation. See Attachment 1 to the Statement of Work for a complete list of potential destinations.

10. Urgency of Contractor Requirement:

The resource(s) must be on-site within the time frame specified in the RFP/RFQ documents; this may be required as early as 72 to 96 hours after the time of contract award.

11. Deliverables:

- All deliverables must be produced in accordance with CSC's Commissioner's Directive 041.
- The final Investigation Report must be done with Microsoft Word.
- CSC will be responsible for translation of all the material.

The deliverables associated with the services may include but are not limited to the following, and will be specified in the RFP/RFQ documents:

1. All working papers including but not limited to: Interview notes, Research notes, Draft version(s) of the Investigation Report;
2. A full description of the incident and the circumstances surrounding it, along with supporting documentation (including how, when, where and why the incident occurred, along with who was involved and what role each individual had with regards to the incident);
3. A full statement of duties of any servant or parties involved in the incident;
4. Statements from servants and other persons who witnessed or have knowledge of the incident;
5. Identification and documentation of any procedures, policies or other elements of the regulatory framework that were breached/violated;
6. Identification and documentation of any other issues deemed pertinent to the investigation;
7. Audio/visual recordings;
8. Physical evidence; and
9. A final Investigation Report which identifies the finding(s) of the investigation.

12. Limitations and Constraints:

1. The Community Member cannot be or have been employed by CSC or Parole Board of Canada.
2. Whenever the SA Holder's resource(s) require access to a CSC institution for meetings, interviews and other tasks associated with this requirement, the SA Holder must be subject to the security requirements specific to the visited institutions, including but not limited to a Canadian Police Information Center (CPIC) screening.
3. Institutional security screening procedures are mandatory. They are designed to ensure the safety and security of CSC personnel, visitors and offenders. These requirements can change from one institution to the other and at any time, depending on circumstances, factors and events such as but not limited to offenders' activity, emergency situations, natural disasters, power outage, etc.



4. SA Holders may have to interact with offenders who are part of the investigation. SA Holders must be accompanied by a CSC's authorized employee at all times during this interaction and at all times when requiring access to restricted areas or materiel.
5. As situations can change instantly within an institution, SA Holders may be faced with delays or refusal of entry to certain institutions or areas at certain times even if prior arrangements for access have been made. SA Holders are advised to call in advance of travel to ensure that planned access is still available.
6. The resource(s) must declare any conflict of interest and/or that to the best of his/her knowledge that he/she is not related to/associated with any of the potential interviewees, and/or anyone connected with the incident or other Board members.
7. The resource(s) must also certify that the nature of the relationship, if any, with these individuals, is such that they can render decisions in an impartial manner.
8. While the resource(s) is/are welcome to talk about the independence and objectivity of the investigation both during and afterward (i.e.: Court procedures), they must not comment on the specifics of the case;
9. Contractors who are required to recuse themselves from a BOI as a result of a conflict of interest (real or perceived), will not be compensated, and their contract will be terminated.

13. CSC to Provide:

CSC will make available the following, subsequent to any contract awarded against an RFP/RFQ.

1. Materials and Documents:

- Corrections and Conditional Release Act (CCRA);
- Commissioner's Directive (CD) 041, and all other applicable CDs;
- Incident Investigation's information package to conduct investigations;
- CSC's priorities;
- CSC's Values;
- CSC's Standards of Professional Conduct;
- Access to Information Act, Privacy Act (ATIP) document;
- Official Languages Act document;
- All applicable clauses of collective agreements and other agreements in place between the employer and bargaining agents;
- Other pertinent legislations, regulations and practices documents as needed;
- A list of observations identified by CSC to support the requirement for an investigation;
- Chairperson's Handbook, Incident checklists and Instructions on How to Write a Report.

2. Personnel Support:

- Guidance and assistance with the coordination and management of the investigative process will be provided by a CSC investigations analyst.

All documents, materials and access to personnel required for the BOI will be provided by the Project Authority to the Contractor.

14. Definitions:

Accidental serious bodily injury: A physical injury which cannot be attributed to an altercation or any other type of assaultive behaviour between inmates.



Board of Investigation: Board designated by the Commissioner or the Director General, Incident Investigations to conduct an investigation into an incident.

Closure memo: Memo issued by the Senior Deputy Commissioner to the Regional Deputy Commissioner(s) and/or sector head(s) advising of the decision made by the Executive Committee to formally close an investigation as all actions were completed, or contingent upon the implementation of outstanding action(s) within the prescribed deadlines.

Convening authority: An individual with the level and position with authority and/or responsibility to convene an investigation.

Convening Order: A legal document which outlines the mandate and authority, as stipulated in law and policy, for the investigation as well as the issues to be investigated, analyzed and reported on, and the report due date.

Duty to act fairly: An obligation to ensure the fundamental right of others to be treated fairly. This usually includes being involved in the process and having an opportunity to respond verbally and/or in writing to assessments that are made related to conduct and performance and that could negatively affect the reputation of an individual.

File review: A review of an offender's CSC file(s) and related documentation. This process is convened by District Directors when there has been an incident involving an offender in the community, or as a result of a request in the record of decision. The goals are to determine if there are any concerns with the release and/or supervision of the offender; to determine if there are any concerns with other activities related to the incident (e.g. sharing of information, incident reporting, etc.); to determine if the actions of staff or contracted individuals providing service to CSC have met all the requirements of the CCRA and CSC's policies and procedures; and, to determine whether or not a national investigation is required.

Investigation: A systematic and thorough administrative process conducted by an investigator(s) involving the examination of circumstances surrounding an incident or allegation, the purpose of which is to establish, document and analyze all the relevant facts.

Investigator: A duly appointed person who investigates on behalf of the Convening Authority, the incident(s) according to the Terms and Reference outlined in the Convening Order.

Local investigations: Investigations convened by Institutional Heads or District Directors under section 19 of the CCRA in the case of death or serious bodily injury of an inmate, or with respect to an offender, as authorized under sections 97 and 98 of the CCRA (general powers of management). Local investigations may also be convened as a result of a request in the record of decision.

Mortality review: A file review process which follows relevant aspects of the investigative process (i.e. convening, approval, and closure) outlined in this CD and is convened by the Commissioner under section 19 of the CCRA. The clinical care provided in a CSC facility and the circumstances leading up to deaths by natural causes of inmates are reviewed by a health care professional during this process. The review may lead to recommendations concerning future practices and procedures, as well as ongoing quality improvement. Further, the process may reaffirm existing practices and procedures. The Mortality Review Committee will be debriefed on the preliminary findings and recommendations of the review to ensure that the events, overall care, quality of life issues and clinical care preceding an inmate's death by natural causes have been appropriately reviewed.

National tier I investigations: Investigations convened by the Commissioner under section 20 of the CCRA into any matter relating to the operations of the Service (and in cases of death or serious bodily injury of inmates, also under section 19 of the CCRA).



National tier II investigations: Investigations convened by the Director General, Incident Investigations, under section 19 of the CCRA in cases of death or serious bodily injury of inmates; or, as authorized under sections 97 and 98 of the CCRA (general powers of management).

Professional governing body: The relevant provincial or territorial licensing, governing and/or certifying body for health care professionals.

Record of decision: A document that lists all incidents where an investigation, a file review, and/or a mortality review is to be convened, or a Situation Report (where not submitted) or Addendum is required. This document also indicates the convening authority and the type of investigative process to be used.

Section 13 of the *Inquiries Act*: Outlines that an individual has a right to respond in person and/or in writing to assessments of their conduct that could negatively affect their reputation.

Witness: An individual who has firsthand information or documentation relating to an incident.



**Attachment 1 to the Statement of Work
List of CSC Institutions**

Atlantic Region

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

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

**Dorchester Penitentiary
(Med)**
4902 Main Street
Dorchester, New Brunswick
E4K 2Y9

**Springhill Institution
(Med)**
330 McGee Street
PO Box 2140
Springhill, Nova Scotia
B0M 1X0

**Westmorland Institution
(Min)**
4902 A Main Street
Dorchester, New Brunswick
E4K 2Y9

**Nova Institution for
Women (Multi)**
180 James Street
Truro, Nova Scotia
B2N 6R8

**Shepody Healing Centre
(Multi)**
4902 Main Street
Dorchester, New Brunswick
E4K 2Y9



Quebec Region

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

**Donnacona Institution
(Max)**
1537 Highway 138
Donnacona, Quebec
G3M 1C9

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

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

**Cowansville Institution
(Med)**
400 Fordyce Avenue
Cowansville, Quebec
J2K 3G6

**Archambault Institution
(Med)**
242 Montée Gagnon
Sainte-Anne-des-Plaines,
Quebec
J0N 1H0

Joliette Institution (Multi)
400 Marsolais Street
Joliette, Quebec
J6E 8V4

**La Macaza Institution
(Med)**
321 Chemin de l'Aéroport
La Macaza, Quebec
J0T 1R0

**Drummond Institution
(Med)**
2025 Jean-de-Brébeuf Blvd.
Drummondville, Quebec
J2B 7Z6

**Montée Saint-François
Institution (Min)**
600 Montée Saint-François
Laval, Quebec
H7C 1S5

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



Ontario Region

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

**Pittsburgh Institution
(Min)**
Highway 15, No. 3766
PO Box 4510
Kingston, Ontario
K7L 5E5

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

**Millhaven Institution
(Max)**
Highway 33
PO Box 280
Bath, Ontario
K0H 1G0

**Collins Bay Institution
(Med)**
1455 Bath Road
PO Box 190
Kingston, Ontario
K7L 4V9

**Joyceville Institution
(Med)**
Highway 15
PO Box 880
Kingston, Ontario
K7L 4X9

**Warkworth Institution
(Med)**
County Road #29
PO Box 760
Campbellford, Ontario
K0L 1L0

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

**Fenbrook Institution
(Med)**
2000 Beaver Creek Drive
P.O. Box 5000
Gravenhurst, Ontario
P1P 1Y2

**Frontenac Institution
(Min)**
1455 Bath Road
PO Box 7500
Kingston, Ontario
K7L 5E6

**Beaver Creek Institution
(Min)**
PO Box 1240
Gravenhurst, Ontario
P1P 1W9



Prairies Region

Prairies Regional Headquarters
2313, Place Hanselman
P.O. Box 9223
Saskatoon, Saskatchewan
S7K 3X5

Edmonton Institution (Max)

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

Saskatchewan Penitentiary (Med /Max)

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

Stony Mountain Institution (Med)

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

Drumheller Institution and Annex (Med /Min)

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

Bowden Institution and Annex (Med/Min)

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

Grande Cache Institution (Med/Min)

Hoppe Avenue
Bag 4000
Grande Cache, Alberta
T0E 0Y0

Grierson Centre (Min)

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

Riverbend Institution (Min)

15th Street West
PO Box 850
Prince Albert,
Saskatchewan
S6V 5S4

Rockwood Institution (Min)

Highway #7
PO Box 72
Stony Mountain, Manitoba
ROC 3A0

Pê Sâkâstêw Centre (Min)

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

Regional Psychiatric Centre (Multi-level)

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

Willow Cree Healing Centre (Min)

PO Box 520
Duck Lake, Saskatchewan
S0K 1J0

Edmonton Institution for Women (Multi -level)

11151-178th Street
Edmonton, Alberta
T5S 2H9

Okimaw Ohci Healing Lodge (Med/Min)

PO Box 1929
Maple Creek,
Saskatchewan
S0N 1N0



Pacific Region

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

**Pacific
Institution/Regional
Treatment Centre (Multi-
Level)**

33344 King Road
PO Box 3000
Abbotsford, British
Columbia
V2S 4P4

**Mountain Institution
(Med)**

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

**Kwkwèxwelhp Healing
Village (Min)**

Harrison Mills, British
Columbia
(Off Morris Valley Road)
V0M 1L0

Kent Institution (Max)

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

Mission Institution (Med)

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

Ferndale Institution (Min)

33737 Dewdney Trunk
Road
PO Box 50
Mission, British Columbia
V2V 4L8

Matsqui Institution (Med)

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

**William Head Institution
(Min)**

6000 William Head Road
Victoria, British Columbia
V9C 0B5

**Fraser Valley Institution
for Women (Multi-Level)**

33344 King Road
Abbotsford, British
Columbia
V2S 6J5



ANNEX "B"
PROPOSED BASIS OF PAYMENT

Bidders must provide: One (1) all-inclusive **ceiling per diem rate, per applicable category**, for each SA Period, for the services herein described. All prices are to be quoted GST/HST/QST EXTRA.

Note: The Community Board Member cannot be, or have been employed by CSC or Parole Board of Canada.

1. BASIS OF PAYMENT – CEILING RATES

The Contractor will be paid the following firm all-inclusive ceiling per diem rates for the work performed under this SA, in accordance with Annex A, during the SA period and the option period, Goods and Services Tax (GST), Harmonized Sales Tax (HST) or Québec Sales Tax (QST) extra.

| | | SA Period 1 from date of SA Award to 30-NOV-2016 |
|--------------------------|----------------------|-----------------------------------------------------------------|
| Resource Category | Resource Name | All-inclusive Ceiling Per Diem Rate |
| Community Board Member | | \$ XXX |
| Chairperson | | \$ XXX |
| CSC Region : | | |

| | | SA Period 2 from 01-DEC-2016 to 30- NOV-2017 |
|--------------------------|----------------------|-------------------------------------------------------------|
| Resource Category | Resource Name | All-inclusive Ceiling Per Diem Rate |
| Community Board Member | | \$ XXX |
| Chairperson | | \$ XXX |
| CSC Region : | | |

| | | SA Period 3 from 01-DEC-2017 to 30- NOV-2018 |
|--------------------------|----------------------|-------------------------------------------------------------|
| Resource Category | Resource Name | All-inclusive Ceiling Per Diem Rate |
| Community Board Member | | \$ XXX |
| Chairperson | | \$ XXX |
| CSC Region : | | |



| | | SA Period 4 from 01-DEC-2018 to 30- NOV-2019 |
|--------------------------|----------------------|-------------------------------------------------------------|
| Resource Category | Resource Name | All-inclusive Ceiling Per Diem Rate |
| Community Board Member | | \$ XXX |
| Chairperson | | \$ XXX |
| CSC Region : | | |

| | | SA Period 5 from 01-DEC-2019 to 30- NOV-2020 |
|--------------------------|----------------------|-------------------------------------------------------------|
| Resource Category | Resource Name | All-inclusive Ceiling Per Diem Rate |
| Community Board Member | | \$ XXX |
| Chairperson | | \$ XXX |
| CSC Region : | | |

Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment shall be for days actually worked with no provision for annual leave, statutory holidays or sick leave. Time worked more or less than a day shall be prorated to reflect actual time worked in accordance with the following formula.

$$\frac{\text{Hours worked}}{7.5 \text{ hours}} \times \text{Firm per diem rate}$$

Travel and Living Expenses

For Work to be performed at a **work location** within the **National Zone**:

- a. Canada will not accept any travel and living expenses incurred by the SA Holder in the performance of the Work, for:
 - i. services provided within 100 km of the SA Holder's facilities.
- b. For Services provided outside 100 km of the SA Holder's facilities, the SA Holder, the SA Holder 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".
- c. Canada will not accept any travel and living expenses incurred by the SA Holder as a consequence of any relocation required to satisfy the terms of the SA.
- d. All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: 21120-15-2046128
Security Classification / Classification de sécurité

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

Form with multiple sections: 1. Originating Government Department or Organization, 2. Branch or Directorate, 4. Brief Description of Work, 5. Will the supplier require access to Controlled Goods?, 6. Will the supplier require access to unclassified military technical data..., 7. a) Indicate the type of information that the supplier will be required to access, 7. b) Release restrictions, 7. c) Level of information.

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

| |
|---------------------------------------------------------|
| Contract Number / Numéro du contrat 21120-15-2046128 |
| Security Classification / Classification de sécurité |

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux: _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
Gouvernement du Canada

| |
|---------------------------------------------------------|
| Contract Number / Numéro du contrat 21120-15-2046128 |
| Security Classification / Classification de sécurité |

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category Catégorie | PROTECTED 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?
- Yes* No Yes
Non 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?
- Yes* No Yes
Non 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 21120-15-2046128 |
| Security Classification / Classification de sécurité |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Pierre Bernier | Title - Titre Director General - Incident Investigations | Signature | |
| Telephone No. - N° de téléphone 613-947-3922 | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel pierre.bernier@csc-scc.gc.ca | Date MAR 20 2014 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Robert Wattie CSC (NIHQ) Contract Security Analyst (T) 613-944-6665 / (F) 613-947-4438 robert.wattie@csc-scc.gc.ca | Title - Titre Contract Security Analyst | Signature | |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date JUL 30 2014 |
| 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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| 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 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Name (print) - Nom (en lettres moulées) Suzanne Hopkins Contract Security Officer suzanne.hopkins@tspgc-pwgsc.gc.ca (613)954-0258 | Title - Titre Contract Security Officer | Signature | |
| | | E-mail address - Adresse courriel | Date Aug 15/14 |

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



ANNEX "D"
CSC RFP Template and Subsequent Annexes

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection and Part 6 - Resulting Contract Clauses.

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

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

5. Procurement Ombudsman

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



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

2. Submission of Bids

Bids must be submitted only to Correctional Service Canada (CSC), via email by the date, time indicated in the bid solicitation e-mail.

3. Communications – Solicitation Period

All enquiries must be submitted in writing to the Contracting Authority no later than two (2) 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 _____ (insert the name of the province or territory).

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 as follows:

Section I: Financial Bid: **one (1) electronic mail (e-mail) copy**

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

2. Section I: Financial Bid

Bidders must submit their financial bid in accordance with their applicable SA's ceiling rates and subsequently to the pricing schedule detailed in **Annex B - Proposed Basis of Payment**. The total amount of Goods and Services Tax (GST), Harmonized Sales Tax (HST) or Québec Sales Tax (QST) must be shown separately, if applicable.

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

2.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (**insert date**), Exchange Rate Fluctuation

3. Section III: Certifications

Suppliers must provide the required certifications and associated information to be issued a contract.



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 Financial Evaluation

SACC Manual Clause A0220T (**insert date**), Evaluation of Price – Bid

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

- (a) The SA Holder's financial bid will be evaluated in accordance with the requirements as set out in the SA RFP/RFQ.
- (b) In the Financial Bid, an SA Holder must not bid a per diem rate that exceeds the ceiling prices specified in their SA's **Annex B – Basis of Payment**.
- (c) The SA Holder will also be required to quote the travel and living expenses associated with the scope of work contained in an RFP/RFQ.
- (d) The Basis of Selection for each individual SA RFP/RFQ will be "**lowest priced compliant bid.**"

3. Security Requirement

3.1 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.

3.2 For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.



PART 5 - RESULTING CONTRACT CLAUSES

The Offeror's Supply Arrangement (SA) no. **21120-15-2046128-XXX** and Annexes are hereby incorporated into and form part of this contract by reference.

1. Security Requirement

PWGSC FILE 21120-15-2046128

1. The **Contractor/Offeror** must, at all times during the performance of the Contract/Supply Arrangement, **hold a valid Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror **personnel** requiring access to sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C.1;
 - (b) Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A.1".

3. Standard Clauses and Conditions

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

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

3.1 General Conditions

2010B_____ (insert date), 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

4008 (insert date) Personal Information

, apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of _____ to _____ [fill in start and end date of the work].

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alexandre Giguere
Title: Senior Procurement Officer
Correctional Service Canada
Telephone: 613-943-1441
E-mail address: 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
Incident Investigations
Telephone: (XXX)
E-mail address: @csc-scc.gc.ca

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.



[Fill in at contract award only.]

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
 Title: _____
 Company: _____
 Address: _____

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

6. Payment

6.1 Basis of Payment-Firm Per Diem Rates

The Contractor will be paid firm per diem rates in accordance with Annex B.1 – Basis of Payment for Resulting Contracts, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$XXX**. Customs duties are included and Applicable Taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



6.3 SACC Manual Clauses

SACC Manual clause C0710C, (insert date) Time and Contract Price Verification
SACC Manual clause C0705C, (insert date) Discretionary Audit
SACC Manual clause A9117C, (insert date), T1204 - Direct Request by Customer Department

6.4 Method of Payment

SACC Manual clause H1000C, (insert date) Single Payment

6.5 Travel and Living Expenses

For Work to be performed at a **work location** within the **National Zone**:

- a. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 - i. services provided within 100 km of the Contractor's facilities.
- b. For Services provided outside 100 km of the Contractor's facilities, the Contractor will be paid 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 \(NJC\)](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
- c. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.
- d. All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

Estimated Cost: \$XXX (If applicable)

7. Invoicing Instructions

Invoices are to be submitted to:

Correctional Service of Canada
Incident Investigations Branch
340 Laurier Avenue – West
Ottawa, ON
K1A 0P9
Attention: XXX

Invoices should reference the following numbers:

Contract no.: XXXXXXX
Financial code: XXXXX.XXX.XXXXX.XXX.XXXXX.X.X



8. Certifications

8.1 Certification of Compliance

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

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (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:
 - 4008 (insert date) Personal Information
- (c) the General Conditions 2010B (insert date);
- (d) Annex A.1, Statement of Work;
- (e) Annex B.1, Basis of Payment;
- (f) Annex C.1, Security Requirements Check List;
- (g) The Supply Arrangement (insert applicable SA #);
- (h) the Contractor's bid dated _____ (to be inserted at contract award);

11. Termination on Thirty Days Notice

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.
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

SACC Manual clause G1005C, (_____) (insert date), Insurance

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 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.

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.

21. 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.

22. SACC Manual clause B9028C (insert date), Access to Facilities and Equipment

23. SACC Manual clause A9068C (insert date), Government Site Regulations

24. The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: (insert name of resource)

ANNEX A.1 – Statement of Work for Resulting Contracts

Board of Investigation (BOI) Resources

1. Background:

Correctional Service Canada (CSC) has a responsibility to conduct an investigation in regards to an institutional and/or community incident.

2. Requirement:

The Contractor must provide the following resource(s) on an “as and when required” basis and within short timeframes. The resource categories required are:

- **Chairperson**
- OR;
- **Community Board Member**

3. Tasks/Responsibilities – Community Board Member:

The Contractor must perform the following tasks:

1. Attest to the integrity of the process, serving as a monitor and to provide citizen oversight;
2. Provide input, as a full-fledged member of the Board, regarding CSC’s management and response to an incident including correctional operations, programs and policies.
3. Contribute to the investigation’s process by:
 - a. conducting research;
 - b. participating in interviews and debriefings;
 - c. participating in the writing and the submission of the final report.

OR;

3. Tasks/Responsibilities – Chairperson:

The Contractor must perform the following tasks:

1. Coordinate the work of the other BOI members;
2. Collect, document and review all relevant information and evidence relating to the incident;
3. Conduct interviews with individuals related to the investigated incident(s);
4. Address all the issues as per the Convening Order and Terms of Reference;
5. Establish liaison with National Headquarters (NHQ), subject-matter experts within CSC, and the offices of primary interests as needed. This may include but not be limited to:
 - a. Human Resources, Health Services and Technical Services.
6. Verbally debrief the Institutional Head or District Director, the Deputy Commissioner of the Region and the Director General, Incident Investigations Branch on all preliminary findings and recommendations.
 - b. There are three (3) debriefs required: one (1) at the local level; a second at the regional level, and a third at the national level.
7. Lead the investigation report writing: Produce draft and final versions of the investigation report as per the Convening Order and Terms of Reference;

8. Conduct an analysis of the facts and ensure that all findings relevant to the incident are identified in the investigation report;
9. Ensure that recommendations made are based on findings identified, explained and analysed in the report.

3.1 Administrative/Judicial Proceedings:

Contractors may be required to assist with preparation for hearings or other administrative/judicial proceedings associated with the investigation such as but not limited to, a Coroner's Inquest and/or Medical Examiner's report.

4. Language Requirements:

The work, including all tasks and deliverables must be conducted and completed in **English and/or French**.

5. Location of Work:

1. The majority of the work is to be carried out at **(CSC location and address)**. The remainder of the work is to be carried out at the Contractor's location.
2. For Work done at the Contractor's place of business, CSC will provide an approved security case for transport and safeguarding of PROTECTED information, a CSC issued laptop and approved encrypted USB key for electronic data processing and storage.

NOTE: The Project Authority must brief all Contractors on their roles and responsibilities pertaining to security requirements, especially when they are acting as Board Chair. The Contractor must safeguard, store and transport PROTECTED information in CSC approved transport case, briefcase and electronically produce and store PROTECTED electronic data only on the CSC laptop and approved encrypted USB storage device.

6. Working Hours:

1. Estimated hours of work are 7.5 hours per day. A normal workday is between 08:00 to 17:30, Monday to Friday.
2. The Contractor must be available to work outside normal workday hours during the resulting contract period, including weekends and/or holidays.
3. Overtime will not be paid for work that exceeds 7.5 hours per day; this includes but is not limited to weekends and/or holidays.

7. Meetings:

An initial meeting will be scheduled after contract award by the Project Authority. Additional meetings may be scheduled, as required.

8. Travel:

Travel is required to **(CSC location and address)**.
OR
Travel is not required.

9. Urgency of Contractor Requirement:

The Contractor must be on-site on or before **(insert date)**

10. Deliverables:

- All deliverables must be produced in accordance with CSC's [Commissioner's Directive 041](#).
- The final Investigation Report must be completed with Microsoft Word.
- CSC will be responsible for translation of all the material.

The deliverables associated with the contract must include the following: **(remove those not applicable)**

1. All working papers including but not limited to: Interview notes, Research notes, Draft version(s) of the Investigation Report;
2. A full description of the incident and the circumstances surrounding it, along with supporting documentation (including how, when, where and why the incident occurred, along with who was involved and what role each individual had with regards to the incident);
3. A full statement of duties of any servant or parties involved in the incident;
4. Statements from servants and other persons who witnessed or have knowledge of the incident;
5. Identification and documentation of any procedures, policies or other elements of the regulatory framework that were breached/violated;
6. Identification and documentation of any other issues deemed pertinent to the investigation;
7. Audio/visual recordings;
8. Physical evidence; and
9. A final Investigation Report which identifies the finding(s) of the investigation.

11. Limitations and Constraints:

1. The Contractor must immediately report to the Project Authority, by telephone with a follow up by electronic mail, any urgent issue that arises during the course of the work that could impact on its progress.
2. **If applicable, Insert any other limitations or constraints that may apply**

12. CSC to Provide:

During the contract period CSC will provide the following:

1. Materials and Documents:

- [Corrections and Conditional Release Act \(CCRA\)](#);
- [Commissioner's Directive \(CD\) 041](#), and all other applicable CDs;
- Incident Investigation's information package to conduct investigations;
- [CSC's priorities](#);
- [CSC's Values](#);
- [CSC's Standards of Professional Conduct](#);
- [Access to Information Act](#), Privacy Act (ATIP) document;
- Official Languages Act document;
- All applicable clauses of collective agreements and other agreements in place between the employer and bargaining agents;
- Other pertinent legislations, regulations and practices documents as needed;
- A list of observations identified by CSC to support the requirement for an investigation;
- Chairperson's Handbook, Incident checklists and Instructions on How to Write a Report.

2. Personnel Support:

- Guidance and assistance with the coordination and management of the investigative process will be provided by a CSC investigations analyst

ANNEX B.1 – Proposed Basis of Payment for Resulting Contracts

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 shall be paid the all inclusive firm Per Diem Rate below in the performance of this Contract, applicable taxes extra.

| Resource Category | Resource Name | Estimated Level of Effort | Ceiling SA Rate | Firm Per Diem Rate | Total Estimated Cost |
|-------------------|---------------|---------------------------|-----------------|--------------------|----------------------|
| XX | XX | XX Days | \$XX | \$ XX | \$ XXX |
| | | | | TOTAL: | \$XXX CDN |

Note: Proposals including a firm Per Diem Rate higher than the ceiling rates for the applicable category will be deemed non-compliant.

2.0 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.

3.0 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment shall be for days actually worked with no provision for annual leave, statutory holidays or sick leave. Time worked more or less than a day shall be prorated to reflect actual time worked in accordance with the following formula.

$$\frac{\text{Hours worked}}{7.5 \text{ hours}} \times \text{Firm per diem rate}$$



Annex C.1 – Security Requirement Check List for Resulting Contracts

Government of Canada / Gouvernement du Canada

| |
|---------------------------------------------------------|
| Contract Number / Numéro du contrat 21120-15-2046128 |
| Security Classification / Classification de sécurité |

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

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE | | |
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | 2. Branch or Directorate / Direction générale ou Direction Incident Investigations | |
| 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 Request for Supply Arrangement (RFSAs) for Community Board Members and Chairperson. | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | |
| 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? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | |
| 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) | | |
| 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. | | |
| 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? | | |
| 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 <input type="checkbox"/> | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/> | 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

| |
|---------------------------------------------------------|
| Contract Number / Numéro du contrat 21120-15-2046128 |
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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 / Non Yes / Oui

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

No / Non Yes / Oui

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

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

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

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

Special comments:
Commentaires spéciaux: _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

No / Non Yes / Oui

No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

No / Non Yes / Oui

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

No / Non Yes / Oui

PRODUCTION

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

No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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

No / Non Yes / Oui

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

No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

| |
|------------------------------------------------------|
| Security Classification / Classification de sécurité |
|------------------------------------------------------|



| |
|---------------------------------------------------------|
| Contract Number / Numéro du contrat 21120-15-2046128 |
| Security Classification / Classification de sécurité |

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category / Catégorie | PROTECTED / PROTÉGÉ | | | CLASSIFIED / CLASSIFIÉ | | | NATO | | | | COMSEC | | | | | |
|------------------------------------------------------------|---------------------|---|---|-----------------------------|--------|--------------------------|---------------------------------------------|---------------------------------------|-------------|----------------------------------------|---------------------|---|---|-----------------------------|--------|--------------------------|
| | A | B | C | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET | NATO RESTRICTED / NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL / NATO CONFIDENTIEL | NATO SECRET | COSMIC TOP SECRET / COSMIC TRÈS SECRET | PROTECTED / PROTÉGÉ | | | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / TRÈS SECRET |
| | | | | | | | | | | | A | B | C | | | |
| Information / Assets / Renseignements / Biens / Production | | | | | | | | | | | | | | | | |
| IT Media / Support 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 21120-15-2046128 |
| Security Classification / Classification de sécurité |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Pierre Bernier | | Title - Titre Director General - Incident Investigations | Signature |
| Telephone No. - N° de téléphone 613-947-3922 | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel pierre.bernier@csc-scc.gc.ca | Date MAR 20 2014 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Robert Watte CSC (NHQ) Contract Security Analyst (T) 613-944-6665 / (F) 613-947-4438 robert.watte@csc-scc.gc.ca | | Title - Titre Contract Security Analyst | Signature |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date JUL 30 2014 |
| 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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| 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 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Name (print) - Nom (en lettres moulées) Suzanne Hopkins Contract Security Officer suzanne.hopkins@tspgc-pwgsc.gc.ca (613)954-0258 | | Title - Titre Contract Security Officer | Signature |
| E-mail address - Adresse courriel | | Date Aug 15/14 | |



ANNEX "E"

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

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.

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.

- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

1.7 Resource(s)

The bidder must provide a maximum of two (2) resources that will provide services as per Annex A Statement of Work.



| Evaluation Criteria – Community Board Member | | | | |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------|------------------------------------|
| Number | Mandatory Technical Criterion | MET | NOT MET | Cross Reference to Proposal |
| M1 | <p>The Bidder must provide a detailed CV for the proposed resource(s) which includes the following:</p> <ol style="list-style-type: none"> Contact information, including telephone number, email address, and home address Employment history, including month and year of start and end dates; Education credentials, including Professional certifications; A reference, including their current contact information (telephone number and email address). | | | |
| M2 | <p>The Bidder's proposed resource must have the following:</p> <ul style="list-style-type: none"> A secondary school diploma; or Successfully completed a General Educational Development (GED) test. <p>Bidders must include a copy of diploma or test results with their bid.</p> | | | |
| M3 | <p>The Bidder's proposed resource must have a minimum of three (3) months of experience as a member of a board, formalized committee, working-group or, commission and/or volunteering with individuals from any of the following groups:</p> <p>Offenders, persons with disabilities, immune compromised, chemical dependent, persons with communicable disease, youths, special needs, persons with mental health needs, Aboriginals, ethnic groups, religious groups, at-risk populations, the elderly, public safety, or legal / justice groups.</p> <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> Name of the client and contact information; The start and end dates of the assignment(s); Details about the work performed by the proposed resource on the assignment(s) including deliverables; A professional reference that can attest the proposed resource's experience. <p>The proposed resource's experience must have been acquired in the past five (5) years prior to date of bid closing.</p> | | | |



| Evaluation Criteria – Chairperson | | | | |
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| Number | Mandatory Technical Criterion | MET | NOT MET | Cross Reference to Proposal |
| M4 | <p>The Bidder must provide a detailed CV for the proposed resource(s) which includes the following:</p> <ol style="list-style-type: none"> 1. Contact information, including telephone number, email address, and home address 2. Employment history, including month and year of start and end dates; 3. Education credentials, including Professional certifications; 4. A reference, including their current contact information (telephone number and email address). | | | |
| M5 | <p>The Bidder's proposed resource must have the following:</p> <ul style="list-style-type: none"> • A secondary school diploma; or • Successfully completed a General Educational Development (GED) test. <p>Bidders must include a copy of diploma or test results with their bid.</p> | | | |
| M6 | <p>The Bidder's proposed resource must have completed one (1) project in which they either;</p> <ul style="list-style-type: none"> • led an investigation; or • conducted interviews and produced a document containing an analysis and a conclusion based on their findings. <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. Name of the client organization(s) and contact information; 2. Start and end dates of the project or piece; 3. Nature and scope of the project or piece; 4. A professional reference that can attest the proposed resource's experience. <p>The proposed resource's experience must have been acquired in the past five (5) years prior to date of bid closing.</p> | | | |



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| M7 | <p>The Bidder's proposed resource must have a minimum of three (3) months of experience working and/or volunteering with individuals from any of the following groups:</p> <p>Offenders, persons with disabilities, immune compromised, chemical dependent, persons with communicable disease, youths, special needs, persons with mental health needs, Aboriginals, ethnic groups, religious groups, at-risk populations or the elderly.</p> <p>Bidders must provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none">1. Name of the client and contact information;2. The start and end dates of the assignment(s);3. Details about the work performed by the proposed resource on the assignment(s) including deliverables;4. A professional reference that can attest the proposed resource's experience. <p>The proposed resource's experience must have been acquired in the past ten (10) years prior to date of bid closing.</p> | | | |
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