



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

Vendor Name and Address

Legal Status (incorporated, registered, etc)

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

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

Print Name: _____ Title: _____

Signature: _____ Date: _____

Central Point of Contact

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

Name and Title: _____

Telephone: _____ Fax: _____

Email: _____

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



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PART 1 – GENERAL INFORMATION

1. Requirement Summary

The overwhelming majority of existing research on youth delinquency and its links to adult crime has been conducted outside of the Canadian context (e.g., the United States, United Kingdom, and Australia). However, Canadian-specific research on this issue has begun to grow over the last decade.

In order to advance current understanding of youth delinquency and transitions to adult crime, Public Safety is seeking a Contractor to assemble a Study Group consisting of academic researchers with relevant expertise, who will conduct a focused analysis of this topic using available Canadian data sources. The Study Group will consist of six to eight experts and will collaborate under the leadership and guidance of a Principal Investigator. The specific themes or topics on the research to be conducted by each researcher will be determined based on priorities and relevant issues associated with youth delinquency and transitions to adult crime.

Regarding the nature and scope of work, the initial task for the Study Group will be to conduct a comprehensive Literature Review of Canadian and international research on the links between youth delinquency and adult crime. This review will identify the key knowledge gaps in the Canadian context. A research report summarizing the findings of this Literature Review will be produced by the Study Group and form the basis of a Research Work Plan for addressing these gaps in knowledge, in terms of suggested data sources, methodological approaches, analytical strategies, and deliverables.

Based on this Research Work Plan and ongoing discussions with the Study Group, the Project Authority will develop detailed Task Authorizations (TAs) that are specific to each deliverable. The deliverables will consist of both scholarly research reports and summary bulletins highlighting the key findings and recommendations for policymakers and practitioners. For completing the work specified in each TA, the Principal Investigator will assign and manage resources accordingly, take responsibility for communication with the Project Authority, and ensure the timely submission of deliverables.

2. Terms and Conditions of the resulting Contract

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

3. Period of Work

The period of the Contract will be from the date of Contract award to March 30, 2018.

4. Contracting Authority

Rachel Hull
Contracting and Procurement
Public Safety Canada
269 Laurier Avenue West, 13th Floor
Ottawa, Ontario K1A 0P9
Tel: 613-949-1048
Fax: 613-954-1871
Email: contracting@ps.gc.ca

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



PART 1 – GENERAL INFORMATION

5. Inspection/Acceptance

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

6. Intellectual Property

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

7. Bidder's Conference

An optional bidder's conference will be held by teleconference on Monday, April 25, 2016 in English and French. Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than April 21, 2016. The conference will begin at 12:00 pm EDT.

To join the teleconference

Call-in toll-free number: 1-877-413-4788 (Canada)

Call-in number: 1-613-960-7513 (Canada)

Conference ID: 6051355

The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

8. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestion, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

9. 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 10 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

10. Security

There is no security requirement identified.



PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

1. Enquiries - solicitation stage

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

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

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

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

2. Right to Negotiate or Cancel

Rights of Canada

Canada reserves the right to:

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

3. Proposal Validity Period

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

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

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



PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

4.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

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

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

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

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

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

5. Status and Availability of Resources

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

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

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

6. Internal Approvals

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

7. Procurement Ombudsman

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



PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

1. Proposal Preparation Instructions:

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

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

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

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

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

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

1.1 Section I: Technical Bid

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

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

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

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

1.2 Section II: Financial Bid

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

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



PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

will not be evaluated.

1.3 Section III: Certifications

Bidders must submit the certifications required under Part 6.

2. Submission of Proposals

Your proposal is to be addressed as follows and **must be received on or before 14:00 hours EDT, 2016-05-24.** Please ensure that all envelopes/boxes, etc are marked **URGENT**.

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

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

3. Evaluation Procedures:

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

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

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

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

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



PART 4 – STATEMENT OF WORK

1. INTRODUCTION

Public Safety Canada has a requirement to engage a Contractor that will establish a Study Group to guide and undertake research into the connection between youth and adult crime in Canada. Once established, the Study Group will be engaged in research activities through one or more Task Authorizations which will define specific areas of research and the research products to be delivered. The Contractor will be responsible for all work performed by the Study Group and for the fulfillment all contractual obligations arising from the contract and the Task Authorizations, including provision of the deliverables as well as contract management (for example, task authorization agreements, invoicing, managing co-ordination of the Study Group members, etc).

2. CONTEXT

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

In this context, the Crime Prevention (CP) Research Unit, within Public Safety Canada, aims to provide national leadership on effective and cost-efficient ways to prevent and to reduce crime by addressing risk factors in high-risk populations and places. Focusing on effective ways to prevent and reduce crime, the CP Research Unit continues to gather and collate both national and international evidence on “what works”, in order to help guide policy and program decisions. This information contributes to the overall body of scientific knowledge in the crime prevention domain. In support of these efforts, the work described below will focus generating new Canadian knowledge on the linkages between juvenile delinquency and adult crime, and help to identify the optimal points for intervention in order to avert long-term offending.

3. BACKGROUND

Over the last couple of decades, numerous theoretical and methodological advances have substantially enhanced knowledge of the onset, maintenance, and desistance of criminal activity over the life course (for reviews, see Farrington, 2005, MacLeod, Grove, & Farrington, 2012; Soothill, Fitzpatrick, & Francis, 2013; Thornberry & Krohn, 2003). Moreover, studies have also provided a better understanding of the relationships between risk factors and offending pathways (Farrington, 2003, 2007), as well as a more comprehensive picture of the cumulative monetary costs of long-term offending (Cohen & Piquero, 2009; Cohen, Piquero, & Jennings, 2010a, 2010b). Although the vast majority of longitudinal studies of criminal behaviour have been conducted in the United States (e.g., Doherty & Ensminger, 2014; Gilman et al., 2014; Huizinga, Weiher, Espiritu, & Esbensen, 2003; Loeber et al, 1998; Loeber & Farrington, 2012; Thornberry, Lizotte, Krohn, Smith, & Porter, 2003) and the United Kingdom (e.g., Farrington et al., 2006; Piquero, Farrington, & Blumstein, 2007), Canadian investigators have also made recent, substantial progress in understanding pathways from juvenile to adult crime based on research with a wide variety of cohort databases (e.g., Craig, Petrunka, & Khan, 2011; Day et al, 2012a, 2012b; Fontaine, Lacourse, Vitaro, & Tremblay, 2014; Giles, 2011; Koegl, 2011; Wanklyn, Ward, Cormier, Day, & Newman, 2012; Ward et al., 2010; Yessine & Bonta, 2009, 2012).

However, there have been no recent, systematic attempts to:

- integrate and collate the existing body of Canadian research on life course offending;
- summarize the main gaps; and



PART 4 – STATEMENT OF WORK

- formulate additional key questions regarding the linkages between youth and adult crime that could potentially be explored further with available databases .

An updated understanding of offending trajectories, particularly in the Canadian context, would facilitate the development of more effective criminal justice policy and programs. In particular, additional research will help to identify the optimal points for intervention, establishing baselines for monitoring program effectiveness with at-risk populations, and conducting cost-benefit analysis of crime prevention programs.

4. OBJECTIVES

Similar to initiatives recently carried out in the US (Loeber & Farrington, 2012) and The Netherlands (Hoeve, Slot, van der Laan, & Loeber, 2012), Public Safety aims to establish a Study Group (SG) which will aim to:

1. take stock of current research on the existing offender cohort databases that have already been established in Canada
2. conduct some novel analyses on the connections between youth and adult crime, using the databases to which members of the project team already have access;
3. prepare research reports and summaries that communicate the findings, implications, and recommendations effectively to researchers, practitioners, and policymakers.

5. SCOPE OF WORK

As described in more detail below, the work will be conducted in two phases.

5.1. Phase 1

The first phase focuses on:

- assembling the SG;
- developing a preliminary review of the research literature on criminal trajectories (i.e., transitions from youth to adult crime), with a particular focus on Canadian studies and cohort databases;
- identifying the major research gaps with regard to criminal trajectories in the Canadian context; and
- creating a general research workplan for addressing these research gaps, including a clear description of:
 - the nature of each gap;
 - the types of data sources required to address each gap; and
 - the analytical methods that will be applied.

Note that the SG will be formed externally by the successful Bidder (and not identified or nominated by Public Safety). It is anticipated that the SG will consist of 7-9 experts with scholarly track records based on quantitative research in the fields of criminal justice, crime prevention, and criminology. For the duration of the project, the members of the SG will be expected to collaborate under the general leadership of a Principal Investigator appointed by the Contractor.

5.2. Phase 2

On the basis of the literature review and general research workplan prepared by the SG in **Phase 1**, the Technical Authority will create detailed Task Authorization(s) outlining the preparation of specific deliverables, which will initiate the core research and analysis to be conducted by the SG. In general, the work under Phase 2 is anticipated to include (but not be limited to) the following:



PART 4 – STATEMENT OF WORK

- performing descriptive and inferential statistical analysis on existing Canadian databases to answer novel research questions about the connections between youth and adult crime, as well the influence of risk factors on these offending pathways;
- preparing a series of 6-8 in-depth, thematic research reports that could be presented as chapters in an edited book;
- writing a summary bulletin for each of the reports, which will highlight the key findings and recommendations for policymakers and practitioners; and
- presenting the major research findings at symposiums and learning events.

The study methodology, research questions, and analytical methods will be developed and finalized based on discussions between the SG and the Technical Authority, and then specified in the Task Authorization(s) (TA).

The Contractor will collaborate with Public Safety researchers and evaluators on publications and presentations, and ensure that the information can be readily consumed by non-governmental organizations responsible for implementing crime prevention projects in the Canadian context.

6. DELIVERABLES AND SCHEDULE

The period of work is from the contract start date until March 30, 2018. Following contract award, an initial orientation meeting (teleconference) will be held with the SG, to provide any feedback on the proposal and ensure a common understanding of how the SG will function.

For **Phase 1** (see section 5.1), the Contractor must submit the following deliverables:

- A review of the current research literature on criminal trajectories (i.e., transitions from youth to adult crime), with a particular focus on Canadian studies and cohort databases;
- A general workplan focused on addressing the major research gaps identified in the literature review.

The results of the literature review will be presented a succinct research report, which will take into account the feedback of the Project Authority. The final report must include an abstract (approximately 100 words); a structured executive summary (3-4 pages); and a main report (maximum 40 pages, including references but excluding annexes, and appendices). Annexes and appendices can be used to present supporting methodological and analytical documentation not central to communicating the main findings. The general research workplan can be presented as an Annex or Appendix to the main report.

In **Phase 2**, TAs will be developed based on the general workplan developed in **Phase 1**. Once the TAs are finalized, it is anticipated that in order to maximize efficiency, the Contractor will coordinate the work of the various SG members such that many aspects of the project are (to the extent possible) developed concurrently (e.g., additional literature reviews, development of analytical plans, and data analysis). Timelines for the preparation of particular deliverables will be specified in the TAs.

6.1 PERIOD OF WORK AND SCHEDULE

The period of work will be from the date of contract award to March 30, 2018.

6.1.1 Phase 1

Deliverable	Due Date
Start Date	Date of contract award
1 Project kick-off teleconference with the Technical Authority	Within five days of the contract award



PART 4 – STATEMENT OF WORK

2 Outline of literature review	Within 10 days of receipt of comments on the proposed approach from the Technical Authority.
3 Draft of literature review	Within 16 weeks of the contract award
4 Final literature review	Within 20 weeks of the contract award
5 Draft of general research workplan	Within 24 weeks of the contract award
6. Final general research workplan	Within 26 weeks of the contract award

6.2 Phase 2

Development of TAs begins 26 weeks after contract award.

7. REPORTING AND COMMUNICATION

In addition to the timely submission of all deliverables and fulfilment of obligations specified within the contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Technical Authority. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may include: phone calls, electronic mail, faxes, mailings, and meetings. In addition, the Contractor is to immediately notify the Department of any issues, problems, or areas of concern in relation to any work completed under the contract, as they arise.

8. WORK LOCATION.

Report preparation (e.g., literature review, data analysis, and writing) will be done at the Contractor's and/or hired project team members' offices.

9. LANGUAGE

All deliverables are to be submitted in English.

10. REFERENCES

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Cohen, M.A, Piquero, A.R., & Jennings, W.G. (2010a). Estimating the Costs of Bad Outcomes for At-Risk Youth and the Benefits of Early Childhood Interventions to Reduce Them. *Criminal Justice Policy Review*, 21(4), 391-434.

Cohen, M.A, Piquero, A.R., & Jennings, W.G. (2010b). Studying the Costs of Crime across Offender Trajectories. *Criminology & Public Policy* 9:279-305.



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Koegl, C.J. (2011). *High-risk antisocial children: Predicting future criminal and health outcomes*. Unpublished doctoral dissertation. Cambridge, UK: University of Cambridge.

Loeber, R., & Farrington, D.P. (2012, Eds.). *From Juvenile Delinquency to Adult Crime: Criminal Careers, Justice Policy and Prevention*. Oxford: Oxford University Press.

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MacLeod, J.F., Grove, P., & Farrington, D. (2012). *Explaining Criminal Careers: Implications for Justice Policy*. Oxord, UK: Oxford University Press.



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Thornberry, T.P., Lizotte, A.J., Krohn, M.D., Smith, C.A., & Porter, P.K. (2003). Causes and consequences of delinquency: Findings from the Rochester Youth Development Study. In T.P. Thornberry and M.D. Krohn (Eds.), *Taking stock: An overview of findings from contemporary longitudinal studies* (p. 11-46). NY, New York: Kluwer Academic/Plenum Publishers.

Thornberry, T.P., & Krohn, M.D. (2003, Eds.). *Taking stock of delinquency: An overview of findings from contemporary longitudinal studies*. New York, NY: Kluwer.

Wanklyn, S. G., Ward, A. K., Cormier, N. S., Day, D. M., & Newman, J. (2012). Can we distinguish juvenile violent sex offenders, violent nonsex offenders, and versatile violent sex offenders based on childhood risk factors? *Journal of Interpersonal Violence*, 27, 2128-2143.

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Yessine, A. K., & Bonta, J. (2012). *The Offending Trajectories of Youth Probationers from Early Adolescence to Middle Adulthood: Relation to Dual Taxonomies*. Research Report 2012-4. Ottawa, ON: National Crime Prevention Centre (NCPC), Public Safety Canada.



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

1. It is expected that this project will require a multidisciplinary team, including both senior and junior members (i.e., research assistants). It is assumed that the senior team members will comprise the expert panel, of which one member will be designated as the Principal Investigator. The Principal Investigator will assume overall responsibility for the entire project, including coordination of research team members and communication with the Project Authority.

The Bidder will submit a proposal specifying each proposed member of the expert study panel and their supporting qualifications, in accordance with the evaluation criteria below.

2. **Experience:**

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

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

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

Bidders are also advised that the experience is as of the closing date of the Request for Proposal. For example, if a given requirement states "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP. It is expected that this project will require a multidisciplinary team, including both senior and junior members (i.e., research assistants). It is assumed that the senior team members will comprise the expert panel, of which one member will be designated as the Principal Investigator, who will assume overall responsibility for the entire project, including coordination of research team members and communication with the Project Authority.

3. **Mandatory Requirements**

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

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



PART 5 – EVALUATION CRITERIA AND SELECTION METHDODOLOGY

Item	Evaluation Criteria	Bidder's Response (Specify Below- "Meets Requirement" or "Does Not Meet Requirement")	
M1	The Bidder must sign the first page of this Request for Proposal indicating their acceptance of all terms and conditions set out herein.	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>
M2	The Bidder must demonstrate that the Principal Investigator has a minimum of 10 years of research experience conducting quantitative research related to young offenders and/or youth at risk of offending. Note that to meet this criterion, it is not sufficient to simply refer to the Principal Investigator's curriculum vitae. The Bidder should explain in detail how, where, and when the experience was obtained.	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>
M3	The Bidder should demonstrate that three senior members of the project team each have access to a Canadian database containing information on offenders, spanning both adolescent (i.e., somewhere in the range of 12-17 years) and adult (i.e., 18 years and above) years. Note that to meet this criterion, the same Canadian database cannot be identified for multiple project team members (i.e., any specific database listed will only be counted once). A general description of the databases and their contents must be provided.	DOESN'T MEET <input type="checkbox"/>	MEETS <input type="checkbox"/>
M4	The Bidder must supply a full and up to date curriculum vitae for all senior members of the project team.	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

4. Rated Requirements

The proposal will be evaluated and scored in accordance with the rated evaluation criteria described below. It is suggested that each criterion be addressed in depth. Items not addressed will be given a score of zero. It is suggested that the structure of the second part of proposal follow the rated requirements, and explain explicitly how the senior project team members meet the rated requirements.

NOTE THAT THE SAME PROJECT TEAM MEMBER CANNOT BE USED TO MEET MULTIPLE RATED CRITERIA, AS AT LEAST 7 SENIOR PROJECT TEAM MEMBERS (INCLUDING THE PRINCIPAL INVESTIGATOR) ARE REQUIRED.

	Point Rated Criteria	Max Pts	Scoring	Demonstrated Experience	Proposal / Resume Ref.
R1	<p>The Bidder should demonstrate that the Principal Investigator has a track record of peer-reviewed publications based on quantitative research related to young offenders and/or youth at risk of offending.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion (e.g., short paragraph describing the study purpose, nature of the sample, and analytical methods used).</p>	20	<p>Points will be awarded as follows:</p> <p>20 points – the Principal Investigator has peer-reviewed career publications based on research in the area of criminology – 5 points per work to a maximum of 20 points.</p>		
R2	<p>The Bidder should demonstrate that four senior members (excluding the Principal Investigator) of the project team each have peer-reviewed publications based on quantitative longitudinal analysis of data on young offenders and/or youth at risk of offending.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion (e.g., short paragraph describing the study purpose, nature of the sample, and analytical</p>	80	<p>Points will be awarded as follows:</p> <p>80 points – three senior members of the project team each have peer-reviewed publications based on quantitative longitudinal analysis of data on young offenders and/or youth at risk of offending</p> <p>For each of the four senior project team members – 5 points per work to a maximum of 20 points.</p>		



PART 5 – EVALUATION CRITERIA AND SELECTION METHODOLOGY

	Point Rated Criteria	Max Pts	Scoring	Demonstrated Experience	Proposal / Resume Ref.
	methods used).				
R3	<p>The Bidder should demonstrate that one senior member of the project team (excluding the Principal Investigator and the senior team members used in response to R2) has peer-reviewed publications based on quantitative longitudinal analysis on the links between juvenile and adult offending.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion (e.g., short paragraph describing the study purpose, nature of the sample, and analytical methods used).</p>	20	<p>Points will be awarded as follows:</p> <p>20 points – a senior member of the project team has peer-reviewed career publications based on quantitative longitudinal analysis on the links between juvenile and adult offending – 5 points per work to a maximum of 20 points.</p>		
R4	<p>The Bidder should demonstrate that one senior member of the project team (excluding the Principal Investigator and the senior team members used in response to R2) has peer-reviewed publications based on quantitative longitudinal analysis on the relationship between risk factors and juvenile offending.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion (e.g., short paragraph describing the study purpose, nature of the sample, and analytical methods used).</p>	20	<p>Points will be awarded as follows:</p> <p>20 points – a senior member of the project team has peer-reviewed career publications based on quantitative longitudinal analysis on the relationship between risk factors and juvenile offending. – 5 points per work to a maximum of 20 points.</p>		
R1- R4	Total Points Available	140			
	Minimum Points Required	100			



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

	Point Rated Criteria	Max Pts	Scoring	Demonstrated Experience	Proposal / Resume Ref.
For each of the remaining rated criteria (R5 – R8), Points will be awarded as follows:					
<p>0 = unsatisfactory response, rated area is not addressed. Bidder receives 0% of the available points for this rated criterion;</p> <p>1 = unsatisfactory response, rated area is minimally addressed. Bidder receives 20% of the available points for this rated criterion;</p> <p>2 = unsatisfactory response, rated area is partially addressed. Bidder receives 40% of the available points for this rated criterion;</p> <p>3 = rated area is satisfactorily addressed. Bidder receives 60% of the available points for this rated criterion;</p> <p>4 = rated area is well addressed. Bidder receives 80% of the available points for this rated criterion; or</p> <p>5 = outstanding response, rated area is dealt with in depth, requirement is exceeded, response is exceptional. Bidder receives 100% of the available points for this rated criterion.</p>					
R5	The Bidder should clearly describe the envisioned roles and responsibilities of each senior team member in the project.	80			
R6	The Bidder should explain the complementarity of the roles proposed for the various senior team members.	10			
R7	The Bidder should describe the measures used to ensure the commitment and collaboration of the senior team members over the duration of the contract	15			
R8	The Bidder should clearly describe the approach and methodology that will be used to develop the literature review and general research workplan described in Phase 1 (paragraph 5.1) of the Project.	50			
R5- R8	Maximum Points Available	155			
	Minimum Points Required	93			



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

	Point Rated Criteria (R1-R8)	Max Pts	Scoring	Demonstrated Experience	Proposal / Resume Ref.
	MAXIMUM POINTS AVAILABLE	275			
	MINIMUM POINTS REQUIRED	190			

NOTE: Any proposal that fails to achieve the minimum points stated as required for rated criteria R1-R4, or for rated criteria R5 – R8, or for all of the criteria will be considered non-compliant and will not receive further consideration.

5. Financial Proposal

The Bidder must complete this pricing schedule and include it in its financial bid. Prices must only appear in the Financial Bid and in no other part of the bid.

5.1 Per Diem Rates

Table 1

The bidder is to enter the per diem rates that will be used throughout the performance of the Contract. These rates will form the basis for the development of Task Authorization costs. The bidder must enter the names and rates for each of the senior team members. For team members required to support the work the Bidder is to identify the each of the labour categories that will be employed and the per diem rate that will apply to the category.

Professional Services		
Senior Team Members		
Resource Name		Firm per diem rate*
Principal Investigator		
Senior team member 1		
Senior team member 2		
	Total Senior Members' per diems	
Support Categories		
Junior Researcher		
Statistical analysts		
	Total Support categories per Diems	

* **Per Diem rates** are firm and all inclusive of overhead, profit and expenses such as travel and time to the NCR facilities.

Please note the following:

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

$$\text{Days Worked} = \frac{\text{hours worked}}{7.5}$$

5.2 Phase 1 Pricing



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

The bidder is to complete table 2 for Phase 1 (Statement of Work Item 5.1) using the rates defined in table 1 above

Table 2

Professional Services			
Senior Team Members	Estimated Level of Effort (days)	Firm per diem rate*	Total (days * per diem)
Principal Investigator			
Senior team member 1			
Senior team member 2			
Support Categories			
Junior Researcher			
Statistical analysts			
Total Services Price (Evaluated Price):			

The total services price will be the firm lot price that the Contractor will be paid for Phase 1. No additional amounts will be paid by Public Safety for any other expenses (such as travel or administrative support incurred by the Contractor).

If Public Safety specifically requires travel to the NCR the National Capital Region, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B,C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

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

5.2.3 Payment Schedule.

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

Good and Services Tax (GST) / Harmonized Sales Tax (HST)

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



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

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

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

6. CALCULATION OF EVALUATED PRICE

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

The evaluated price for evaluation purposes will be developed as follows:

1. Senior Team Member Pricing
 - a) Calculate the sum of the individual per diems for senior team members from Table 1
 - b) Divide the sum from 1a) by the number of senior team members to determine the average senior team member per diem.
 - c) Multiply the figure from 1 b) by 70
2. Support team member pricing
 - a) Calculate the sum of the individual per diems for the support categories from Table 1
 - b) Divide the sum from 2a) by the number of resource categories listed to determine the average support resource category per diem.
 - c) Multiply the figure from 1 c) by 40
3. Phase 1 Pricing
 - a) Take the total price from Table 4
4. Evaluated Price
The total evaluated price for bidder selection will be the sum of the prices from Steps 1 through 3 above.

6.1 EXAMPLE EVALUATED PRICE CALCULATION

The following is an example of the calculation of the evaluated price that will be used in the selection process. The amounts are for illustrative purposes only and are not an indication of any expectation on the part of PS.

6.1.1 BIDDER'S RESPONSE

The following is an example of a Bidder's response to tables 1 and 2.

Table 1 (Professional Service)Professional Services		
Senior Team Members		
Resource Name		Firm per diem rate*
Principal Investigator Dr. J Toronto		\$1250
Dr. P Montreal		\$1150
Ms. M Vancouver		\$875
Mr. F Ottawa		\$925
	Total Senior Members' per diems	\$4200
Support Categories	*	
Junior Researcher		\$450
Statistical analysts		\$375
Data collector		\$225
	Total Support categories per Diems	\$1050



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

Table 2 (Phase 1 Pricing)

Professional Services			
Senior Team Members	Estimated Level of Effort (days)	Firm per diem rate*	Total (days * per diem)
Principal Investigator Dr. J Toronto	8	\$1250	\$10,000
Dr. P Montreal	6	\$1,150.00	\$6,900.00
Ms. M Vancouver	8	\$875.00	\$7,000.00
Mr. F Ottawa	6	\$925.00	\$5,550.00
Support Categories			
Junior Researcher	8	\$450.00	\$3,600.00
Statistical analysts			
Data collector			
Total Phase 1 Price:			\$33,050.00

6.1.2 Evaluated Price

1.a	Total Senior Team Members per diems (Table 1)	\$4,200.00	
	No. of Senior team members	4	
1.b	Average per diem (1.a/4)	\$1050.00	
1.c	Average per diem * 70		\$73,500.00
2.a	Total Support Category Pricing from Table 1	\$1,045.00	
	No. of Support Categories	3	
2.b	Average per diem (1.1/3)	\$350.00	
2.c	Average per diem * 40		\$14,000.00
3	Total Phase 1 Price (Table 2)		\$33,050.00
4	Total Evaluated Price (1.c + 2.c + 3)		\$120,550.00

7. SELECTION METHODOLOGY

Highest Combined Rating of Technical Merit 70% and Price 30%

- 7.1 To be declared responsive, a bid must:
- (a) comply with all the requirements of the bid solicitation;
 - (b) meet all the mandatory evaluation criteria; and

PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

- (c) obtain the required minimum number of points specified for the point rated technical criteria. [
- 7.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 7.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) : **PSi = LP / Pi x 30**. Pi is the evaluated price (P) of each responsive bid (i).
- 7.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): **TMSi = OSi x 70**. OSi is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Article 1.2, determined as follows: total number of points obtained / maximum number of points available.
- 7.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRi = PSi + TMSi**
- 7.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Article 1.2 will be recommended for award of a contract.
- 7.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	88	82	92
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	88 / 100 x 70 = 61.6	50,000 / 60,000 x 30 = 24.99	86.59
Bidder 2	82 / 100 x 70 = 57.4	50,000* / 55,000 x 30 = 27.27	84.67
Bidder 3	92 / 100 x 70 = 64.4	50,000* / 50,000 x 30 = 30	94.4

* represents the lowest evaluated price

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



PART 6 - CERTIFICATIONS

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

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

1. Certifications Required with Bid

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

1.1. CERTIFICATION 1 – ACCEPTANCES OF TERMS AND CONDITIONS

I, the undersigned, as the Bidder and/or an authorized representative of the Bidder, hereby certify that by signing the proposal submitted in response to RFP 201700162 that I agree to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modifications or other terms and conditions included in our Proposal will be applicable to the resulting contract notwithstanding the fact that our proposal may become part of the resulting contract.

Name (block letters): _____

Title: _____

Signature: _____

Telephone number: () _____

Fax number: () _____

Date: _____

2. Certifications Precedent to Contract Award



PART 6 - CERTIFICATIONS

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



PART 6 - CERTIFICATIONS

2.1 CERTIFICATION 2

CERTIFICATION OF EDUCATION / EXPERIENCE:

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

Name of Bidder

Name of duly authorized representative of Bidder

Signature of duly authorized representative of Bidder

Date

2.2 CERTIFICATION 3- Certification of Availability and Status of Personnel

2.2.1 Availability of Personnel:

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

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

(signature)

(Name and Title)

(Date)



PART 6 - CERTIFICATIONS

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

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

AVAILABILITY AND STATUS OF PERSONNEL

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

Signature of Proposed Personnel

Date

2.3 CERTIFICATION 4- Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity “[FCP Limited Eligibility to Bid](http://publiservice.gc.ca/services/fcp-pcf/index_f.htm)” list (http://publiservice.gc.ca/services/fcp-pcf/index_f.htm) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.

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

2.4 CERTIFICATION 5- CONFLICT OF INTEREST

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

Signature

Date



PART 6 - CERTIFICATIONS

2.5 CERTIFICATION 6 – FORMER PUBLIC SERVANT

Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

"Lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the Public Service.

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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



PART 6 - CERTIFICATIONS

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

STATEMENT:

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

Name (block letters): _____

Title: _____

Signature: _____

Telephone number: () _____

Fax number: () _____

Date: _____

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



PART 7 – RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the bidder's technical proposal in response to RFP 201700162.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

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

2.1 General Conditions

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

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

2.2 Supplemental General Conditions

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

3. Security Requirement

This document is UNCLASSIFIED, however;

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

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

4. Term of Contract

4.1 Period of Contract

The Work is to be performed from **date of contract award to March 30, 2018**.

5. Authorities

5.1 Contracting Authority

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



PART 7 – RESULTING CONTRACT CLAUSES

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

5.2 Technical Authority

The Technical Authority for the Contract is:

To be identified at Contract award.

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

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

5.3 Contractor's Representative

To be determined.

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

6. Basis of Payment – Limitation of Expenditure

- 1) Canada's total liability to the Contractor under the Contract must not exceed \$_____ CDN. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is 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



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- (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.

6.1.1 Phase 1 - Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Phase 1 of the Contract, the Contractor will be paid a firm lot price of \$_____ (insert the amount at contract award) . Customs duty are _____ (insert " included ", " excluded" or " subject to exemption") and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. ”

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

6.1.2 Phase 2 –Task Authorizations

One of the following types of basis of payment will form part of the approved TA:

6.1.2.1 Firm Fixed Price

In consideration of the Contractor satisfactorily completing all of its obligations under the approved TA, the Contractor will be paid the firm price stipulated in the approved TA, as determined in accordance with the basis of payment, in Annex B. Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.1.2.2 Ceiling Price

In consideration of the Contractor satisfactorily completing all of its obligations under the approved TA, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B to a ceiling price identified in the TA. Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment. ”

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



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6.1.2.3 Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the approved TA, as determined in accordance with the basis of payment, in Annex B, to the limitation of expenditure specified in the approved TA.

Canada's total liability to the Contractor under the approved TA must not exceed the limitation of expenditure specified in the approved TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the approved TA 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 TA Approval 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 TA Approval Authority. The Contractor must notify the TA Approval Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the approved TA, or
- (c) as soon as the Contractor considers that the approved TA funds are inadequate for the completion of the Work specified in the approved TA,

whichever comes first.

If the notification is for inadequate approved TA funds, the Contractor must provide to the TA Approval Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.2 Method of Payment

6.2.1 Payment Schedule *To be determined at contract award*

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

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

7. Payment Period

- 7.1. Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A



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payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the general conditions.

- 7.2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.

8. SACC Manual Clauses

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

9. Invoicing Instructions

9.1 The Contractor must submit invoices in accordance with the information required in Section 12 of, 2035 General Conditions - Services.

9.2 Additional Invoicing Instructions.

9.3 An invoice for a single payment cannot be submitted until all Work identified on the invoice is completed.

9.4 Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the release document and any other documents as specified in the Contract;

9.5 Invoices must be distributed as follows:

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

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

10. Certifications

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

11. Applicable Laws

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



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12. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions 4007 (2010-08-16) – Canada to Own Intellectual Property Rights in Foreground Information)
- (c) the General Conditions 2035 – (2013-06-27), General Conditions - Higher Complexity – Services
- (d) Annex “A”, Statement of Work;
- (e) Annex “B”, Basis of Payment
- (f) the Contractor’s bid dated _____ (*insert date of bid*), as amended _____ (*insert date(s) of amendment(s) if applicable*) in response to RFP 201700162.

13. Work Permit and Licenses

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

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

14. Conflict of Interest

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

15. Conflict of Interest - Other Work

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

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

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts as described in this clause, in respect to which Canada determines, at its sole



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discretion, that the bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

16. **Non-Permanent Resident**

Non-Permanent Resident

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

Non-Permanent Resident (Foreign Contractor)

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

The Contractor must ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

17. **International Sanctions** *[if applicable]*

Not applicable

18. **Canada Facilities, Equipment, Documentation & Personnel**

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

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

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

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

19. **Insurance**

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



ANNEX A – STATEMENT OF WORK

TO BE INSERTED UPON CONTRACT AWARD



ANNEX B – Basis of Payment

TO BE INSERTED UPON CONTRACT AWARD