

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :
 Public Safety and Emergency Preparedness Canada
 Contracting and Procurement Section
 340 Laurier Avenue West,
 1st Floor Mailroom –
 Ottawa ON K1A 0P8
 Attention: Rachel Hull

Request For Proposal
Demande de proposition

Offer to: Public Safety and Emergency Preparedness Canada

We hereby offer to provide to Canada, as represented by the Minister of Public Safety and Emergency Preparedness Canada, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Sécurité publique et Protection civile Canada

Nous offrons par la présente de fournir au Canada, représenté par le ministre de la Sécurité publique et Protection civile Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments – Commentaires:

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

Entrance is on Gloucester at shipping door, behind the building

Instructions: See Herein
 Instructions: Voir aux présentes

Vendor/Firm Name and Address
 Raison sociale et adresse du Fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution
 Public Safety and Emergency Preparedness Canada
 Contracting and Procurement Section
 269 Laurier Avenue West
 13th Floor, Office 13B-37
 Ottawa, Ontario
 K1A 0P8

| | |
|--|---|
| Title – Sujet Youth Delinquency and Transitions to Adult Crime: An Up-to-Date Review of the Research Evidence | |
| Solicitation No. – N° de l'invitation 201702798 | Date 2016-08-31 |
| Solicitation Closes – L'invitation prend fin | |
| At – à 02:00 PM On – le 2016-09-27 | Time Zone Fuseau horaire EDT |
| Delivery Required – Livraison exigée See Herein | |
| Address Enquiries to: - Adresser toutes questions à: Rachel Hull | |
| Telephone No. – N° de telephone (613) 949-1048 | FAX No. – N° de FAX (613) 954-1871 |
| Destination – of Goods, Services and Construction: Destination – des biens, services et construction: Public Safety Canada 269 Laurier Avenue West, Ottawa, Ontario K1A 0P8 | |
| Security – Sécurité No security provisions | |

| | |
|---|-------------|
| Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur | |
| | |
| Telephone No. – N° de telephone Facsimile No. – N° de télécopieur | |
| Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom due fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| | |
| Signature | Date |



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

Vendor Name and Address

Legal Status (incorporated, registered, etc)

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

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

Print Name: _____ Title: _____

Signature: _____ Date: _____

Central Point of Contact

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

Name and Title: _____

Telephone: _____ Fax: _____

Email: _____

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



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PART 1 – GENERAL INFORMATION

1. Requirement Summary

In order to advance current understanding of youth delinquency and transitions to adult crime, Public Safety is seeking a Contractor to consolidate existing international and Canadian knowledge on the linkages between juvenile delinquency and adult crime and identify effective programs and policies to reduce the occurrence of transition.

2. Terms and Conditions of the resulting Contract

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

3. Period of Work

The period of the Contract will be from the date of Contract award to June 30, 2017.

4. Contracting Authority

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

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

5. Inspection/Acceptance

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

6. Intellectual Property

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

7. Improvement of Requirement During Solicitation Period

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

8. Debriefings

Youth Delinquency and Transitions to Adult Crime



PART 1 – GENERAL INFORMATION

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

9. Security

There is no security requirement identified.



PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

1. Enquiries - solicitation stage

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

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

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

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

2. Right to Negotiate or Cancel

Rights of Canada

Canada reserves the right to:

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

3. Proposal Validity Period

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

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

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



PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

4.1 Standard Instructions, Clauses and Conditions

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

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

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

The standard instructions and conditions 2003(2016-04-04) Standard Instructions – Goods or Services – Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

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

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

Delete: sixty (60) days

Insert: one hundred twenty (120) days

5. Status and Availability of Resources

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

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

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

6. Internal Approvals

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

7. Procurement Ombudsman

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



PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

1. Proposal Preparation Instructions:

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

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

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

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

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

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

1.1 Section I: Technical Bid

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

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

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

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

1.2 Section II: Financial Bid

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

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



PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

will not be evaluated.

1.3 Section III: Certifications

Bidders must submit the certifications required under Part 6.

2. Submission of Proposals

Your proposal is to be addressed as follows and **must be received on or before 14:00 hours EDT, 2016-09-27. Please ensure that all envelopes/boxes, etc are marked URGENT.**

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

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

3. Evaluation Procedures:

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

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

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

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

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

PART 4 – STATEMENT OF WORK

1. CONTEXT

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

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

2. BACKGROUND

Over the last couple of decades, numerous theoretical and methodological advances have substantially enhanced knowledge of the onset, maintenance, and desistance of criminal activity over the life course (for reviews, see Farrington, 2005; Hoeve, Slot, van der Laan, & Loeber, 2012; Loeber & Farrington, 2012; MacLeod, Grove, & Farrington, 2012; Soothill, Fitzpatrick, & Francis, 2013; Thornberry & Krohn, 2003). Moreover, studies have also provided a better understanding of the relationships between risk and protective factors and offending pathways (Corrado, McCuish, Hart, & DeLisi, 2015; Day et al., 2012a, 2012b; Farrington, 2003, 2007; Farrington, Ttofi, & Piquero, 2016; Fontaine, Brendgen, Vitaro, & Tremblay, 2016; Ulmer & Steffensmeier, 2015; Wanklyn, Ward, Cormier, Day, & Newman, 2012; Ward et al., 2010), as well as a more comprehensive picture of the cumulative monetary costs of long-term offending (Cohen & Piquero, 2009; Cohen, Piquero, & Jennings, 2010a, 2010b).

Although the vast majority of longitudinal studies of criminal behaviour have been conducted in the United States (e.g., Doherty & Ensminger, 2014; Gilman et al., 2014; Huizinga, Weiher, Espiritu, & Esbensen, 2003; Loeber et al., 1998; Loeber & Farrington, 2012; Thornberry, Lizotte, Krohn, Smith, & Porter, 2003) and the United Kingdom (e.g., Farrington et al., 2006; Piquero, Farrington, & Blumstein, 2007), Canadian investigators have also made recent, substantial progress in understanding life course offending based on research with a wide variety of cohort databases (e.g., Corrado et al., 2015; Craig, Petrunka, & Khan, 2011; Day et al., 2012a, 2012b; Fontaine, Lacourse, Vitaro, & Tremblay, 2014; Giles, 2011; Fontaine et al., 2016; Kazemian, Le Blanc, Farrington, & Pease, 2007; Jiang, Walsh, & Augimeri, 2011; Koegl, 2011; Lussier, McCuish, & Corrado, 2015; McCuish, Lussier, & Corrado, 2016; Morizot & Le Blanc, 2007; Tzoumakis, Lussier, Le Blanc, & Davies, 2012; Wanklyn et al., 2012; Ward et al., 2010; Yessine & Bonta, 2009, 2012).

Moreover, a population subgroup which has been receiving increased attention in research on longitudinal offending patterns is *young adult offenders* (i.e., those aged 18-24; Allen, 2016; Farrington, Loeber, & Howell, 2012), as distinct from both juvenile offenders (aged 12-17) and adult offenders (aged 25+). Whereas the justifications for treating juvenile offenders differently than adult offenders are widely known (e.g., less mature emotional regulation, poorer reasoning and decision-making capabilities, etc.; Bonnie, Chemers, & Schuck, 2012; Jetha & Segalowitz, 2012; Scott & Steinberg, 2008; Steinberg, 2005), as well as reflected in current policy and legislation (e.g., Youth Criminal Justice Act, S.C. 2002, c. 1), it has only more recently emerged through research on brain development that young adults have still not yet fully matured, and that their brains and the executive functions governing behaviour do not fully develop until

PART 4 – STATEMENT OF WORK

around age 25 (Blakemore & Choudhury 2006; Steinberg, Cauffman, & Monahan, 2015); in other words, the typical “age of majority” (18) does not appear to mark a dramatic shift in cognitive functioning that would warrant a categorical switch from juvenile to adult treatment in the criminal justice system. In addition, various economic, political, and socio-cultural changes over the last several decades have prolonged the phases of education and of integration into work and family life well beyond the age of 20 (Dünkel & Pruin 2011, 2012; Pruin & Dünkel 2014). This point is particularly relevant because research has noted that an “aging out” of criminal behaviour is associated with life transitions such as employment and marriage, changing peer groups and a changing social environment (Farrington et al. 2012; Sweeten et al., 2013). Furthermore, involvement in the justice system—particularly incarceration and long sentences—has been shown to disrupt these natural transitions into the adult roles associated with desistance from crime, and is associated with repeat offending (Massoglia & Uggen 2010; Holman & Zeidenburg 2013; Wilson & Hoge 2013). Recognizing such issues, some researchers have argued that there should be special legal provisions for young adult offenders aged 18–24 (Farrington et al., 2012). Indeed, criminal justice policy has already begun to be influenced by such work. For example, the Dutch government has recently extended the scope of juvenile justice until the age of 23 (for the reform proposals, see Loeber et al., 2012).

Research in the above areas continues to proliferate in Canada and elsewhere. However, there have been no recent, systematic attempts to:

- Integrate and collate the growing body of research on life course offending, particularly work conducted in the Canadian context;
- Summarize all of the existing research on young adult offenders and their unique situation and experiences, as well as existing policy responses;
- Formulate corresponding policy recommendations for Canada; and
- Identify key gaps to be addressed in future work, especially in the Canadian setting.

An updated review of research on life course offending and its policy implications, particularly in the Canadian context, would help to facilitate the development of more effective criminal justice policy and programs, as well as stimulate further research.

3. OBJECTIVES

The objectives of the current project are:

1. Prepare a comprehensive, up-to-date review of research undertaken since 2011 on youth (12-17 years) and young adult (18-24 years) offending and life course trajectories, both in Canada and internationally.
2. Identify effective prevention policies and programs to address involvement in crime and violence for youth and young adults offending, both in Canada and internationally.
3. Develop a plain-language summary bulletin that communicates the findings, implications, and recommendations to researchers, practitioners, and policymakers.

4. SCOPE OF WORK

To fulfill the above objectives, the Contactor will be required to:

4.1 Conduct a comprehensive literature review for Canadian and international research studies undertaken since 2011 (both in the peer-reviewed and grey literature) focusing on life course offending for youth aged 12-17 and young adult offenders aged 18-24 (i.e. transitions/trajectories, persistence, desistance, onset);

4.2 Synthesize the findings into a narrative literature review and



PART 4 – STATEMENT OF WORK

- Highlight the risk and protective factors that influence offending trajectories;
- Describe special categories of youth and young offenders (such as, but not limited to: chronic offenders, drug dealers, gang members, homicide offenders, and sex offenders);
- Identify, if available, specific offending trajectories distinguishing females offenders as well as ethnic groups, in particular, Aboriginal youth in Canada;

4.3 Based on the review of the research, discuss policy and program implications and develop a set of policy and program recommendations;

4.4 Identify gaps in the current knowledge base on life course offending, and provide recommendations on further research required to fill these gaps, especially in the Canadian context;

4.5 Prepare a summary bulletin that communicates the results of the review, implications, and recommendations in plain language to policy-makers and practitioners.

The literature search strategy and approach to preparing the review and summary bulletin will be finalized based on discussions with the Technical Authority.

5. DELIVERABLES AND SCHEDULE

The period of work is from the contract start date until June 30, 2017. Following contract award, an initial orientation meeting (teleconference) will be held with the Contractor, to provide any feedback on the proposal and ensure a common understanding of the project.

The Contractor must submit the following deliverables:

- A review of the current Canadian and international research literature on life course offending (i.e., transitions from youth to adult crime), complete with policy implications and recommendations, as well as directions for future research; and
- A summary, plain language-style bulletin that communicates the central aspects of the review to policy-makers and practitioners.

The results of the literature review will be presented in a succinct research report, which will take into account the feedback of the Project Authority.

The final report must include an abstract (approximately 100 words); a structured executive summary (3-4 pages); and a main report (maximum 40 pages, including references but excluding annexes, and appendices). Annexes and appendices can be used to present supporting methodological and analytical documentation not central to communicating the main findings.

The summary bulletin will be an abridged (8-10 page) version of the research report in non-academic language, and must begin with a bulleted “highlights” section (i.e., findings, implications, and recommendations).

6. PERIOD OF WORK AND SCHEDULE

The period of work would occur from the date of contract award to June 30, 2017.

| Deliverable | Due Date |
|--|--|
| 6.1 Start Date | Date of contract award |
| 6.2 Project kick-off teleconference with the Technical Authority | Within five days of the contract award |
| 6.3 Workplan: Outline of literature review | Within 10 days of receipt of comments on the proposed approach |



PART 4 – STATEMENT OF WORK

| | |
|--------------------------------|---------------------------------------|
| | from the Technical Authority. |
| 6.4 Draft of literature review | Within 20 weeks of the contract award |
| 6.5 Final literature review | Within 24 weeks of the contract award |
| 6.6 Draft of summary bulletin | Within 30 weeks of the contract award |
| 6.7 Final summary bulletin | Within 32 weeks of the contract award |

7. REPORTING AND COMMUNICATION

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

8. WORK LOCATION.

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

9. LANGUAGE

The Contractor must provide services in both official languages in accordance with Canada’s Official Languages Act. Communication must be initiated in both official languages until Canada’s client indicates his/her language of preference. All communications with members of the public and/or Canada’s stakeholders must be in the official language of their choice. As a minimum, one identified resource in the contract must be able to function in both official languages (written and oral) in order to communicate with Departmental employees and stakeholders. Deliverables may be completed in one of the official languages and translation, if required, will be completed by Public Safety Canada.

10. REFERENCES

Allen, M. (2016). Young adult offenders in Canada, 2014. Canadian Centre for Justice Statistics. Catalogue no. 85-002-X ISSN 1209-6393. Ottawa, ON: Statistics Canada.

Bonnie, R.J., Chemers, B. M., & Schuck, J. (2012). (Eds.), Reforming Juvenile Justice: A Developmental Approach. Washington, D. C.: National Research Council of the National Academies.

Cohen, M.A, & Piquero, A.R. (2009). New Evidence on the Monetary Value of Saving a High Risk Youth. Journal of Quantitative Criminology, 25, 25-49.

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



PART 4 – STATEMENT OF WORK

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- Corrado, R. R., McCuish, E. C., Hart, S. D., & DeLisi, M. (2015). The role of psychopathic traits and developmental risk factors on offending trajectories from early adolescence to adulthood: A prospective study of incarcerated youth. *Journal of Criminal Justice*, 43(4), 357-368.
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- Day, D.M., Nielsen, J.D., Ward, A.K., Rosenthal, J.S., Sun, Y., Bevc, I., & Duchesne, T. (2012a). Criminal Trajectories of two subsamples of adjudicated ontario youths. Research Report 2012-1. Ottawa, ON: National Crime Prevention Centre (NCPC), Public Safety Canada.
- Day, D. M., Nielsen, J.D., Ward, A. K., Sun, Y., Rosenthal, J. S., Duchesne, T., Bevc, I., & Rossman, L. (2012b). Long-term follow-up of criminal activity with adjudicated youth in Ontario: Identifying offence trajectories and predictors/correlates of trajectory group membership. *Canadian Journal of Criminology and Criminal Justice*, 54(4), 377-413.
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- Farrington, D. P. (2003). Developmental and life course criminology: Key theoretical and empirical issues—The 2002 Sutherland award address. *Criminology*, 41, 221-255.
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PART 4 – STATEMENT OF WORK

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PART 4 – STATEMENT OF WORK

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PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

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

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

2. Mandatory Requirements

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

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

| Item | Evaluation Criteria | Bidder’s Response (Specify Below- “Meets Requirement” or “Does Not Meet Requirement”) | |
|------|--|--|--|
| M1 | The Bidder must sign the first page of this Request for Proposal indicating their acceptance of all terms and conditions set out herein. | MEETS <input type="checkbox"/> | DOESN’T MEET <input type="checkbox"/> |
| M2 | The Bidder must demonstrate that the Principal Investigator has a minimum of ten (10) years of research experience conducting and longitudinal research (quantitative and/or qualitative) related to young offenders and/or youth at risk of offending. Note that to meet this criterion, it is not sufficient to simply refer to the Principal Investigator’s <i>curriculum vitae</i> . The Bidder should explain in detail how, where, and when the experience was obtained. | MEETS <input type="checkbox"/> | DOESN’T MEET <input type="checkbox"/> |
| M3 | The Bidder must supply a full and up-to-date <i>curriculum vitae</i> for all senior members of the project team which clearly describes relevant descriptions of the resource’s work experience, academic qualifications, professional certifications and publications. The Bidder should bold-face or highlight the relevant areas in the resource CVs. | MEETS <input type="checkbox"/> | DOESN’T MEET <input type="checkbox"/> |



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

3. Rated Requirements

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

NOTE THAT THE SAME PROJECT TEAM MEMBER CANNOT BE USED TO MEET MULTIPLE RATED CRITERIA, AS AT LEAST 3 SENIOR PROJECT TEAM MEMBERS (INCLUDING THE PRINCIPAL INVESTIGATOR) ARE REQUIRED.

| | Point Rated Criteria | Max Pts | Scoring | Demonstrated Experience | Proposal / Resume Ref. |
|-----------|---|----------------|---|--------------------------------|-------------------------------|
| R1 | <p>The Bidder should demonstrate that the Principal Investigator has a track record of peer-reviewed publications based on longitudinal research (quantitative and/or qualitative) related to youth and/or young adult offenders.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion, using the following format:</p> <p>a. Title of Work (full bibliographic reference);</p> <p>b. Study Purpose (including specifics on why the study is longitudinal in nature, and the research questions it aims to answer with respect to youth and/or young adult offenders);</p> <p>c. Description of Study sample (including length of follow-up period);</p> | 20 | <p>Points will be awarded as follows:</p> <p>20 points – 5 points per publication to a maximum of 20 points.</p> <p>1 publication = 5 points 2 publications = 10 points 3 publications = 15 points 4 publications = 20 points</p> | | |



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

| | Point Rated Criteria | Max Pts | Scoring | Demonstrated Experience | Proposal / Resume Ref. |
|-----------|--|----------------|---|--------------------------------|-------------------------------|
| | d. Analytical methods used. | | | | |
| R2 | <p>The Bidder should demonstrate that one senior member of the project team (excluding the Principal Investigator) has peer-reviewed publications on crime prevention and/or justice programs that involve youth and/or young adult offenders.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion, using the following format:</p> <p>a. Title of Work (full bibliographic reference);</p> <p>b. Study Purpose (including specifics on how the study addresses programs related to youth and/or young adult offenders);</p> <p>c. Description of Study sample;</p> <p>d. Analytical methods used.</p> | 20 | <p>Points will be awarded as follows:</p> <p>20 points — 5 points per publication to a maximum of 20 points.</p> <p>1 publication = 5 points 2 publications = 10 points 3 publications = 15 points 4 publications = 20 points</p> | | |
| R3 | <p>The Bidder should demonstrate that one senior member of the project team (excluding the Principal Investigator and the senior team member used in response to R2) has peer-reviewed publications related to risk and/or protective factors that influence youth and/or young adult offending trajectories.</p> | 20 | <p>Points will be awarded as follows:</p> <p>20 points – 5 points per publication to a maximum of 20 points.</p> <p>1 publication = 5 points 2 publications = 10 points 3 publications = 15 points 4 publications = 20 points</p> | | |



PART 5 – EVALUATION CRITERIA AND SELECTION METHODOLOGY

| | Point Rated Criteria | Max Pts | Scoring | Demonstrated Experience | Proposal / Resume Ref. |
|-----------|--|----------------|---|--------------------------------|-------------------------------|
| | <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion, using the following format:</p> <p>a. Title of Work (full bibliographic reference);</p> <p>b. Study Purpose (including specifics on how the study addresses risk and/or protective factors that influence youth and/or young adult offending trajectories);</p> <p>c. Description of Study sample;</p> <p>d. Analytical methods used.</p> | | | | |
| R4 | <p>Approach and Methodology</p> <p>The bidder should submit a comprehensive approach and methodology that it will use to complete all aspects of the project.</p> <p>Sufficient detail should be provided to allow for a complete understanding of the approach to the work.</p> <p>This should include the advantages of the methodology/approach.</p> | 20 | <p>Points will be awarded as follows:</p> <p>20 points - Excellent methodology and approach</p> <p><u>Clear and complete with convincing details on all of the points below:</u></p> <ul style="list-style-type: none"> • proposed data source (or data sources) to be analysed; • proposed ways to obtain the data for analysis; • clear and concise outline of methodological approach; • proposed advantages of the methodology/ approach. <p>15 points - Very Good methodology and approach</p> <p><u>Clear and complete with</u></p> | | |



PART 5 – EVALUATION CRITERIA AND SELECTION METHODOLOGY

| | Point Rated Criteria | Max Pts | Scoring | Demonstrated Experience | Proposal / Resume Ref. |
|--|----------------------|---------|--|-------------------------|------------------------|
| | | | <p>convincing details on at least 3 out of 4 of the points listed below:</p> <ul style="list-style-type: none"> • proposed data source (or data sources) to be analysed; • proposed ways to obtain the data for analysis; • clear and concise outline of methodological approach; • proposed advantages of the methodology/ approach. <p>10 points - Average methodology and approach <u>Clear and complete with convincing details on at least 2 out of 4 of the points listed below:</u></p> <ul style="list-style-type: none"> • proposed data source (or data sources) to be analysed; • proposed ways to obtain the data for analysis; • clear and concise outline of methodological approach; • proposed advantages of the methodology/ approach. <p>0 points - Poor methodology and approach Either a methodology and approach is not submitted or the approach and methodology submitted is <u>incomplete with insufficient detail provided on 3 or more of the points listed below:</u></p> <ul style="list-style-type: none"> • proposed data source (or data sources) to be analysed; • proposed ways to obtain the data for analysis; • clear and concise outline of methodological | | |



PART 5 – EVALUATION CRITERIA AND SELECTION METHDODOLOGY

| | Point Rated Criteria | Max Pts | Scoring | Demonstrated Experience | Proposal / Resume Ref. |
|-----------|--|----------------|--|--------------------------------|-------------------------------|
| | | | <p>approach;</p> <ul style="list-style-type: none"> proposed advantages of the methodology/ approach. | | |
| R5 | <p>Work Plan</p> <p>The bidder should provide a comprehensive work plan that:</p> <p>(a) shows a logical organization of tasks to be completed and scheduling for the project as per the Statement of Work; and</p> <p>(b) provides details on team composition, the responsibilities of the team members and expected efforts per task; and</p> <p>(c) demonstrates that the level of effort is appropriate for the tasks outlined in the Statement of Work.</p> | 20 | <p>Points will be awarded as follows:</p> <p>20 points - Excellent Work Plan: realistic details and explanations of work phase definitions, activities, deadlines and deliverables resulting in a complete understanding of the work plan, its practicality and achievability. Level of effort is very well distributed amongst resource(s).</p> <p>15 points - Solid Work Plan: sufficient detail presented on work phase definitions, activities, deadlines and deliverables to provide a substantiated and rational plan whose likelihood of successful implementation is high. Level of effort is well distributed amongst resource(s).</p> <p>10 points - Weak Work Plan: incomplete and/or insufficient detail provided on work phase definitions, activities, deadlines and deliverables; some inconsistencies or lack of realism. Level of effort is acceptably distributed among resource(s).</p> <p>0 points - Poor Work Plan: Either no work plan is submitted or, the work plan submitted has an absence or near absence of work phase definitions, specific</p> | | |



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

| | Point Rated Criteria | Max Pts | Scoring | Demonstrated Experience | Proposal / Resume Ref. |
|--------------|--------------------------------|----------------|--|--------------------------------|-------------------------------|
| | | | activities, deadlines and deliverables; unrealistically presented methods/ outcomes/ outputs/timing. Level of effort is unrealistically divided between resource(s) or is not presented. | | |
| R1-R5 | Total Points Available | 100 | | | |
| | Minimum Points Required | 60 | | | |

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

4. Financial Proposal

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

4.1 Overview

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

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

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

Per Diem Rates

4.2 Definitions

Firm Lot Price:

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

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

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

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



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

4.3.1 Table 1- Professional Services per diem Rates

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

| Professional Services | | | |
|-------------------------------|---|----------------------------|--|
| Senior Team Members | Estimated Level of Effort (Days) | Firm per diem rate* | Total (Level of effort) x (per diem rate) |
| Resource Name | | | |
| Principal Investigator | | | |
| Senior team member 1 | | | |
| Senior team member 2 | | | |
| | | | |
| Support Categories | | | |
| Category Name | | | |
| | | | |
| | | | |
| Total Estimated Cost | | | |

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

Please note the following:

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

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

4.3.2 Table 2 – Other Direct Expenses

| Other expenses | Amount | Mark-up | TOTAL |
|--|---------------|----------------|--------------|
| Direct Expenses: Materials, supplies, and other direct expenses incurred during the performance of the Work at actual cost with a Mark-up | | _____% | |

4.3.3 Table 3 - Subcontracts

| Subcontracts | Amount | Mark-up | Total |
|---|---------------|----------------|--------------|
| Subcontracts: at actual cost with mark-up. List any subcontracts proposed for any portion of the Contract describing the | | _____% | |



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

| | | | |
|--|--|--|--|
| work to be performed and a cost breakdown with a Mark-up | | | |
|--|--|--|--|

4.3.4 Table 4 - Total

| | |
|--|----|
| TOTAL (sum tables 1 – 3) Firm Lot Price | \$ |
|--|----|

4.4. Payment Schedule.

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

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

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

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

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

5. SELECTION METHODOLOGY - Highest Combined Rating of Technical Merit 70% and Price 30%

5.1 To be declared responsive, a bid must:

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

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

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

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



PART 5 – EVALUATION CRITERIA AND SELECTION METHDOLOGY

- 5.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRi = PSi + TMSi**
- 5.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Article 1.2 will be recommended for award of a contract.
- 5.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.

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

* represents the lowest evaluated price

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



PART 6 - CERTIFICATIONS

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

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

1. Certifications Required with Bid

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

1.1. CERTIFICATION 1 – ACCEPTANCES OF TERMS AND CONDITIONS

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

Name (block letters): _____

Title: _____

Signature: _____

Telephone number: () _____

Fax number: () _____

Date: _____

2. Certifications Precedent to Contract Award



PART 6 - CERTIFICATIONS

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



PART 6 - CERTIFICATIONS

2.1 CERTIFICATION 2

CERTIFICATION OF EDUCATION / EXPERIENCE:

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

Name of Bidder

Name of duly authorized representative of Bidder

Signature of duly authorized representative of Bidder

Date

2.2 CERTIFICATION 3- Certification of Availability and Status of Personnel

2.2.1 Availability of Personnel:

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

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

(signature)

(Name and Title)

(Date)



PART 6 - CERTIFICATIONS

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

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

AVAILABILITY AND STATUS OF PERSONNEL

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

Signature of Proposed Personnel

Date

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

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

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

2.4 CERTIFICATION 5- CONFLICT OF INTEREST

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

Signature

Date



PART 6 - CERTIFICATIONS

2.5 CERTIFICATION 6 – FORMER PUBLIC SERVANT

Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

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



PART 6 - CERTIFICATIONS

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

STATEMENT:

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

Name (block letters): _____

Title: _____

Signature: _____

Telephone number: () _____

Fax number: () _____

Date: _____

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



PART 7 – RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the bidder's technical proposal in response to RFP 201702798.

2. Standard Clauses and Conditions

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

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

2.1 General Conditions

2035 – (2016-04-04), General Conditions - Higher Complexity – Services

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

2.2 Supplemental General Conditions

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

3. Security Requirement

This document is UNCLASSIFIED, however;

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

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

4. Term of Contract

4.1 Period of Contract

The Work is to be performed from **date of contract award to June 30, 2017..**

5. Authorities

5.1 Contracting Authority

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



PART 7 – RESULTING CONTRACT CLAUSES

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

5.2 Technical Authority

The Technical Authority for the Contract is:

To be identified at Contract award.

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

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

5.3 Contractor's Representative

To be determined.

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

6. Basis of Payment

6.1. Firm Lot Price

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

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

6.2 Method of Payment

6.2.1 Payment Schedule *To be determined at contract award*



PART 7 – RESULTING CONTRACT CLAUSES

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

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

7. Payment Period

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

8. SACC Manual Clauses

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

9. Invoicing Instructions

- 9.1 The Contractor must submit invoices in accordance with the information required in Section 12 of, 2035 General Conditions - Services.
- 9.2 Additional Invoicing Instructions.
- 9.3 An invoice for a single payment cannot be submitted until all Work identified on the invoice is completed.
- 9.4 Each invoice must be supported by:
 - (a) a copy of time sheets to support the time claimed;
 - (b) a copy of the release document and any other documents as specified in the Contract;
- 9.5 Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the following address for certification and payment:

Attn: Project Authority (to be identified at contract award)



PART 7 – RESULTING CONTRACT CLAUSES

Public Safety Canada
Invoice_processing@ps-sp.gc.ca

10. Certifications

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

11. Applicable Laws

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

12. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions 4007 (2010-08-16) – Canada to Own Intellectual Property Rights in Foreground Information)
- (c) the General Conditions 2035 – (2016-04-04), General Conditions - Higher Complexity – Services
- (d) Annex “A”, Statement of Work;
- (e) Annex “B”, Basis of Payment
- (f) the Contractor's bid dated _____ (*insert date of bid*), as amended _____ (*insert date(s) of amendment(s) if applicable*) in response to RFP 201702798.

13. Work Permit and Licenses

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

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

14. Conflict of Interest

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

15. Conflict of Interest - Other Work

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

- a) it must not bid for any contract to be let as a result of a solicitation where any work performed by the Contractor under this Contract creates a real or apparent conflict of interest or unfair advantage over



PART 7 – RESULTING CONTRACT CLAUSES

other potential suppliers for any resulting contract(s), and must not participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for such a resulting contract; and

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

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

16. **Non-Permanent Resident**

Non-Permanent Resident

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

Non-Permanent Resident (Foreign Contractor)

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

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

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

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

- 18.1. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the work:
- a. Client department's premises;
 - b. Client department's computer systems;
 - c. Documentation; and
 - d. Personnel for consultation.

18.2 Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of



PART 7 – RESULTING CONTRACT CLAUSES

the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.

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

19. Insurance

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



ANNEX A – STATEMENT OF WORK

TO BE INSERTED UPON CONTRACT AWARD



ANNEX B – Basis of Payment

TO BE INSERTED UPON CONTRACT AWARD