



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

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

Vendor Name and Address

Legal Status (incorporated, registered, etc)

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

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:

Print Name: _____

Title: _____

Tel: _____ Fax: _____

Email: _____



PART 1 – GENERAL INFORMATION

1. INTRODUCTION

The Request for Standing Offers (RFSO) template is divided into six parts:

- (i) Part 1: General Information
Provides a general description of the requirement
- (ii) Part 2: Offeror Instructions
Provides the instructions applicable to the clauses and conditions of the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts of the RFSO
- (iii) Part 3: Offer Preparation Instructions
Provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- (iv) Part 4: Evaluation Procedures and Basis of Selection
Indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;
- (v) Part 5: Certifications
Includes the certifications to be provided;
- (vi) Part 6:
 - 6A: Standing Offer
Includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; and
 - 6B: Resulting Contract Clauses
Includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include

Annex A: Statement of Work
Annex B: Basis of Payment

The Appendices include:

Appendix 1 to Part 4: Financial Proposal Presentation Sheet and Calculation of Total
Appendix 1 to Part 5: Requirements for the Set-Aside Program for Aboriginal Business
Appendix 1 to Annex A: Additional Information on Models of Delivery
Appendix 2 to Annex A: Contractor Evaluation Report

2. REQUIREMENT RESERVED FOR ABORIGINAL BUSINESS

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business.

This procurement is set aside from the international trade agreements under the provision each has for set-asides for small and minority businesses

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.



PART 1 – GENERAL INFORMATION

3. DEFINITIONS AND INTERPRETATIONS

A “**Request for Standing Offer**” (RFSO) is the solicitation document used to seek proposals or bids from suppliers. The term “**Offeror**” refers to the potential Supplier submitting a proposal or bid. The Offeror submitting a proposal may, however consist of several firms putting one proposal together as a joint venture. In the case of a joint venture, the combined experience of the firms forming the joint venture will be considered for the purposes of determining the Offeror’s compliance with the Mandatory Requirements.

Wherever the words “**proposal**” or “**bid**” appear in this document, each shall be taken to mean the same as the other.

The Mandatory Requirements of this RFSO are identified specifically with the words “**MANDATORY**”, “**MUST**”, “**ESSENTIAL**”, “**SHALL**”, “**WILL**”, “**IT IS REQUIRED**”, and “**REQUIRED**”. If a Mandatory Requirement is not complied with, the proposal will be considered **non-responsive** and will not receive any further consideration. In the context of this RFSO, Non-Responsive and Non-Compliant and Non-Valid shall each be taken to mean the same as the other.

4. SUMMARY OF WORK REQUIREMENT/PROJECT SUMMARY

By means of this RFSO, Public Safety Canada (PS) is seeking offers to provide on an “as and when required” basis, workshop delivery for the Aboriginal Community Safety Development Contribution Program.

Public Safety Canada requires resources in the following regions:

- Manitoba
- Saskatchewan
- Alberta
- British Columbia
- Northern Canada: Nunvaut, Northwest Territories and Yukon

Resources will be organized according to their region. A Bidder **may** propose more than one resource for the Work under this requirement. Canada will rank all proposed resources according to basis of selection identified in Part 4. See Annex A, Statement of Work for detailed statement of work.

The resulting Standing Offer Agreements will be in place until March 31, 2020.

5. TERMS AND CONDITIONS OF THE RESULTING STANDING OFFER

The general terms and conditions and clauses contained in Part 6 form part of this Request for Proposal document and any resulting standing offer, subject to any other express terms and conditions.

6. CONTRACTING AUTHORITY

Rachel Hull
Senior Contracting and Procurement Officer
Public Safety Canada
269 Laurier Avenue West
Ottawa ON K1A 0P9



PART 1 – GENERAL INFORMATION

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.

7. **INSPECTION/ACCEPTANCE**

All work to be performed and all deliverables to be submitted for any resulting call-ups against the resulting standing offer shall be subject to inspection by and acceptance of the Project Authority designated therein.

8. **SECURITY REQUIREMENT**

There is no security requirement associated with the requirement of the Standing Offer.

9. **COMMUNICATIONS NOTIFICATION**

As a courtesy, the Government of Canada requests that successful Offerors notify the Standing Offer Authority in advance of their intention to make public an announcement related to the issuance of a standing offer.

10. **IMPROVEMENT OF REQUIREMENT DURING THE SOLICITATION PROCESS**

Should bidders consider that the specifications or Statement of Work contained in the request for standing offer could be improved technically or technologically, bidders are invited to make suggestion, in writing, to the Contracting Authority as named in this 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.

11. **DEBRIEFINGS**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

12. **INTELLECTUAL PROPERTY**

Public Safety Canada has determined that any intellectual property rights 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 of the deliverables contracted for, is to generate knowledge and information for public dissemination



PART 2 – OFFEROR INSTRUCTIONS

1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* issued by Public Works and Government Services Canada.

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

The **2006 (2016-04-04) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements**, are incorporated by reference into and form part of the RFSO.

- 1.1 Subsection 5.4 of 2006, Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

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

- 1.2 In the complete context (except Subsection 3.0)

Delete: Public Works and Government Services Canada (PWGSC)
Insert: Public Safety Canada

- 1.3 Subsection 8 of 2006 (2016-04-04) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is deleted in its entirety.

2. SUBMISSION OF OFFERS

Offers must be submitted only to Public Safety Canada Contracting Authority by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or electronic mail to Public Safety Canada will not be accepted. Required format of offers is identified in Part 3, Offer Preparation Instructions.

3. RIGHT TO NEGOTIATE OR CANCEL

Rights of Canada

Canada reserves the right to:

- (a) Reject any or all bids received in response to the request for standing offer;
- (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 request for standing offer 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.



PART 2 – OFFEROR INSTRUCTIONS

4. ENQUIRIES – REQUEST FOR STANDING OFFERS

All enquiries must be submitted in writing to the Standing Offer Authority no later than **five (5) calendar** days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

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 RFSO 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.

5. APPLICABLE LAWS

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

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



PART 3 – OFFER PREPARATION INSTRUCTIONS

1. OFFER PREPARATION INSTRUCTIONS

Bids will not be accepted by email or fax.

Canada requests that Offerors 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. Any CD, DVD or USB Flash Drive submitted will not be returned.
- Section II: Financial Offer
1 hard copies)
- Section III: Certifications
1 hard copies

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

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer. Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

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

If there is an inconsistency in information found between the electronic copy of the bid and the hard copy of the bid, the information found in the hard copy shall take precedence

Proposals must be addressed as follows and must be received on or before the closing time and date listed on Page 1 of this solicitation document. **Please ensure that all envelopes/boxes, etc. are marked URGENT.**

Rachel Hull
Senior Contracting and Procurement Officer
Public Safety Canada
340 Laurier Avenue West, 1st Floor Mailroom
Ottawa, Ontario, K1A 0P9

Tel: 613-949-1048
Email: ps.contractunit-unitedecontrats.sp@canada.ca

BIDDERS MUST WAIT TO HAVE THEIR PROPOSALS TIME STAMPED IF THEY ARE HAND DELIVERING TO THE MAILROOM.

2. SECTION I: TECHNICAL OFFER

In their technical offer, offerors should explain and demonstrate how they propose to meet the solicitation requirements and how they will carry out the Work. **Failure to provide a technical proposal with the submission will result in non-compliance and the Bidder's submission will not be evaluated.**



PART 3 – OFFER PREPARATION INSTRUCTIONS

3. SECTION II: FINANCIAL OFFER

Offerors must submit their financial offer in accordance with the Appendix 1 to Part 4. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Failure to provide a financial proposal with the submission will result in non-compliance and the Bidder's submission will not be evaluated.

ALL INFORMATION RELATED IN ANY WAY TO PRICE IS TO APPEAR ONLY IN THE FINANCIAL PROPOSAL

3.1. Pricing Basis:

The Bidder is required to submit its Financial Proposal in accordance with the following Pricing Basis:

- a) a firm, all inclusive per diem rate for each of the standing offer periods as specified in Appendix 1 to Part 4– Financial Proposal Presentation Sheet and Calculation of Total Price. The information should be presented in the format contained therein.
- b) The firm all inclusive daily rates must include all course materials for workshop delivery, all communications costs such as long distance charges associated with the Work, and all other costs, exclusive of travel, required to perform the Work.
- c) For Canadian-based Bidders, prices must be in Canadian funds with Canadian customs duty and excise taxes as applicable included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, excluded;
- d) For foreign-based Bidders, prices must be in Canadian funds and exclude Canadian customs duty, excise taxes and GST or HST, as applicable. Canadian customs duty and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-bases Bidders;
- e) The total estimated amount of GST or HST is to be shown separately, as applicable.
- f) Travel Time: The contractor will not be paid any firm per diem rates for travel time. Travel Status Time will be limited to 50% of the hourly rated calculated by dividing the proposed firm all inclusive per diem divided by 7.5.
- g) **No advance payments will be considered.**

4. SECTION III: CERTIFICATIONS

Offerors must submit the certifications required under Part 5 and attachment 1 to Part 5



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

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 RSO;
- 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.

1.1. **Optional Bidders' Conference**

A bidders' teleconference will be held on September 7, 2016. The conference will begin at 1:30 pm EDT. The toll-free number is 1-877-413-4790 and the reservation number is 1793737.

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

Bidders should communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the names of the person(s) who will be attending and a list of issues they wish to table at least two (2) working days before the scheduled conference. However, Bidders are not required to provide notice of participation ahead of time; it is only requested as a courtesy.

In addition to the above noted teleconference, if there is sufficient interest in one or more regions of delivery, an in-person conference may be held. The exact date, time and location will be determined at a based interest and will be communication through Buy and Sell.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation.

1.2. **Technical Evaluation**

Offerors 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 RFSO, will not be considered "demonstrated" for the purposes of this evaluation. **The Offeror 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.

Offerors 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.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

Offerors are also advised that the experience is as of the closing date of the Request for Standing Offer. 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 RFSO.

1.2.1. Mandatory Technical Criteria

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

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

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

No.	Mandatory Technical Criterion	Cross Reference to Proposal
MT1	<p>The Bidder must propose a minimum of one resource and clearly identify for which Region the resource is being proposed for.</p> <p>The resource must currently reside within the Region for which they are being proposed. Please see Article 3 in Annex A, Statement of Work, for the Regions that are included.</p>	
MT2	<p>The Bidder must submit an up to date resume of the proposed resource's experience.</p>	
MT3	<p>The Bidder must demonstrate that the proposed resource has experience conducting a minimum of two (2) community development processes*** in Aboriginal communities* within the last five (5) years.</p> <p>This must be demonstrated through a formal letter of support from TWO separate community leaderships**. The letter must fully name the resource and describe the resource's experience and when it occurred.</p>	



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

No.	Mandatory Technical Criterion	Cross Reference to Proposal
MT4	<p>The Bidder must demonstrate that the proposed resource has the ability to be culturally appropriate in building relationships with Aboriginal communities*.</p> <p>This must be demonstrated through a formal letter of support from community leadership** that attests to the resources ability. This letter must name the resource</p>	
MT5	<p>The Bidder must confirm in writing that the proposed resource will attend the Mobilization/Community Safety Planning workshop training to be administered by Public Safety Canada.</p>	

* Communities, in this case, excludes urban Aboriginal communities and focuses on First Nation on reserve and non-urban Metis communities.

** Leadership – Chief and Council for First Nation reserve; Mayor for Metis community; or Executive level for community based agencies.

*** Community development is a structured intervention that gives communities greater control over the conditions that affect their lives.

NOTE: IF A BIDDER PROPOSES MORE THAN ONE RESOURCE, EACH RESOURCE MUST MEET EACH OF THE MANDATORY EVALUATION CRITERIA. ONLY THOSE RESOURCES WHO MEET EACH OF THE MANDATORY EVALUATION CRITERIA WILL BE RATED.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1.2.2. Point Rated Technical Criteria

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. Simply repeating the statements contained in the Statement of Work or from Public Safety Canada’s website is not sufficient. Proposals must explain and demonstrate how the work requirements are understood and how the work will be carried out.

Bidders not meeting the minimum requirements of the rated criteria will not be evaluated further.

No.	Rated Technical Criterion*	Points Allocation	Cross Reference to Proposal
RT1	The Bidder’s proposed resource should submit a short written summary detailing the proposed approach to build a relationship with an Aboriginal community. <u>The written summary should not exceed two typed pages.</u>	20 points – Excellent 15 points – Good 10 points – Acceptable 5 points – Poor 0 points – no evidence of essay	
RT2	The Bidder should demonstrate that the proposed resource has experience administering formal training sessions or workshops with a minimum three (3) day duration per session OR workshop	Two (2) to Five (5) sessions/workshops = 5 points Six (6) to ten (10) sessions/workshops = 10 points Eleven (11) or more workshops/sessions = 15 points	
MINIMUM REQUIRED POINTS		10 POINTS	
MAXIMUM POINTS		35 POINTS	

***A Bidder may propose MORE than one resource and each resource will be evaluated individually and provided an individual technical score. The Basis of selection will use the individual’s technical score. All Bidder’s meeting the mandatory and minimum rated criteria and mandatory financial criteria shall be issued a standing offer agreement.**

Definitions for R1 Scoring:

EXCELLENT – 20 points: Bidder’s proposed resource has written an approach that takes into significant consideration the cultural nuances that will initiate a relationship with an Aboriginal Community. The approach also includes elements that will clearly promote trust, openness and honesty between the facilitator and community leaders and the community itself. The approach leads to no questions or concerns regarding how the resource will interact with the community

GOOD: 15 points: The Bidder’s proposed resource has written an approach that considers important cultural requirements that will initiate a relationship with an Aboriginal Community. The approach may include an element that will promote trust, openness and/or honesty between the facilitator and community leaders and the community itself. The approach leads to reasonable assurances that the resource will interact well with the community.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

ACCEPTABLE 10 points: The Bidder's proposed resource has written an approach that mentions cultural requirements that will initiate a relationship with an Aboriginal Community. However these elements are only mentioned without elaboration. The elements mentioned are maybe important for trust, openness and honesty in the relationship between the facilitator and community; however it is not clear how it will be executed. The approach leads to some assurances that the resource could interact will with the community with some guidance.

POOR – 5 points: The Bidder's proposed resource has written an approach that attempts to mention an approach to interact and build a relationship with the community, however there is little to no mention of culturally significant practices or they appear to be misunderstood or poorly explained. The approach leads to great concern over the interaction the proposed resource will have to the community. The resource would need significant coaching.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1.2.3. Mandatory Financial Criteria

Bids must meet the mandatory financial criteria specified in the table inserted below.

Bids which fail to meet the mandatory financial criteria will be declared non-responsive. Each criterion should be addressed separately.

Mandatory Financial Criteria (MF)		
Number	Mandatory Financial Criterion	Cross Reference to Proposal
MF1	<p>The Bidder's proposed average per diem rate for a resource across the five periods must not be more than 75% higher than the average per diem rate of all qualified resources.</p> <p>Qualified resources are defined as EACH resource that has</p> <ul style="list-style-type: none"> A) Met all the mandatory criteria B) Met the minimum rated criteria 	
MF2	<p>The Bidder's proposed per diem rate for Administrative Services must not exceed 50% of the all-inclusive per diem rate proposed for the Facilitator resource within the same period.</p>	



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

EXAMPLE:

Note: this example only shows three years for the purpose of demonstration only. The MF1 will be based on all years of the standing offer.

Resources	Met all Mandatories	Met Minimum Rated	Per Diem*				MET/NOT MET
			S/O Period Yr1	S/O Period Yr2	S/O Period Yr 3	Average	
Resource 1	YES	YES	300\$	300.00	325.00	308.33	MET
Resource 2	YES	NO	N/A				
Resource 3	NO	N/A	N/A				
Resource 4	YES	YES	400\$	425.00	450.00	425.00	MET
Resource 5	YES	YES	200\$	210.00	225.00	211.67	MET
Resource 6	YES	YES	750\$	750.00	750.00	750.00	MET
Resource 7	YES	YES	525\$	530.00	540.00	531.67	MET
Resource 8	NO	N/A	N/A				
Resource 9	YES	YES	195\$	195.00	195.00	195.00	MET
Resource 10	YES	YES	900\$	950.00	975.00	941.67	NOT MET
Resource 11	YES	YES	375\$	425.00	475.00	425.00	MET
		Subtotal				3788.34	
Average Per Diem			\$3788.34/8 qualified resources = \$473.54				
75% OVER per diem (formula is average per diem x 1.75)			828.70/day * ALL PER DIEMS EXCEEDING THIS WILL BE DISQUALIFIED				

*The per diem’s used in this example should in no way be construed as a recommended per diem.

Based on this example, Bidder 10’s PER DIEM does NOT meet the mandatory financial criteria and will be disqualified.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

2. **BASIS OF SELECTION**

2.1. **Minimum Point Rating**

To be declared responsive, an offer must:

- a) Comply with all the requirements of the Request for Standing Offer (RFSO) and;
- b) Meet all the mandatory evaluation criteria; AND
- c) Obtain the required minimum of 10 POINTS overall PER RESOURCE for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 35 POINTS.
- d) Met the mandatory financial criteria

Offers not meeting a), b), c), and d) will be declared non-responsive. Offerors meeting all the above criteria and the requirements of the solicitation will be recommended for award of a standing offer agreement.

3. **FINANCIAL BIDS**

For evaluation purposes only, the total price will be established as detailed in Appendix 1 to Part 4 – Financial Proposal Presentation Sheet and Calculation of Total Price of this Appendix.

The price will be evaluated in Canadian dollars, GST/HST exempt, all applicable Customs Duties and Excise taxes included.

**APPENDIX 1 TO PART 4
 FINANCIAL PRESENTATION SHEET AND CALCULATION OF TOTAL PRICE**

Offerors are required to submit their Financial Proposal in accordance with the Pricing Basis specified in Part 3. For evaluation purposes, the total price will be established as follows:

1. PROFESSIONAL FEES

Professional Fees are for all work, excluding administrative services as identified in the Statement of Work Annex A.

Period	Name of Proposed Resource	Region	Bidder's Proposed Firm* all inclusive per diem rate	Estimated Number of Days**	Extended Estimated Price
1	Standing Offer Period 1 Date of Award to March 31, 2018		\$	60 days*	\$
2	Standing Offer Period 2 April 1, 2018 to March 31 2019		\$	60 days	\$
3	Standing Offer Period 3 April 1, 2019 to March 31, 2020		\$	60 days	\$
Total Price (1+2+3)					\$

*A Bidder may propose more than one resource. The Bidder must submit this form for EACH proposed resource. The proposed resource must reside and work in the Region for which they are being proposed.

The Bidder must clearly define the Region for which the resource is being proposed.

****The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data. It is for the purpose of evaluation criteria ONLY**

The Total Price shall be used for the financial component of the basis of selection. The Total price shall exclude Administrative Services.

**APPENDIX 1 TO PART 4
 FINANCIAL PRESENTATION SHEET AND CALCULATION OF TOTAL PRICE**

2. ADMINISTRATION COSTS

The bidder must include pricing for the cost of administration services. Administration Services are for tasks such as; organization and booking of travel for resources and coordinating/setting up meetings and/or workshops.

The Bidder is not required to name the individual who will be responsible for administrative tasks under the standing offer.

Public Safety Canada will NOT accept per diems for administrative services that exceed 50% of the proposed resource's per diem.

Period	Proposed Resource	Region	Bidder's Proposed Firm all inclusive per diem rate*
1 Standing Offer Period 1 Date of Award to March 31, 2018	Administrative Services		\$
2 Standing Offer Period 2 April 1, 2018 to March 31 2019	Administrative Services		
3 Standing Offer Period 3 April 1, 2019 to March 31, 2020	Administrative Services		\$

These rates will NOT be included in the overall financial evaluation as these services are considered to be a minimal portion of the overall Work.



PART 5 – CERTIFICATIONS

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

1. CERTIFICATIONS REQUIRED WITH BID

Offerors must submit the following duly completed certifications as part of their offer.

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 201702672 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: _____ Date: _____

Telephone number: () _____ Fax number: () _____

1.2 Certification 2 – Integrity Provisions – Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable, to be given further consideration in the procurement process.

1.3 Certification 3 – Set Aside Program for Aboriginal Business

1.2.1 This procurement is set aside for Aboriginal business under the federal government's Set-Aside Program for Aboriginal Business. Bidders must complete and sign the certification entitled: "Certification Requirements for the Set-Aside Program for Aboriginal Business" included in Attachment 1 to Part 5.

1.2.2 By executing the certification, the Bidder warrants that it is an Aboriginal business as defined in the Set-Aside Program for Aboriginal Business.



PART 5 – CERTIFICATIONS

2. CERTIFICATIONS PRECEDENT TO ISSUANCE OF A STANDING OFFER

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

2.1 **Certification 1 – Certification of Education and 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 2 – 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 5 – CERTIFICATIONS

2.2.2 Availability and status of personnel

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.

"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 3 – Employment Equity, Federal Contractors' Program

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" 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.

Signature

Date

2.4 Certification 4 – 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 it 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 5 – CERTIFICATIONS

2.5 Certification 5 – 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;



PART 5 – CERTIFICATIONS

- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

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

STATEMENT:

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

Name (block letters): _____

Title: _____

Signature: _____

Telephone number: () _____

Fax number: () _____

Date: _____

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



ATTACHMENT 1 to PART 5 REQUIREMENTS FOR THE SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS

Who is eligible?

An Aboriginal business, which can be:

- a band as defined by the Indian Act
- a sole proprietorship
- a limited company
- a co-operative
- a partnership
- a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR

A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and (a) non-Aboriginal business(es), provided that the Aboriginal business(es) has (have) at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting its bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the period of any contract resulting from the bid.

The Bidder must certify in its bid that it is an Aboriginal business or a joint venture constituted as described above.

Are there any other requirements attached to bidders in the Set-Aside Program for Aboriginal Business? - Yes.

- In respect of a requirement (goods, services or construction), on which a Bidder is submitting a bid which involves subcontracting, the Bidder must certify in its bid that at least thirty-three percent of the value of the work performed under any contract resulting from the bid will be undertaken either directly by the Aboriginal business acting as the prime contractor or subcontracted with one or more Aboriginal business(es). "Value of the work performed under any contract resulting from the bid" is considered to be the total value of any such contract less the value of any materials directly purchased by the contractor for the performance of any such contract. Therefore, the Bidder must notify and, where applicable, bind the subcontractor(s) in writing, with respect to the requirements that the Aboriginal Set-Aside Program (the Program) may impose on the subcontractor(s).
- The Bidder's contract with a subcontractor must also include, where applicable, a provision in which the subcontractor agrees to provide the Bidder with information substantiating its compliance with the Program and authorizes the Bidder to have an audit performed by Canada to examine the subcontractor's records to verify the information provided. Failure by the Bidder to exact or enforce such a provision will be declared a breach of any contract resulting from the bid and will be subject to the civil consequences referred to in this document.



ATTACHMENT 1 to PART 5 REQUIREMENTS FOR THE SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS

- The Bidder must submit as part of its bid the certification entitled: "Certification Requirements for the Set-Aside Program for Aboriginal Business", duly completed and signed, stating that it:
 - (i) meets the requirements of the Program and will continue to do so throughout the period of any contract resulting from the bid;
 - (ii) will, upon request, provide evidence that it meets the eligibility criteria;
 - (iii) is willing to be audited regarding the certification; and
 - (iv) acknowledges that if it is found **NOT** to meet the eligibility criteria, the Bidder must be subject to one or more of the civil consequences set out in the certification and in any contract resulting from the bid.

The certification is included at the end of this Attachment.

How must the business prove that it meets the requirements?

It is not necessary to provide evidence of eligibility at the time the bid is submitted. However, the Aboriginal business should have evidence of eligibility ready in case it is audited.

The civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the Program or failing to produce satisfactory evidence to Canada regarding the requirements of the Program, may include: forfeiture of the bid deposit; forfeiture of the holdback; disqualification of the business from participating in future bid solicitations under the Program; and/or termination of any contract resulting from the bid. In the event that any such contract is terminated because of an untrue statement or non-compliance with the requirements of the Program, or failure to produce satisfactory evidence to Canada regarding the requirements of the Program, Canada may engage another contractor to complete the performance of the contract and any additional costs incurred by Canada shall, upon the request of Canada, be borne by the business.

What evidence may be required from the business?

Ownership and control

Evidence of ownership and control of an Aboriginal business or joint venture may include incorporation documents; shareholders' or members' register; partnership agreements; joint venture agreements; business name registration; banking arrangements; governance documents; minutes of meetings of Board of Directors and Management Committees; or other legal documents.

Ownership of an Aboriginal business refers to "beneficial ownership" i.e. who is the real owner of the business. Canada may consider a variety of factors to satisfy whether Aboriginal persons have true and effective control of an Aboriginal business. Factors that may be considered in determining whether Aboriginal persons have at least 51% ownership and control of an Aboriginal business include:

- Capital Stock and Equity Accounts, i.e., preferred stock, convertible securities, classes of common stock, warrants, options
- Dividend policy and payments
- Existence of Stock Options to employees
- Different treatment of Equity transactions for Corporations, Partnerships, Joint Ventures, Community organizations, Co-operatives, etc.
- Examination of Charter Documents, i.e., corporate charter, partnership agreement, financial structure



ATTACHMENT 1 to PART 5 REQUIREMENTS FOR THE SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS

- Concentration of ownership or managerial control in partners, stockholders, officers trustees and directors based definition of duties
- Principal occupations and employer of the officers and directors to determine who they represent, i.e. banker, vested ownerships
- Minutes of directors meetings and stockholders meetings for significant decisions that affect operations and direction
- Executive and employee compensation records for indication of level of efforts associated with position
- Nature of the business in comparison with the type of contract being negotiated
- Cash management practices, i.e., payment of dividends - preferred dividends in arrears
- Tax returns to identify ownership and business history
- Goodwill contribution/contributed asset valuation to examine and ascertain the Fair Market value of non-cash capital contributions
- Contracts with owners, officers and employees to be fair and reasonable
- Stockholder authority, i.e. appointments of officers, directors, auditors
- Trust agreements made between parties to influence ownership and control decisions
- Partnership - allocation and distribution of net income, i.e., provision for salaries, interest on capital and distribution share ratios
- Litigation proceedings over ownership
- Transfer pricing from non-Aboriginal joint venture
- Payment of management or administrative fees
- Guarantees made by the Aboriginal business
- Collateral agreement.

Employment and employees

Where an Aboriginal business has six or more full-time employees at the date of submitting the certification and is required by Canada to substantiate that at least thirty-three percent of the full-time employees are Aboriginal, it must, upon request by Canada, immediately provide a duly completed Owner/Employee Certification Form for each full-time employee who is Aboriginal. The form is included at the end of this Attachment.

Evidence as to whether an employee is or is not full-time and evidence as to the number of full-time employees may include payroll records, written offers for employment, and remittance and payroll information maintained for Canada Revenue Agency purposes as well as information related to pension and other benefit plans.

A full-time employee, for the purpose of this Program, is one who is on the payroll, is entitled to all benefits that other full-time employees of the business receive, such as pension plan, vacation pay and sick leave allowance, and works at least 30 hours a week. It is the number of full-time employees on the payroll of the business at the date of bid submission that determines the ratio of Aboriginal to total employees of the business for the purpose of establishing eligibility under the Program.

Owners who are Aboriginal and full-time employees who are Aboriginal must be ready to provide evidence in support of such status. The Owner/Employee Certification Form to be duly completed by each owner and full-time employee who is Aboriginal must state that the person meets the eligibility criteria of the Program and that the information supplied is true and complete. This certification must provide the person's consent to the verification of the information submitted.



ATTACHMENT 1 to PART 5 REQUIREMENTS FOR THE SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS

Subcontracts

Evidence of the proportion of work done by subcontractors may include contracts between the contractor and subcontractors, invoices, and paid cheques.

Evidence that a subcontractor is an Aboriginal business (where this is required to meet the minimum Aboriginal content of any contract resulting from the bid) is the same as evidence that a prime contractor is an Aboriginal business.

Who is an Aboriginal Person for Purposes of the Set-Aside Program for Aboriginal Business?

An Aboriginal person is an Indian, Metis or Inuit who is ordinarily resident in Canada.

Evidence of being an Aboriginal person will consist of such proof as:

- Indian registration in Canada;
- membership in an affiliate of the Metis National Council or the Congress of Aboriginal Peoples, or other recognized Aboriginal organizations in Canada;
- acceptance as an Aboriginal person by an established Aboriginal community in Canada;
- enrollment or entitlement to be enrolled pursuant to a comprehensive land claim agreement;
- membership or entitlement to membership in a group with an accepted comprehensive claim.

Evidence of being resident in Canada includes a provincial or territorial driver's license, a lease or other appropriate document.

For further information on the Set-Aside Program for Aboriginal Business, contact the Economic Development Program Directorate in the Department of Indigenous and Northern Affairs Canada at (819) 956-9836 or 1 (800) 400-7677 or fax (819) 956-9837.

Certification Requirements for the Set-Aside Program for Aboriginal Business

Bidders must submit this certification duly completed and signed as part of their bid.

1. (i) I, _____ (Name of the duly authorized representative of the business) hereby certify that _____ (Name of the business) meets, and will continue to meet throughout the period of any contract resulting from the bid, the requirements for the Set-Aside Program for Aboriginal Business set out in the document entitled: "Requirements for the Set-Aside Program for Aboriginal Business", which document is included in the bid solicitation as **Attachment 1 to Part 5**, and which document I have read and understand.
- (ii) The aforementioned business agrees to ensure that any subcontractor it engages with respect to any contract resulting from the bid must, if required, satisfy the requirements for this Program, as set out in the document entitled: "Requirements for the Set-Aside Program for Aboriginal Business".
- (iii) The aforementioned business agrees to provide to Canada, immediately upon request, information to substantiate a subcontractor's compliance with the requirements of this Program.



ATTACHMENT 1 to PART 5
REQUIREMENTS FOR THE SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS

2. Bidders must check one of the two boxes below:

[] (i) The aforementioned business is an Aboriginal business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

[] (ii) The aforementioned business is a joint venture between two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business.

3. Bidders must check one of the two boxes below:

The Aboriginal business or businesses has (have):

[] (i) fewer than six full-time employees.

OR

[] (ii) six or more full-time employees.

Bidders must submit the Owner/Employee Certification Form duly completed and signed, only if requested by Canada.

Owner/Employee Certification Form – Set-aside Program for Aboriginal Business

1. I, _____ (Name), am an owner and (or) full-time employee of _____ (Name of business), and an Aboriginal person, as described in the document entitled "Requirements for the Set-Aside Program for Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon the request of Canada.

Date Signature of owner and/or employee

Place



PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

PART 6A: STANDING OFFER

1. OFFER

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. SECURITY REQUIREMENT

This document is UNCLASSIFIED, however;

- 2.1. 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;
- 2.2. 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.

3. STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada. 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.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

3.1. General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2. Supplemental General Conditions

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

4. STANDING OFFERS REPORTING

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. The Offeror must be prepared to provide information on the records on the provision of Work as identified in the Statement of Work as requested by the Contracting Authority. The Contracting Authority agrees that it will provide the Offeror with a minimum of ten (10) business days to prepare information.

5. TERM OF STANDING OFFER

5.1. Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of standing offer award to **March 31, 2020**.



PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

5.2. Standing Offer – Resource Refresh

The Offeror may, not more than once per year, add a resource to their existing standing offer. Each calendar year, a call letter will be issued to Offerors indicating that they may submit a proposal for the addition of ONE resource to their standing offer. Public Safety Canada representatives will evaluate the resource according to the pre-established evaluation criteria of solicitation 201702672. Should the resource fail to meet the established evaluation criteria then that resource will not be added to the Standing Offer for that calendar year.

The per diems for the new resource may NOT be higher than the per diems of the Offeror's existing resources. If the Offeror has multiple resources on the standing offer, PS will average the per diems of the current period to establish a baseline. At time of refresh, Public Safety Canada has the right to negotiate per diems of new resources.

6. AUTHORITIES

6.1. Standing Offer Authority

The Standing Offer Authority is:

Rachel Hull
Senior Contracting and Procurement Officer
Public Safety Canada
Program Services
269 Laurier, Ave. West
Ottawa ON K1A 0P8

Telephone: 613-949-1048
Facsimile: 613-954-1871
E-mail address: contracting@ps-sp.gc.ca

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

6.2. Project Authority

The Project Authority for the Standing Offer is:

To be inserted upon contract award

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

6.3. Offeror's Representative

The Offeror has identified the following individual(s) as its representative for administrative matters relating to the Standing Offer and resulting call-ups.

To be inserted upon contract award



PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

7. IDENTIFIED USERS

The Offeror acknowledges that multiple Standing Offers have been issued for this requirement. Call-ups will be allocated among the Offerors in accordance with the selection methodology described below.

8. CALL-UP PROCEDURES

Public Safety Canada will award Standing Offers for offers that hold qualified resources in the identified Regions (identified in Article 3 of the Statement of work) to deliver workshops on the Community Mobilization Process.

8.1. **When Delivery Model A has been established (one facilitator)**

- 8.1.1. Right of first refusal basis: The call-up procedures require that when a requirement is identified, the identified user will contact the Offeror geographically closest* to the Indigenous Community in the Region. If the Offeror is able to meet the requirement, a call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the identified user will contact the next Offeror geographically situated closest to the Indigenous Community. The identified user will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the 1st invited Offeror is unable to fulfill the need, the identified user is required to document its file appropriately. All vendors that have an equal geographic proximity within a region to a will be treated as equal location and contacted on a rotational basis.
- 8.1.2. Should an Offeror not be found within the Region of the Indigenous Community, the identified user may select an Offeror from outside the Region. Offerors selected outside the Region will again be based on Geographic proximity to the Aboriginal Community using the same process in Article 8.1.1.
- 8.1.3. Offeror's resources that may present a conflict of interest with the Indigenous Community in the Region shall be contacted and the conflict of interest shall be discussed prior to being invited to bid. Should the conflict of interest be confirmed the Offeror will be advised and will not be invited to submit a proposal on the requirement.

8.2. **When Delivery Model B has been established (two – three facilitators)**

- 8.2.1. Canada must follow the right of first refusal process as established for Delivery Model A. Offerors that have multiple resources available may propose multiple resources or partial resources. The Offer must make it clear if they are proposing a LEAD RESOURCE, a CO-FACILITATOR or multiple resources as required in the request for quote.
- 8.2.2. When the first Offeror only submits a proposal for a portion of the team Canada must continue the right of first refusal process as established for Delivery Model A to establish the remaining required resources for the Work requirement

*Geographic proximity will be calculated by the determining the distance of the community to the Offeror's nearest airport. When more than one Offeror has the same geographic approximation, Offerors will then be contacted on a rotational basis. The rotation will be established based on the alphabetical order of the last names (A-Z).

NOTE: An Offeror's Resource may only be engaged in two call-ups at one time. A resource that is actively engaged in two (2) call ups at one time will be excluded from the right of first refusal process until such time that all work is completed in the previously awarded call ups. The Offeror will be notified of this situation and where applicable, may be



PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

excluded from a right of first refusal process should all their resource(s) be engaged in Work.

9. **CALL-UP INSTRUMENT**

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

10. **LIMITATION OF CALL-UPS**

Individual call-ups against the Standing Offer must not exceed **\$500,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

11. **PRIORITY OF DOCUMENTS**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the supplemental general conditions 4007 (2010-08-16) Canada to own Intellectual Property
- d) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers -Goods or Services
- e) the general conditions 2035 (2016-04-04), General Conditions – Higher Complexity - Professional Services
- f) Annex A: Statement of Work
- g) Annex B: Basis of Payment
- h) the Offeror's offer _____ (*insert date of offer*), _____ (*if the offer was clarified or amended, insert at the time of issuance of the offer. "as clarified on _____" or "as amended _____.* (*insert date(s) of clarification(s) or amendment(s) if applicable*).

12. **CERTIFICATIONS**

12.1. **Compliance**

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12.2. **Aboriginal Business Certification**

- 12.2.1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in its certification.



PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

12.2.2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.

12.2.3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

13. APPLICABLE LAWS

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the offeror in its offer, if applicable*).

14. PERFORMANCE MEASUREMENT

14.1. Contractor Evaluation Sheets

Following each call-up issued, Public Safety Canada will fill out the Contractor Evaluation sheet, attached at Appendix 2 to Annex A. The Contractor evaluation sheet may be administered during a call-up if there is a significant issue identified in the performance of a facilitator's work. The information in the sheet will be used to evaluate the performance of the Contractor in a consistent manner.

The Contractor Evaluation sheets will be administered in the manner described in Section 13 of Annex A, Statement of Work and in Appendix 2 to Annex A.

14.2. Call up Termination

A call-up may be terminated for, but not limited to, the following reasons:

- (a) After multiple failed attempts to make contact with the community(ies) identified in the call-up;
- (b) For reasons outside the Contractor's control (e.g. the community has decided to not participate in the workshop process);
- (c) The facilitator is not accessible or available to respond to the community timelines or needs; or
- (d) Contractor fails to implement a Corrective Action Plan administered in response to an evaluation conducted during a call-up where a significant issue was identified in the performance of a facilitator's work.

14.3. Suspension of Work

A stop-work suspension is to allow a Contractor to develop and present a detailed Corrective Action Plan (CaP) to ensure that any of the identified issues will not happen again during the course of any Work conducted during an authorized call up. The CaP must be prepared within a month of the suspension and include details regarding steps the Contractor will take to correct any performance issues. This may include, but is not limited to, training for the facilitator(s), further development for the facilitator(s), new/changed monitoring activities etc.

Prior to the suspension being removed, the Contractor must submit this Corrective Action Plan and evidence of the required corrective actions to Public Safety Canada (PS). It must be accepted by PS. PS



PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

may choose to extend the suspension to allow the Contractor further time to implement the corrective actions required.

A standing offer holder may be placed on four month stop-work suspension for poor performance for, but not limited to, the following reasons:

- (a) Receiving a score of one or two on two or more contractor evaluation reports (Appendix 2 to Annex A);
- (b) Failure to implement a corrective action plan on two or more instances;
- (c) PS has received and verified formal reports from one or more communities that the proposed facilitator has employed techniques in training that were not culturally sensitive or were damaging to the community in any way;
- (d) The facilitator decides to not continue to work with a community after contact has been established during a call up.

14.4. Standing Offer Termination

A standing offer agreement may be terminated for, but not limited to, the following reasons:

- (a) Receiving a score of one or two on two or more contractor evaluation reports (Appendix 2 to Annex A) after having already been placed on a four month stop work suspension for poor performance.
- (b) PS has received and verified formal reports from one or more communities that the proposed facilitator has employed techniques in two or more instances that were not culturally sensitive or were damaging to the community in any way.
- (c) The proposed facilitator fails to successfully complete or attend the mandatory mobilization workshop training delivered by Public Safety Canada.
- (d) The facilitator decides not to continue work in two or more instances with a community after contact has been established during a call up.



PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

PART 6B: RESULTING CONTRACT CLAUSES

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

1. STATEMENT OF WORK

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

2. STANDARD CLAUSES AND CONDITIONS

2.1. General Conditions

2035 (2016-04-04), General Conditions – Higher Complexity - Professional Services) apply to and form part of the Contract.

2.2. Supplemental General Conditions

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

3. TERM OF CONTRACT

3.1. Period of the Contract

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

4. PAYMENT

4.1. Basis of Payment

For a Firm Per Diem Rates Call-up: The Contractor will be paid firm per diem rates for work performed in accordance with the call-up. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

4.2. For Call-up Subject to Limitation of Expenditure

The Contractor will be paid for Work performed pursuant to each approved call-up, on accordance with the Basis of Payment; Annex B. Canada's total liability to the Contractor under the Call-up must not exceed the Total Price specified in the Call-up.

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 Project Authority prior to 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 Project Authority. The Contractor must notify the Project Authority, in writing, as to the adequacy of this sum:

1. when it is 75 percent committed, or
2. four (4) months prior to the call-up delivery date, or



PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

3. as soon Contractor considers the funds provided in the call-up are inadequate for the completion of the Work,

whichever comes first.

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.

4.3. Method of Payment

4.3.1. Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month 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.

5. INVOICING INSTRUCTION

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

Each invoice must be supported by:

- 1) a copy of time sheets to support the time claimed;
- 2) a copy of the release document and any other documents as specified in the Contract;
- 3) a copy of the monthly progress report.
- 4) Invoices must be distributed as follows:

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

6. SACC MANUAL CLAUSES

The following clauses set out in the SACC Manual will form part of the Contract:

Number	Date	Description
C0705C	2008/05/12	Discretionary Audit
C2000C	2007/11/30	Taxes - Foreign Based Contractors
A9117C	2007/11/30	T1204 - Direct Request
C0711C	2008/05/12	Time Verification
A9068C	2007/05/25	Site Regulations



PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

7. SUITABILITY OF SERVICES

All services rendered may be reviewed within a reasonable time from commencement of the call-up on the basis of quality and adherence to the provisions of this Standing Offer. Resources assigned must be capable of performing the call-up at a level of competence deemed acceptable by Public Safety Canada.



ANNEX A – STATEMENT OF WORK

1. TITLE

Delivery of strategic planning workshop and support for communities in the development of community safety plans.

2. DEFINITIONS

The following definitions shall be used in the conduct of the work:

Call-up: A call-up describes the services that Public Safety Canada is requesting from a supplier. Each time a call-up is made, a separate contract is formed that brings into effect the terms and conditions and pricing outlined in the standing offer and supplier's proposal.

Champion: A person identified by community leadership that would support the Core Group in mobilizing the community and developing the safety plan.

Circuit: A delivery method that allows workshops to be delivered consecutively in one trip.

Contractor: A contractor is the person, entity or entities who signs the Contract and who is ultimately responsible for providing these services to Canada.

Community: For on-reserve communities, a grouping of members represented by Chief and Council or Tribal Council. For municipalities, a grouping of members represented by Mayor and Council. For urban centers, a geographical grouping of Indigenous individuals in one given area.

Deliverable: This is a document or set of documents that the Contractor is responsible for submitting to Public Safety under each call-up and for each community. The Contractor's facilitator may be the person who writes and submits the deliverables for the Contractor but it is the Contractor who is responsible for them.

Facilitator: The facilitator is the person who works for the Contractor who will deliver the sessions to the communities. The facilitator may also be the Contractor.

Key contact: A community member identified by community leadership to coordinate activities between Public Safety Canada, the Contractor and the community.

Representatives: Community individuals that have been identified by community leadership to attend the workshop(s) and participate with, and support the Core Group activities.

3. BACKGROUND

Public Safety Canada is providing support for community-based strategic planning that is rooted in traditional Indigenous healing processes. These healing processes address the underlying causes of abuse and dysfunction through culturally-based interventions and ultimately promote safer communities. Through the community safety planning process Public Safety Canada seeks to improve the safety of Indigenous peoples within Indigenous communities by embracing Indigenous culture as a crucial component of safe Indigenous communities. Community safety plans enable communities to take greater responsibility for identifying their own needs and build on their existing assets, reflecting the community's aspirations and culture while respecting their constraints and challenges.

The process adopted by the Aboriginal Community Safety Unit (ACSU) is included as part of the government's Action Plan to Address Family Violence and Violent Crimes Against Aboriginal Women and Girls and has, to date, been delivered in over 80 Indigenous communities. The training and delivery of the



ANNEX A – STATEMENT OF WORK

strategic planning workshops are central to the success of the process as they are meant to enhance community readiness and capacity throughout the development of community safety plans. Importantly, the process was designed to be adaptable and responsive to varying stages of community development. As such, the facilitator is expected to contribute to the continual adaptation and development of material in order to maintain a high level of fit between workshop content, processes, and community needs. The workshop material has been written in plain language to ensure that it is accessible to all community members (e.g. youth, Elders, women, children and leaders).

Public Safety Canada requires community development facilitators located in Alberta, British Columbia, Manitoba, Saskatchewan, and the North (including Nunavut, Nunavik, Yukon, and Northwest Territories) to deliver the workshops to help increase community readiness and facilitate the development of community safety plans toward the end of fostering safer Indigenous communities in a culturally relevant manner.

4. **OBJECTIVE**

The overall objective of the facilitator's work is to support a Core Group in the community through the three facilitation stages of the CSP process. The three stages are:

- 1) community building
- 2) action planning
- 3) community mobilization

These stages help the Core Group develop and begin implementing their community's safety plan.

The facilitator will support the community through these stages by performing two main tasks:

- 1) Deliver the Community Safety Planning (CSP) process
- 2) Coach and mentor the community Core Group throughout the process including within and outside of the workshop sessions.

The workshops will help build community capacity and increase community readiness to address community-identified safety issues and the facilitator's coaching and mentoring will help nurture the communities' ability to apply these skills. Facilitators will be trained to deliver the process in a way that responds to the current realities of the community and respects the community's culture/traditions/religion, aspirations, and constraints. At no time will a session be held when it is not within the community's best interest, as judged conjunctively through the community's engagement with Public Safety Canada and at their own behest.

5. **WORKSHOP CONTENT**

Workshop content and material includes stories, tools and practical examples on the following topics:

- Determining community readiness
- Community Building
- Creating the environment for change
- Community plan for change
- Mobilizing the community
- Implementation

*Other material may be approved and supplied by Public Safety Canada (PS) on an ad hoc basis.



ANNEX A – STATEMENT OF WORK

Specific workshop content will be adapted on a community-by-community basis. Facilitators will be trained on the community safety planning process during the facilitator training session outlined in section 6 and will use that knowledge to create workshop agendas based upon PS guidelines and work with PS to adapt workshop content as necessary. If changes to agendas or material need to be made facilitators must provide written justification to PS and receive approval before moving forward with the community. Not following PS's guidelines and/or the pre-approved agenda and materials may result in non-payment. All agendas and material created and/or adapted for use during a call-up are the sole property PS.

6. WORKSHOP FORMAT

Public Safety has two models for the delivery of the community safety planning workshops. The goal each model is to mobilize the community to address their safety needs by increasing their capacity and readiness to plan interventions and strategically engage with relevant stakeholders.

The two models are:

Model A: Community Delivery (single community or circuit-style)

Model B: Train the Champions

6.1. **Model A: Community Delivery**

This model will be used where either a single community or a group of communities within a geographical area have chosen to participate in the community safety planning workshops. For single community delivery, the facilitator will deliver three (3) workshops, each two (2) to three (3) days in length, to the community's Core Group.

For the circuit-style delivery, each community will form a separate Core Group who will develop separate community safety plans. In this instance, the facilitator would deliver three (3) workshops, each two (2) to three (3) days in length, to each community's Core Group within the circuit. Although communities are separately trained, interaction between Core Groups is encouraged to help communities in close proximity integrate their activities.

It is expected that all workshops will be held within six (6) weeks of the delivery of the previous workshop. However, this may change depending on the community's needs.

6.2. **Model B: Train the Champions**

The aim of this model is to train community Champions on how to deliver the community safety planning workshops. The training will include guidance on how to mobilize their community and develop a community safety plan with their community.

The Champions will be identified by community leadership in collaboration with Public Safety Canada (PS) and each Champion will participate in an initial train-the-trainer workshop. Once the train-the-trainer workshop has been completed, Champions will return to their communities to deliver the community safety planning workshops within their community. Facilitators will be responsible for providing continued support to the Champions throughout the Champion's delivery of the workshops. In addition, the facilitator will travel to the community to directly support the Champion in the delivery of one (1) workshop session, itself two (2) to three (3) days in length.

Each train-the-trainer workshop will include individuals from different communities and will be delivered by the facilitator in a central location over a period of five (5) days. Delivery of this model may require up to three (3) facilitators: one (1) lead facilitator and two (2) co-facilitators. It is **not** a requirement that all



ANNEX A – STATEMENT OF WORK

facilitators are supplied by the same Contractor. The exact number of facilitators will depend on the number of communities and Champions involved because each facilitator will pair up with a Champion to provide them with individualized support. In order to maintain a manageable workload and to ensure that Champions and communities are provided with adequate support, lead and co-facilitators will be responsible for supporting each of the Champions involved. The ratio of facilitators to Champions will be balanced in the call-up, but it is the responsibility of the facilitators to ensure that they are capable of adequately supporting each Champion and community.

Additional information on each model can be found in Appendix 1 to Annex A.

7. MANDATORY FACILITATOR TRAINING

All facilitators must participate in a mandatory five (5) day training workshop on the Community Safety Planning (CSP) process provided by Public Safety Canada (PS). The training workshop is mandatory before the Contractor starts any work. Each of the Contractor's facilitators must be present during the entire workshop. The facilitators may be required to travel to attend this training session. PS will try to accommodate, as much as possible, the Contractor's availability when scheduling the five (5) day training workshop. However, it is the Contractor's responsibility to make sure their facilitator(s) are at the training workshop. Suppliers who do not attend the training session will not be issued call-ups until they attend a training workshop. PS will not be held accountable for Contractors who are excluded due to scheduling conflicts.

The facilitator(s) will be evaluated by the PS instructor. Feedback will be individualized and will assess each participants understanding of the process, their facilitation skills, and their ability to apply the concepts learned.

This training will:

- Identify and discuss the content and purpose of the CSP workshops
- Distribute a comprehensive facilitation resource package, a tools package, and any required reporting templates; and
- Review the general call-up process and invoicing instructions.

8. TASKS AND DELIVERABLES:

It is the facilitator's responsibility to engage the community in a neutral, respectful, culturally sensitive manner to promote trust, openness, and honesty between the facilitator, community leaders, and the community itself. This is a requirement linked to the success of the workshops and the development of community safety plans and must be adhered to by facilitators at all times.

All work must be completed as and when required and will be authorized by a call-up against the standing offer.



ANNEX A – STATEMENT OF WORK

8.1. Model A: Community Delivery

When the Contractor receives a call-up for the Community model, their facilitator must do each the following tasks and provide each of the following deliverables:

COMMUNITY MODEL	
1) Adapt the workshop(s) and material(s) to the community's context	
Tasks	Deliverables:
<p>This must happen before the first session and needs to continue throughout the process. Adapting the materials may include, but is not limited to, the following types of activities:</p> <ul style="list-style-type: none"> • Review and become familiar with any engagement Public Safety Canada (PS) has already done with the community/communities; • Determine the most appropriate starting point of the workshop(s) for each community by reviewing the work which has already been completed by the community; • Discuss with PS each community's specific issues, how they might affect the workshop, and how they will be dealt with. This may include accounting for the community's: <ul style="list-style-type: none"> ○ History ○ Culture/Traditions/Religion ○ Language ○ Etc. • Work with the PS to adapt material(s) where appropriate; and • Submit the adapted material(s) to PS for review. PS will provide comments and feedback and may request changes. The facilitator must make these changes and obtain approval from PS before delivering them to the communities. 	<ul style="list-style-type: none"> • Adapted material(s).
2) Record and submit a community timeline	
Tasks	Deliverables:
<p>Meetings will be held between the following groups who will, together, develop the expected results and timeframes for the whole process:</p> <ul style="list-style-type: none"> • Community leadership • Key contact(s) • Public Safety Canada • Facilitator <p>The facilitator's role in these meetings will be to provide the group with information about the Core Group's progress and, where appropriate, provide suggestions on reasonable timeframes and feasible goals. The facilitator will also record the group's decision and submit this in writing to PS.</p> <p>Meetings with community leadership, key contact(s), the facilitator, and Public Safety Canada will be held before each stage of the process and the timeline must be updated after each. Depending on the progress of the Core Group, the timeline may need to be revised and approved by PS.</p>	<ul style="list-style-type: none"> • An initial community timeline. • Updated community timelines.



ANNEX A – STATEMENT OF WORK

3) Create a coaching and mentoring outline	
Tasks	Deliverables:
<p>Based on the approved timeline, the facilitator must create a coaching and mentoring outline that:</p> <ul style="list-style-type: none"> • Describes how they will support the community in achieving the expected results; • Is updated before each stage of the process as the community timeline is updated; and • Is submitted to PS for review and approval no more than two (2) weeks after the community timeline has been either initially created or revised. PS will provide comments and feedback and may request changes. The facilitator must make these changes and obtain approval before the next workshop can occur. <p>Facilitators will not be held responsible if communities are unable to achieve the expected results outlined in the community timeline.</p>	<ul style="list-style-type: none"> • An initial coaching and mentoring outline. • Ongoing updates to the coaching and mentoring outline.
4) Develop the workshop agenda(s)	
Tasks	Deliverables:
<p>Before each session the facilitator must submit the agendas to PS at least one (1) week before delivering the workshops. The Agendas must include:</p> <ul style="list-style-type: none"> • The Indigenous community or communities that will be participating; • The topics that will be presented at the workshop(s); and • A clear description of any work to be completed by the workshop participants and the community leaders outside of the workshop towards creating their community safety plan. <p>PS may request the facilitator to make changes to the workshop agenda(s) before it is considered final.</p>	<ul style="list-style-type: none"> • An agenda for each workshop. This may include both a draft and final version.
5) Deliver the workshop(s)	
Tasks	Deliverables:
<p>The facilitator must deliver the workshop(s). This includes following the approved agenda. This will require the facilitator to do the following:</p> <ul style="list-style-type: none"> • Work with the community key contact(s) to schedule the workshop(s); • Make its own travel arrangements to get to and from each community; • Make its own arrangements for its own accommodations and meals; • Deliver the workshop(s) in accordance with PS training and the approved agenda; • Make sure that everyone involved in the workshop(s) understand their role and responsibilities; • Ensure that the workshop participants know what work needs to be completed outside of the workshops; • Hold subsequent workshops within six (6) weeks of the last workshop. This timeframe may vary depending on each community; and • Take notes during the workshop. This may include observations, challenges faced, successes had, etc. 	<ul style="list-style-type: none"> • Any notes compiled during the workshop(s).



ANNEX A – STATEMENT OF WORK

6) Write a report on the workshop(s)	
Tasks	Deliverables:
<p>After each workshop is successfully delivered, the facilitator must submit a report within two (2) weeks to PS. A template will be provided which asks for details including the following:</p> <ul style="list-style-type: none"> • List of participants in attendance; • Any successes and challenges encountered by the facilitator; • Any successes and challenges encountered by the Core Group; • Core Group participation; • The activities that were completed; • Any feedback from the Core Group and the community; • Next steps; and • General comments. 	<ul style="list-style-type: none"> • A report on each workshop.
7) Coaching and mentoring the community	
Tasks	Deliverables:
<p>Coaching and mentoring happens in two ways – during the workshops and in between the workshops.</p> <p>1) During the workshop(s), coaching and mentoring will be done in a general way that supports the Core Group to effectively complete activities. This will include encouraging participants to join discussions, explore ideas, understand the activity’s relation to the community safety plan, etc.</p> <p>2) In between workshops, coaching and mentoring will be accomplished through phone-calls and emails. This will be with the key contacts, leadership, and the Core Group to support and guide them through the process of completing assigned work, expanding the Core Group, and developing a community safety plan.</p> <p>The facilitator must keep and submit notes on their coaching and mentoring on an ongoing basis. These notes must include:</p> <ul style="list-style-type: none"> • When contact is attempted with communities and if it was successful; • In what manner contact was made; • A summary of the communities’ responses; and • Any observations that might impact the process or the workshops. <p>All notes must be submitted on a monthly basis between workshops.</p>	<ul style="list-style-type: none"> • Ongoing notes.
8) Create an expected results plan	
Tasks	Deliverables:
<p>An expected results plan must be created by the facilitator which outlines what degree of completion can be considered reasonable if a community encounters significant barriers during the process and is unable to fully reach the results outlined in the community timeline.</p> <p>This must be submitted and approved by PS no later than two (2) weeks after the delivery of the second round of community workshops. A template will be provided by Public Safety Canada.</p>	<ul style="list-style-type: none"> • Expected results plan.



ANNEX A – STATEMENT OF WORK

9) Draft community safety plan framework	
Tasks	Deliverables:
<p>The workshops, coaching and mentoring are used to support the community's development of a community safety plan. Though the facilitator is not responsible for the content of this plan, they are responsible for ensuring that the community takes steps to complete a community safety plan. The actual plan itself will be submitted by the community.</p> <p>Barring unforeseen circumstances, the facilitator must make reasonable effort to ensure that the community has produced, at the least, a draft community safety plan framework.</p>	<ul style="list-style-type: none"> Draft community safety plan framework.
10) A final report	
Tasks	Deliverables:
<p>Within three (3) weeks of the delivery of the final workshop, the facilitator must submit a final report which details all of the challenges encountered, the successes had, recommendations for improvement, and an overall assessment of the process.</p>	<ul style="list-style-type: none"> A final report.
11) Other Related Documents	
Tasks	Deliverables:
<p>Any other documents that the facilitator creates for the workshops and/or for their coaching and mentoring of the Core Group must be submitted.</p>	<ul style="list-style-type: none"> All documents created for use under the call-up.

Other tasks and deliverables may be determined within a call-up against the standing offer. The facilitator must complete these tasks and provide these deliverables in the manner specified within the call-up.

8.2. Model B: Train the Champions

When the Contractor receives a call-up for the Train the Champions model, their facilitator must do each the following tasks and provide each of the following deliverables:

TRAIN THE CHAMPIONS MODEL	
1) Record and submit a community timeline	
Tasks	Deliverables:
<p>A meeting will be held between the following groups before the train-the-trainer workshop who will, together, develop the expected results and timeframes for the whole process:</p> <ul style="list-style-type: none"> Community leadership Key Contact(s) Champion(s) Public Safety Canada Facilitator <p>The facilitator's role in these meetings will be to provide the group with guidance and support for the Champion(s) and, where appropriate, provide suggestions on reasonable timeframes and feasible goals. The facilitator will also record the group's decision and submit this in writing to PS.</p>	<ul style="list-style-type: none"> An initial community timeline. Updated community timelines.



ANNEX A – STATEMENT OF WORK

<p>Meetings with community leadership, key contact(s), Champion(s), the facilitator, and Public Safety Canada will be held after the train-the-trainer workshop and before each stage of the process. Depending on the progress of the Champion and the community, the timeline may be revised and approved by PS.</p>	
<p>2) Create a coaching and mentoring outline</p>	
<p>Tasks</p>	<p>Deliverables:</p>
<p>Based upon the community timeline the facilitator will create an outline which will describe how they plan to support the Champion in achieving the expected results.</p> <p>This must be submitted to PS for review and approval no more than two (2) weeks after the community timeline has been either initially created or revised. PS will provide comments and feedback and may request changes. The facilitator must make these changes and obtain approval before the next workshop can occur.</p> <p>Facilitators will not be held responsible if Champions are unable to achieve the expected results outlined in the community timeline.</p>	<ul style="list-style-type: none"> • An initial coaching and mentoring outline. • Ongoing updates to the coaching and mentoring outline.
<p>3) Develop the train-the-trainer workshop agenda</p>	
<p>Tasks</p>	<p>Deliverables:</p>
<p>The agenda must be submitted and approved by PS no later than one (1) week prior to delivery of the workshop. The facilitator will be given the materials to deliver the workshop according to PS guidelines. Agendas must reflect these guidelines and include the following information:</p> <ul style="list-style-type: none"> • The Indigenous communities that will be participating; • The specific individuals that will be participating; and • The topics that will be presented at the workshop. 	<ul style="list-style-type: none"> • Train-the-trainer workshop agenda.
<p>4) Deliver the train-the-trainer workshop</p>	
<p>Tasks</p>	<p>Deliverables:</p>
<p>Delivery of this workshop will require that the facilitator:</p> <ul style="list-style-type: none"> • Work with the community Champion(s) to schedule the workshop in a central location; • Make its own travel arrangements and arrange for its own accommodations and meals; • Deliver the workshop according to PS guidelines and the approved agenda; • Ensure that the Champions are aware of what is expected of them once they return to their communities; • Take notes during the workshop. This may include observations, challenges faced, successes had, etc. • Effectively communicate to the Champions that there is to be no more than three (3) weeks between their initial training and the delivery of their first community workshop; and • If more than one facilitator is required, ensure that the Champion(s) are aware of which facilitator is responsible for their coaching and mentoring support after the workshop. 	<ul style="list-style-type: none"> • Any notes compiled during the workshop(s).



ANNEX A – STATEMENT OF WORK

5) Write a workshop report	
Tasks	Deliverables:
<p>After the workshop has been successfully delivered the facilitator must submit a report within two (2) weeks to PS. A template will be provided which asks for details including:</p> <ul style="list-style-type: none"> • Workshop Attendance; • Successes and challenges encountered; • Champion participation; • Activities completed; • Champion feedback; • Next steps; and • General comments 	<ul style="list-style-type: none"> • A workshop report
6) Coaching and mentoring the Champion	
Tasks	Deliverables:
<p>The facilitator's coaching and mentoring support must include:</p> <ul style="list-style-type: none"> • Coordinating with the Champion(s) to develop an agenda for the Champion-led, facilitator-supported workshop (detailed below). With the approval of the Champion and of the community, the agenda is to be submitted by the facilitator to PS prior to the delivery of the workshop; • Working with the Champion(s) to ensure that the following essential goals are met throughout: <ul style="list-style-type: none"> ○ Leadership's commitment is secured; ○ Initial information is gathered by the Champion, including any prior community plans, activities, documents, etc. that are relevant to the completion of a community safety plan; ○ Workshop delivery is coordinated and planned; ○ An appropriate Core Group is established; and ○ Each community's Core Group has an opportunity to speak with the facilitator and/or the Champion(s) prior to the delivery of the workshop(s). • Being accessible to the Champion(s) to provide materials, hold teleconferences where needed, or correspond through email; and <p>Once a month the facilitator will be responsible for writing a progress report detailing the successes and challenges of each Champion, the progress of their community, and the support which has been provided by the facilitator. The report is to be submitted to PS.</p>	<ul style="list-style-type: none"> • Champion(s) agenda. • Monthly progress report.
7) Create an expected results plan	
Tasks	Deliverables:
<p>An expected results plan must be created by the facilitator which outlines what degree of completion can be considered reasonable if a Champion encounters significant barriers during the process and is unable to fully reach the results outlined in the community timeline.</p> <p>This must be submitted and approved by PS no later than two (2) weeks after the delivery of the facilitator supported, Champion led workshop.</p>	<ul style="list-style-type: none"> • Expected results plan.



ANNEX A – STATEMENT OF WORK

8) Support the delivery of one (1) Champion led workshop session	
Tasks	Deliverables:
<p>The facilitator must attend the delivery of one (1) workshop session, two (2) to three (3) days in length, put on by the Champion(s). While attending, the facilitator must work with the Champion(s) to support their delivery of the workshop. This may include:</p> <ul style="list-style-type: none"> • Running an activity or discussion; • Helping to keep the Core Group on track; or • Providing intermittent tips and guidance to the Champion throughout the workshop. <p>After the session is successfully delivered, the facilitator must submit a report within two (2) weeks to PS. A template will be provided which asks for details including the following:</p> <ul style="list-style-type: none"> • List of participants in attendance; • Any successes and challenges encountered by the facilitator; • Any successes and challenges encountered by the Champion(s); • Any successes and challenges encountered by the Core Group; • Core Group participation; • The activities that were completed; • Any feedback from the Core Group, the community, or the Champion(s); • Next steps; and • General comments. 	<ul style="list-style-type: none"> • A report on the workshop.

Other tasks and deliverables may be determined within a call-up against the standing offer. The facilitator must complete these tasks and provide these deliverables in the manner specified within the call-up.

9. ADDING NEW FACILITATORS

As per Article 5.2 in Part 6A, Standing Offer and Resulting Contract Clauses, once each calendar year, the Contractor may add a facilitator to the existing Standing Offer.

9.1. New facilitator requirements

The proposed facilitator(s) must meet all the mandatory requirements and achieve the minimum score of the rated evaluation criteria established in the original solicitation document.

9.2. Training New Facilitators

Throughout the year, the Contractor may have other facilitators participate alongside a lead facilitator during a call-up for the purpose of training the new facilitator in the community mobilization process. This must be identified in the agenda and confirmed and accepted by PS.

The addition of a facilitator by the Contractor for the purpose of training must be done at the sole expense and risk of the Contractor. Public Safety Canada will not be responsible or liable for any facilitators not named in the standing offer or call-up. The Contractor may not invoice Public Safety Canada for work conducted by the facilitator(s) being trained. The Contractor must take responsibility for any impact the



ANNEX A – STATEMENT OF WORK

trainee may have on the process. This includes any negative impacts on the community. The Contractor must immediately remove a trainee from a process should a trainee have any negative impacts on a community during a mobilization process.

10. TRAVEL

Travel will be required to deliver workshops in communities. Specific travel requirements will be identified in the call-up. It will be expected that the proposed facilitator will be required to travel to Indigenous communities to participate in meetings and/or workshops. Occasionally, PS may request that a proposed facilitator facilitate the workshop process in a community outside the region.

There may be a requirement to travel to isolated locations across Canada in all weather conditions. Some of the work requires overnight stays in small communities where commercial accommodations and other amenities are not up to city standards and exposure to second-hand smoke in meetings with Indigenous people may pose a health risk.

11. WORK LOCATION

The Contractor and its facilitator(s) must be available for conference calls as required. The Contractor and facilitator(s) will not be provided a work station on-site at any of Public Safety Canada's facilities. Any preparation of activities must be conducted at the Contractor's facilities. The workshops will be held within the identified community/ communities. Should other arrangements be necessary, they will be made through PS and/or identified in the call-up.

12. LANGUAGE

All deliverables must be submitted in English or French depending on the community's chosen official language. It will be the responsibility of the Contractor to provide services in either official languages (English or French) as and when required.

13. PERFORMANCE MEASUREMENT

For **EACH** call-up issued, Public Safety Canada will fill out the Contractor Evaluation sheet (Attached at Appendix 2 to Annex A). For a multiple communities call-up, the Contractor Evaluation sheet **may be** administered during a call-up if there is an issue identified in the performance of a resource's work. Otherwise, Public Safety Canada will complete the Contractor Evaluation sheet upon completion of a call-up. The information in the sheet will be used to assess the performance of the Contractor in a consistent manner.

The evaluation will provide feedback to the Contractor regarding the work performance during the call-up and with an overall score and justification. Input from the community will be taken into account and will be included in the Contractor Evaluation sheet when and if applicable. This may affect the overall score and may be provided as justification.

After receiving the Contractor Evaluation sheet, the Contractor is entitled to meet (telephone or in person) with Public Safety Canada to discuss the evaluation conducted. The Contractor may request changes to the evaluation. However, changes will only be made if the Contractor is able to provide sufficient evidence. If the Contractor does not request changes within five (5) business days of receiving the most recent contractor evaluation form, it will be assumed by Public Safety Canada that the Contractor accepts the evaluation.



ANNEX A – STATEMENT OF WORK

If, as a final overall score, the Contractor achieves a 1 or 2, the Contractor must submit a Corrective Action Plan within ten (10) working days that will set out a detailed plan to address any issues identified in the Contractor Evaluation sheet. If the Contractor does not submit a Corrective Action Plan, this may result in a termination of the standing offer. For further details on Standing Offer termination, please see section 14 of Part 6, Standing Offer and Resulting Contract Clauses.

14. NON-PERFORMANCE

The Contractor must perform the work in accordance with each call-up issued and in accordance with the tasks and deliverables listed in section 8 (above). In the event that the Contractor does not perform the work as specified, it may result in a temporary suspension or cancellation of their Standing Offer. Please see section 14 of Part 6, Standing Offer and Resulting Contract Clauses.



APPENDIX 1 TO ANNEX A

1. Model A – Single Community Delivery:

Where Public Safety Canada (PS) has reached out to and successfully engaged with communities to participate in the community safety planning workshop(s) to develop a community safety plan the facilitator will deliver three (3) workshops – each two to three days in length – to the community. These workshops will be designed by the facilitators based on PS guidelines and will foster the community's capacity to plan and address safety issues within their community. The ultimate goal is to mobilize the community to address their safety needs by increasing their capacity and readiness to plan interventions and strategically engage with relevant stakeholders.

In conjunction with the terms set out in section 8 in Annex A, Statement of Work, proposed facilitators must execute, but are not limited to, the following:

- (a) Coordinate with the identified key contact. The key contact, in close partnership with the facilitator, will be responsible for ensuring that all workshops are coordinated and planned within the community, including delivery logistics (e.g. booking of rooms, etc.). Logistics for all workshops are assumed by the community receiving the workshop(s).
- (b) Support the community key contact in ensuring that the following essential goals are met:
 - i) Leadership's commitment to the delivery of and participation in the workshop(s) is secured with the understanding that, through the workshop(s) and with the facilitator's aid, the end result is the production, in writing, of a feasible community safety plan;
 - ii) Initial information is gathered (i.e. any prior plans, activities, documents, etc. completed or produced by the community which represent steps taken in addressing community safety issues that might be relevant/useful to the completion of a community safety plan);
 - iii) An appropriate Core Group is established and expanded and each member understands their role and the commitment required to see the process through. Detailed Core Group composition guidelines will be given in the initial PS facilitator training session; and
 - iv) The Core Group has an opportunity to speak (e.g. via teleconference or email) to the facilitator prior to the delivery of the first workshop.
- (c) Be accessible between workshops in an off-site mentoring role to support the key contact and the Core Group in their application of the tools and skills learned. Responsibilities under this item include, but are not limited to: the provision of material (new or old), details on the content of the next on-site workshop, teleconferences with the Core Group, email correspondence, and/or coaching for the Core Group and key contact as needed.

2. Model A – Circuit Delivery:

Where appropriate – based on geography, existing relationship(s), and/or shared services – a cluster of communities may be identified to work collectively in developing their individual community safety plans. Although each community will form a separate Core Group who will develop separate community safety plans, Core Group interaction between circuit communities would be encouraged to facilitate the possible integration of common activities. The facilitator would deliver three workshops – each two to three days in length – to each community within the circuit. Each round of delivery would include multiple communities (i.e. one trip would result in the delivery of one workshop session to two or more communities within the circuit).

Public Safety Canada (PS) will also invite representatives from each community within the circuit to attend the first workshop session run within the circuit. This will be done to help communities get a better understanding of what to expect when the workshop(s) are held in their community, to help prepare them for what is to come, and to identify possible avenues for integration between community efforts.



APPENDIX 1 TO ANNEX A

Community representatives who attend the first session are expected to brief both their community on what to expect and the facilitator on any potential challenges or adaptations that might be required prior to the arrival of the facilitator in their community. This will better prepare all parties for participation in the coming session(s).

In conjunction with the terms set out in section 8 in Annex A, Statement of Work, proposed facilitators must execute, but are not limited to, the following:

- (a) Coordinate with the identified key contact. The key contact, in close partnership with the facilitator, will be responsible for ensuring that all workshops are coordinated and planned within the community, including delivery logistics (e.g. booking of rooms, etc.). Logistics for all workshops are assumed by the community receiving the workshop(s).
- (b) Support the key contact of each community in ensuring that the following essential goals are met:
 - i) Leadership's commitment to the delivery of and participation in the workshop(s) is secured with the understanding that, through the workshop(s) and with the facilitator's aid, the end result is the production, in writing, of a feasible community safety plan;
 - ii) Initial information is gathered (i.e. any prior plans, activities, documents, etc. completed or produced by the community which represent steps taken in addressing community safety issues that might be relevant/useful to the completion of a community safety plan);
 - iii) An appropriate Core Group is established and expanded and each member understands their role and the commitment required to see the process through. Detailed Core Group composition guidelines will be given in the initial PS facilitator training session; and
 - iv) Each community's Core Group has an opportunity to speak (e.g. via teleconference or email) to the facilitator prior to the delivery of the first workshop.
- (c) Be accessible between workshops in an off-site mentoring role to support the key contact and the Core Group in their application of the tools and skills learned. Responsibilities under this item include, but are not limited to: the provision of material (new or old), details on the content of the next on-site workshop, teleconferences with the Core Group, email correspondence, and/or coaching for the Core Group and key contact as needed.

3. Model B – Train the Champions:

The aim of this model is to train the identified Champion(s) in the delivery of the community safety planning workshops, including facilitation skills, so that they may return to their communities with the tools necessary to deliver the workshops, mobilize the community, and develop a community safety plan. When appropriate based on existing relationships (i.e. tribal), Champions from several communities may be identified by community leadership, in communication with Public Safety Canada (PS), to attend a train-the-trainer style workshop delivered by the facilitator in a central location over a period of five (5) days. Delivery of this workshop will be detailed during the initial facilitator training session where reference material will also be distributed. With the support of the facilitator(s) and PS, Champions will create a Core Group in their community (based on PS guidelines) and apply the skills and knowledge learned at the train-the-trainer workshop to deliver the community safety planning workshops. While the Champions will deliver the workshop(s) within the communities, the facilitator(s) must provide continued mentoring and coaching support to the Champion(s) throughout their engagement with the process. In addition, one visit per community will be scheduled for the facilitator(s) to help support the Champion(s) in the delivery of one two to three day community safety planning workshop.

Delivery of this model may require up to three facilitators (one lead facilitator and two co-facilitators) depending on the number of communities and Champions involved. In order to maintain a manageable workload and to ensure that Champions and communities are provided with adequate support, lead and co-facilitators will be responsible for supporting no more than three Champions (along with their designated communities) outside of the train the trainer workshop(s).



APPENDIX 1 TO ANNEX A

In conjunction with the terms set out in section 8 in Annex A, Statement of Work, proposed lead and co-facilitators must jointly execute, but are not limited to, the following coaching and mentoring supports as part of the delivery of Model B:

- (a) Identify milestones and/or challenges faced by the Champion and coordinate with them to provide support in achieving said milestones and responding to said challenges. The milestones should be reflected in the community timeline while the challenges and supports should be reflected in the facilitator outline provided to PS;
- (b) Coordinate with the Champion to develop an agenda for the Champion-led and facilitator-supported workshop. This is to be done prior to the delivery of the workshop(s) and must include the topics to be presented. With the approval of the Champion(s) and the community, the agenda is to be sent in writing to PS prior to the delivery of the workshop;
- (c) Work with the Champion of each community in ensuring that the following essential goals are met throughout their delivery of the community safety planning workshop(s):
 - Leadership's commitment to the delivery of and participation in the Champion's workshop(s) is secured with the understanding that, through the workshop(s) and with the Champion's guidance, the end result is the production, in writing, of a feasible community safety plan;
 - Initial information is gathered (i.e. any prior plans, activities, documents, etc. completed or produced by the community which represent steps taken in addressing community safety issues that might be relevant/useful to the completion of a community safety plan);
 - Workshop delivery is coordinated and planned within the community, including delivery logistics (e.g. booking of rooms, etc.). Logistics for all workshops are assumed by the community receiving the workshop(s);
 - An appropriate Core Group is established and expanded and each member understands their role and the commitment required to see the process through. Detailed Core Group composition guidelines will be given in the initial PS facilitator training session; and
 - Each community's Core Group has an opportunity to speak (e.g. via teleconference or email) to the facilitator and/or the community Champion prior to the delivery of the first community workshop.
- (d) Be accessible between workshops in an off-site mentoring role to support the Champion(s) and the Core Group in their application of the tools and skills learned. Responsibilities under this item include, but are not limited to: the provision of material (new or old), details on the content of the next on-site workshop, teleconferences with the Champion(s) and Core Group(s) where needed, email correspondence, and/or general mentoring and coaching of the Core Group(s) and Champion(s) as needed.

4. Delivery Model B Roles and Responsibilities amongst Facilitators

In addition to the responsibilities described in Annex A which are to be jointly executed by the lead and co-facilitators, the lead facilitator will:

- (a) Lead the five day train the trainer workshop.
- (b) Be responsible for follow up with designated Champions and Core Groups on their progress, challenges, and successes.
- (c) Ensure that co-facilitators are following up with their designated Champions and Core Groups on their progress, challenges, and successes.
- (d) Be responsible for the preparation of any required workshop material (e.g. agendas) during the delivery of the train the trainer workshop(s). All material must be sent to the co-facilitators for their information and/or comment prior to being finalized by Public Safety Canada (PS). The lead facilitator must submit all required material to PS for approval. Finalized material is to be provided to the co-facilitators a minimum of three days prior to the delivery of the workshop(s).



APPENDIX 1 TO ANNEX A

- (e) Be responsible for the required PS reports. The lead facilitator must contact the co-facilitators to obtain any required information/feedback to be included in the reports. The lead facilitator will not be held accountable if the co-facilitator does not provide information/feed-back regarding work conducted. All reports are to be submitted within the timelines detailed in section 8 in Annex A, Statement of Work.

In addition to the responsibilities described in Annex A which are to be jointly executed by the lead and co-facilitators, the co-facilitator(s) will:

- (a) Provide feed-back to the lead facilitator regarding workshop and reporting material. Failure to provide any feedback will assume consent. (Note: the co-facilitator(s) must provide all material both directly to Public Safety Canada and the lead facilitator – Public Safety Canada will share all co-facilitator material with the lead facilitator for inclusion in the finalized reports).
- (b) Co-facilitate workshops with the lead facilitator. This may include leading a side session with a portion of the group and/or presenting training material.
- (c) Be responsible for follow up with designated Champions and Core Groups on their progress, challenges, and successes.

APPENDIX 2 to ANNEX A – CONTRACTOR EVALUATION REPORT

This questionnaire must be completed by the Identified Users (**Project Authority**) once a call up is in process and/or has been completed, particularly in cases of exceptionally good or poor service, and returned to the identified Contracting Authority. The Contracting Authority shall review the report and once reviewed, will arrange for a meeting with the Offeror to discuss the evaluation.

RESOURCE NAME(S): _____
 CALL-UP #: _____

DATE: _____
 CONTRACTING OFFICER: _____

Please complete the questionnaire below and return your responses to the Contracting Officer in charge of the file at the end of the contract period.

#	Questions	Yes	No*	N/A	Comments
1	Did you have any issues with the services or deliverables during the current call-up? If yes, did you contact the Contractor? If no, why not? Explain in Detail				
2	As a follow up to question 2: If you did contact the Contractor, did they address your issue? Was it addressed to your satisfaction? EXPLAIN				
3	Were the deliverables made on time?				
4	Are you satisfied with the quality of your services/deliverable?				
5	Have you experienced any invoicing issues?				

APPENDIX 2 to ANNEX A – CONTRACTOR EVALUATION REPORT

Using a rating system of 1-5 (1 being Very Dissatisfied, – to 5 being Very Satisfied) please provide overall comment on the satisfaction on the vendor performance for the specific call-up. For any rating between 4 and 5, please provide an explanation of the reason for dissatisfaction and the Contracting Officer will organize a meeting with the vendor and Project Authority to inform the vendor of poor performance and corrective action if necessary.

Very Dissatisfied	Dissatisfied	Somewhat Satisfied	Satisfied	Very Satisfied
1	2	3	4	5

COMMENTS:

Program/Technical Authority Name: _____



ANNEX B – BASIS OF PAYMENT

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

To be inserted upon contract award

Canadian Customs Duty and GST/HST extra.

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

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

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

TRAVEL AND LIVING EXPENSES

Travel and Living Expenses

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 or Task Authorization.

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 overhead or profit, in accordance with the negotiated meal, private vehicle and incidental allowances specified in Appendices B, C and D of the Treasury Board Travel Directive http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All payments are subject to Government Audit.

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

All travel within the National Capital Region will be at the Contractor's expense.

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

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

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