

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

Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0A1 / Noyau 0A1  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR INFORMATION  
DEMANDE D'INFORMATION**

Comments - Commentaires

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

Issuing Office - Bureau de distribution  
Science Procurement Directorate/Direction de  
l'acquisition  
de travaux scientifiques  
11C1, Phase III  
Place du Portage  
11 Laurier St. / 11, rue Laurier  
Gatineau, Québec K1A 0S5

<b>Title-Sujet</b> Longitudinal Study of Operational Stress Injuries (OSIs)		
<b>Solicitation No. - N° de l'invitation</b> M7594-171491/A	<b>Date</b> 14 October 2016	
<b>Client Reference No. - N° de référence du client</b> M7594-17-1491		
<b>File No. - N° de dossier</b> 075ss.M7594-171491	<b>Amendment No. - N° Modif</b> 000	
<b>Solicitation Closes - L'invitation prend fin</b>  <b>at - à 2:00 PM</b> <b>on - le 16 November 2016</b>		<b>Time Zone</b> <b>Fuseau horaire</b>  Eastern Standard Time EDT
<b>F.O.B. - F.A.B</b>  Plant-Usine : <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> April Campbell		<b>Buyer Id - Id de l'acheteur</b> 075ss
<b>Telephone No. - N° de téléphone</b> 873-469-4794		<b>FAX No. - N° de FAX</b> 819-997-2229
<b>Destination of Goods, Services and Construction:</b> <b>Destinations des biens, services et construction :</b>  Specified Herein Précisé dans les présentes		

**Instructions : See Herein**  
**Instructions : voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de telephone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de</b> <b>l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
_____ <b>Signature</b>	_____ <b>Date</b>



**LETTER OF INTEREST (LOI)  
Longitudinal Study of Operational Stress Injuries (OSIs)**

**TABLE OF CONTENTS**

1. Purpose
2. Background
3. Requirements
4. Acquisition Strategy
5. Review of the LOI
6. No Obligation
7. Contracting Authority
8. Industry Engagement – Format
9. Rules of Engagement
10. Questions

**Attachments:**

- Attachment 1 Draft Resulting Contract
- Annex A Statement of Work
  - Annex B Basis of Payment
  - Annex C Insurance Requirements
  - Annex D Non-Disclosure Agreement
- Attachment 2 Evaluation Criteria and Basis of Selection
- Attachment 3 Participation Request



## 1. PURPOSE

This Request for Information (RFI) seeks information from industry and academia on its interest, capacity and capability to undertake a long term Longitudinal Study of Operational Stress Injuries (OSIs) of regular members of the Royal Canadian Mounted Police (RCMP), and to provide industry and academia with the opportunity to give feedback on the proposed procurement strategy.

## 2. BACKGROUND

The RCMP's mandate is multi-faceted. It includes preventing and investigating crime; maintaining peace and order; enforcing laws; contributing to national security; ensuring the safety of state officials, visiting dignitaries and foreign missions; and providing vital operational support services to other police and law enforcement agencies within Canada and abroad.

The RCMP is unique in the world since it is a national, federal, provincial and municipal policing body. It provides a total federal policing service to all Canadians and policing services under contract to the three territories, eight provinces (except Ontario and Quebec), more than 150 municipalities, more than 600 Aboriginal communities and three international airports.

## 3. REQUIREMENT

The Royal Canadian Mounted Police (RCMP) is seeking to identify psychological and or physiological markers<sup>1</sup> for developing trauma and stressor related disorders in order to develop long-term plans to support the overall mental health of its members.

The objectives of the proposed contract are twofold:

- Investigate and identify vulnerabilities and resiliencies (e.g., physiological and or psychological markers) for OSI's in the RCMP; and,
- Provide empirically sound data that will allow for the development of evidence-based interventions to protect regular member mental health.

## 4. ACQUISITION STRATEGY

Canada may release a competitive Request for Proposal (RFP) for the required work. Following the RFP process, it is intended to award a single contract. The period of the contract will be from date of contract award to 31 March 2020 with up to 7 option periods of 1 year each. Services will be delivered to the National Capital Region.

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<sup>1</sup> Bomyea, J., V. Risbrough, and A.J. Lang (2012). A consideration of select pre-trauma factors as key vulnerabilities in PTSD. *Clinical Psychology Review*, 32, 630-41.

McKeever, V.M. and M.E. Huff, (2003). A diathesis-stress model of posttraumatic stress disorder: Ecological, biological, and residual stress pathways. *Review of General Psychology*, 7, 237-250.



## **5. REVIEW OF THE LOI**

Canada reserves the right to request additional information for clarification during the review of the responses to this LOI.

No payment will be made for costs incurred in the preparation and submission of a response to the LOI. Costs associated with preparing and submitting a response, as well as any costs incurred by the respondent associated with the evaluation of the LOI, are the sole responsibility of the respondent.

## **6. NO OBLIGATION**

The issuance of this LOI does not create an obligation for Canada to issue a subsequent bid solicitation and does not bind Canada legally or otherwise, to enter into any agreement or to accept any suggestions from industry.

This industry consultation process is not a bid solicitation and a contract will not result from this request.

Canada will not reimburse any person or entity for any cost incurred in participating in this industry consultative process.

Potential respondents are advised that any information submitted to Canada in response to this industry consultation process may be used by Canada in the development of a subsequent competitive RFP. However, Canada is not bound to accept any expression of interest or to consider it further in any associated documents such as a RFP.

## **7. CONTRACTING AUTHORITY**

All enquiries and other communications related to this LOI shall be directed to the Contracting Authority as follows:

April Campbell  
Contracting Authority  
Public Works and Government Services Canada  
Acquisitions Branch  
Science Procurement Directorate  
11 Laurier Street  
Gatineau, Quebec K1A 0S5

Telephone: 873-469-4794  
E-mail: [april.campbell@tpsgc-pwgsc.gc.ca](mailto:april.campbell@tpsgc-pwgsc.gc.ca)

## **8. SECURITY SPONSORSHIP**

The Government of Canada must ensure that individuals with access to Protected B information (such as performance, medical or psychological assessments) are reliable, trustworthy and can access that information on a need-to-know basis only. This also applies to an organization and its information



technology systems that will be utilized to safeguard this information. Suppliers are encouraged to undertake this process as soon as possible in order to achieve the necessary clearance prior to contract award.

A Private Sector Organization Screening (PSOS) is a request to allow a Canadian organization access to Protected and/or Classified information, assets and/or secure work sites, as part of a Government of Canada (GC) contract, project or lease. The PSOS is necessary when a contract security requirement exists or when there is a strong possibility that an organization will require access to Protected/Classified information, assets or work sites in the near future. Organizations eligible for screening include companies, corporations, independent consultants, partnerships, municipalities, universities, colleges, sole proprietors, joint ventures and consortiums. If the joint ventures/consortiums are not registered as a legal entity, each organization part of the joint venture/consortium will need to be registered separately.

The Request for Private Sector Screening Request (PSOS):

- Provides a contact person and coordinates for the organization (Section A)
- Identifies security levels based on the Security Requirement Check List (Section B & C)
- Explains the reason for the request (Section D)
- Signed by you (Sections F)
- The request must be signed by a Contracting Officer recognized by the Contract Security Program (Section G).

The online form can be found at: <http://iss-ssi.pwgsc-tpsgc.gc.ca/formulaires-forms/esosp-psos-eng.html>. Complete the online form, print, sign, and submit to the Contracting Authority (scan or fax, as appropriate).

## **9. INDUSTRY ENGAGEMENT - FORMAT OF RESPONSES**

The questions contained in the Sections below are intended to elicit feedback of interest to Canada. It is not expected that all questions will elicit a response, neither should submissions be constrained by the questions.

Respondents are encouraged to submit a response to the Industry Engagement Questions in electronic format (MS Word or Adobe PDF preferable as long as copy/paste or printing of text functions are not restricted in any way) by the LOI closing date.

### **Response Format**

The Respondent's name, company, address, and contact information and the LOI number should be clearly visible in the response.

The response is to be submitted by e-mail to the Contracting Authority at the following address: [april.campbell@tpsgc-pwgsc.gc.ca](mailto:april.campbell@tpsgc-pwgsc.gc.ca).

The inclusion of general marketing material is discouraged unless used to provide specific information relevant to a response. In this instance, it is requested that supporting text cross-reference the marketing material to the appropriate area of the LOI.



Responses will not be returned.

The number of pages of your response is not limited. However, the expected length should not exceed 5 pages double sided standard letter business format.

### **Language of Response**

Responses may be in English or French, at the preference of the Respondent.

### **Response Parameters**

Respondents are reminded that this is an LOI and not an RFP and, in that regard, Respondents should feel free to provide their comments and concerns with their responses. Canada reserves the right to seek clarifications from a Respondent for any information provided in response to this LOI, either by telephone, in writing or in person.

### **Confidentiality**

Respondents are requested to clearly identify those portions of their response that are company confidential or proprietary in nature. The confidentiality of each Respondent's response will be maintained. Items that are 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 the respondent do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all interested parties.

## **10. RULES OF ENGAGEMENT**

By participating in the one-on-one meetings, Bidders agree to the following:

- a. Participants must not reveal or discuss any information to the MEDIA/NEWSPAPER regarding the requirement during this consultative process. Any Media questions will be directed to the PWGSC Media Relations Office at 819-420-5501.
- b. Media cannot participate in either the Information Session or the one-on-one meetings.
- c. Care should be applied to any information you elect to provide as part of this engagement process. All information that you would not want publicly disclosed, as defined by the *Access to Information Act*, R.S.C, 1985, A-1, article 20, should be clearly identified to ensure Canada addresses the information appropriately in later communications.
- d. The information gathered from the one-on-one meeting will be summarized and provided to all Participants.
- e. No more than 2 representatives of the company may attend the one-on-one meetings.



## 11. QUESTIONS

### SECTION 1: General

- 1.1 Please identify your interest in participating in a one-on-one meeting / teleconference by completing the Participation Request at Attachment 3 and submitting to the Contracting Authority named herein no later than 31 October 2016. Scheduling for the one-on-one will be on a first come, first served basis and are anticipated to take place between 23 November 2016 and 25 November 2016. Morning and afternoon sessions will be available. Meetings will not exceed 90 minutes. Bidders must submit a written response to the questions below in order to participate in a one-on-one meeting.
- 1.2 Please provide a general statement regarding your interest and capability to meet the requirements.
- 1.3 Members can be deployed anywhere in Canada. As annual assessments will be required, do you have the capacity to perform the assessments on a National scale? Will you utilize subcontractors, travel, or put in place a joint venture or consortium to fulfil the Work?
- 1.4 Do you have the necessary research infrastructure (human resources, physical structure) to conduct the initial cadet data collection anticipated to take 24-30 months?
- 1.5 What is your capacity to offer services in both official languages?

### SECTION 2: Statement of Work (SOW)

- 2.1 Are any aspects of the SOW unclear?
- 2.2 Are the delivery timelines detailed in the SOW reasonable?
- 2.3 What, if any, additional information would you need to see included in the SOW?
- 2.4 How long would it take to be able to begin work under the contract? Within one month, three months, six months?
- 2.5 Based on your research or experience, what percentage of people would be willing to participate in a) a mental health study? b) a mental health study that will take place over a 5 year period? c) a mental health study that will require participants to self-assess on a set schedule?
- 2.6 Is the minimum number of participants defined in the SOW sufficient to achieve statistically relevant data?
- 2.7 Have you utilized physiological recording devices in other projects/circumstances? On a scale of 1 to 5, 5 being very familiar, what is your comfort level in assessing and selecting between various physiological recording devices for use, evaluating responses from physiological recording devices, and translating that analysis into concrete actions or decisions?



- 2.8 If you do utilize physiological recording devices, do you have in place a process for data collection and transfer that will protect and secure this highly sensitive information?
- 2.9 How frequently would you administer the psychometric measures?
- 2.10 The SOW stipulates that the study participants must perform self-assessments. The most efficient means to collect and transmit data would be through a smart phone, tablet, or similar device. As participants will not have Force-issued devices, the Contractor will have to address this in their Research Proposal. Will you consider purchasing such devices or is there an alternate process or device that could be utilized.
- 2.11 Are there any other issues – challenges or recommendations – that you would like to raise at this time related to the Statement of Work?

### **SECTION 3: Privacy and Data Security**

- 3.1 Supplemental General Conditions 4008, Personal Information identifies specific requirements that must be met throughout the term of the contract. Will you be able to meet and /or exceed these requirements to ensure the confidentiality of personal information is collected, managed, accessed, used, and ultimately disposed of in accordance with these requirements?
- 3.2 What type of systems, software and/or databases would be required to perform the work? Do you already have possession of the software required to perform the work?
- 3.3 Is it clear that ALL personal data collected must be retained within Canada?
- 3.4 Do you have the necessary security measures in place to allow for the sharing of data in a secure manner? Or the uploading of data by study participants?

### **SECTION 4: Evaluation Criteria**

- 4.1. Is it clear how Canada proposes to evaluate the bids?
- 4.2 Is it clear what information you must provide in your proposal to obtain the maximum points?
- 4.3 Are there any elements you believe should be included in the evaluation?
- 4.4 Are there any elements that you believe do not add value to the evaluation process?
- 4.5 Will you be able to achieve the minimum required score?
- 4.6 Should the minimum required points be increased, or decreased? Why?
- 4.7 Do you have experience in providing recommendations on training programs related to mental health issues?





4.8 The RCMP believes that the team undertaking this work would require experts in statistics, longitudinal research, trauma, computational expertise in physiology sensor data analysis, health management and privacy. Is this accurate? Would other expertise be required?

4.9 Provide any suggestions that, in your opinion, could improve the evaluation.

#### **SECTION 5: Basis of Selection**

5.1 Does the Basis of Selection seem fair and reasonable?

5.2 Do you understand the methodology to be utilized to determine ranking?

5.3 Provide any suggestions that, in your opinion, could improve the contractor selection methodology.

#### **SECTION 6: Basis of Payment / Method of Payment**

6.1 Is the proposed Basis of Payment reasonable?

6.2 If not, how would you structure the Basis of Payment?

6.3 Will you be able to identify a firm price per participant considering the WBS and all the associated resources to complete the assessments?

6.4 What is your preference for the Method of Payment (i.e., firm monthly payments, milestone payments, progress payments). Which is most effective to ensure the completion of the work.

6.5 Do you have any other comments on the Basis/Method of Payment?

#### **SECTION 7: Contract Terms**

7.1 Did you review the referenced general conditions and supplemental terms and conditions? Are they acceptable?

7.2 The articles of agreement incorporate a Publication Rights clause that restricts publication of RCMP-specific data, analysis or conclusions for a period of two years after the expiry date of the contract. Will this pose an issue for you?

#### **SECTION 8: Security, Insurance and Other Requirements**

8.1 Do you currently have, or will you be able to meet, the mandatory insurance requirements defined in Annex C?

8.2 Will you be able to meet the stipulated security requirements? Do you understand how to obtain the necessary clearances defined in Attachment 1, article 7.3?

8.3 Are you willing to sign the non-disclosure agreement at Annex D?



**SECTION 9: Other**

- 9.1 Please identify any other issues, concerns, recommendations not addressed above.
- 9.2 Will you submit a proposal for this requirement? If not, why?

Canada thanks you for your participation in this consultation.



## ATTACHMENT 1 RESULTING CONTRACT CLAUSES

The following clauses and conditions will apply to and form part of any contract resulting from a Request for Proposal.

### 7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

### 7.2 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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 7.2.1 General Conditions

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

#### 7.2.2 Supplemental General Conditions

4008 (2008-12-12) Personal Information apply to and form part of the Contract.

Subsection 02 and 12 of 4008, Personal Information, is amended as follows:

Delete: 4008 02 (2008-05-12) Ownership of Personal Information and Records in its entirety.

Delete: 4008 12 (2008-05-12) Disposing of Records and Returning Records to Canada in its entirety.

#### 7.2.3 Protection and Security of Data Stored in Databases

1. The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:
  - a. equivalent protections are given to personal information as in Canada under legislation such as the *Privacy Act*, R.S. 1985, c.P-21, and the *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c.5, and under any applicable policies of the Government of Canada; and
  - b. the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.



In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

2. The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).
3. The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in an another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.
4. The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.
5. The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.
6. Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

#### **7.2.4 Publication Rights**

In this section,

- a. "copyright work" means any work in which a copyright may subsist, produced in or as a result of performing the Contract;
- b. "publication" or "publish" do not include disclosure to an academic supervisor or appraiser, for the sole purpose of academic evaluation;
- c. "data" means both the individual and aggregate personal information collected from RCMP cadets and members and includes physiological information;



- d. “personal information” is information about an identifiable individual within the definition of the *Privacy Act*.

The Contractor or the author must not publish or have published any copyright work or data referencing the Royal Canadian Mounted Police during the performance of the Contract or for a period of two years after the contract without first obtaining the written consent of Canada, as represented by the Project Authority, prior to that publication.

Any copyright work published by or on behalf of the Contractor or the author after the two year period or with the written consent, must acknowledge that the Work was performed under the Contract with Canada, unless specified otherwise by Canada.

### **7.3 Security Requirements**

The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

The Contractor must comply with the provisions of the:

- a) Security Requirements Check List attached at Annex D;
- b) Industrial Security Manual (Latest Edition).

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from date of contract award to 31 March 2020 inclusive.

#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 7 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor within 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.



## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

April Campbell  
Public Works and Government Services Canada  
Acquisitions Branch  
Science and Software Systems Procurement Directorate  
Place du Portage, Phase III, 11C1  
11 rue Laurier  
Gatineau, Quebec K1A 0S5

Telephone: 873-469-4794  
E-mail: april.campbell@tpsgc-pwgsc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Contract is: to be determined at contract award.

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

### 7.5.3 Contractor's Representative

To be determined at contract award.

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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



## 7.7 Payment

### 7.7.1 Basis of Payment

Ceiling: For the Work described in Annex A, excluding Travel & Living expenses,

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment *in Annex B*, to a ceiling price of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

Limitation of Expenditure: For Travel & Living,

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work to a limitation of expenditure of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

Total to a Limitation of Expenditure: \$ \_\_\_\_\_

### 7.7.2 Method of Payment - Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed at Annex B, Basis of Payment, and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
- c. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

The balance of the amount payable (10%) will be paid in accordance with the payment provisions of the Contract upon completion of each Phase of the Work accepted by Canada and a claim for the payment is submitted.

### 7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved,



in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

#### **7.7.4 SACC Manual Clauses**

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

#### **7.8 Invoicing Instructions**

The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment. Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by

- a. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- b. a copy of the quarterly progress report.

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

The Contractor must prepare and certify one copy of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

The Contractor must not submit claims until all work identified in the claim is completed. The Contractor may submit electronic copies, as applicable.





## **7.9 Certifications**

### **7.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **7.9.2 Canadian Content**

The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in the Canadian Content Definition (clause A3050T).

The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until 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, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.

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

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

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

## **7.10 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.*)



### 7.11 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 Articles of Agreement;
- (b) the supplemental general conditions 4008 (2008-12-12) Personal 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) Annex C, Insurance Requirements;
- (g) Annex D, Security Requirements Checklist;
- (h) Annex E, Non-Disclosure Agreement;
- (i) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*).



**ANNEX A**  
**STATEMENT OF WORK**  
**Longitudinal Study of Operational Stress Injuries (OSIs)**

**1. INTRODUCTION**

The Royal Canadian Mounted Police (RCMP)'s mandate is multi-faceted. It includes preventing and investigating crime; maintaining peace and order; enforcing laws; contributing to national security; ensuring the safety of state officials, visiting dignitaries and foreign missions; and providing vital operational support services to other police and law enforcement agencies within Canada and abroad.

The RCMP is unique in the world since it is a national, federal, provincial and municipal policing body, providing a total federal policing service to all Canadians and policing services under contract to the three territories, eight provinces (except Ontario and Quebec), more than 150 municipalities, more than 600 Aboriginal communities and three international airports.

**2. BACKGROUND**

RCMP members are exposed to higher rates of traumatic events than the general public, particularly Operation Stress Injuries (OSIs). Veterans Affairs Canada defines an OSI as "any persistent psychological difficulty resulting from operational duties". Examples of OSIs are depression, anxiety, phobias, and post-traumatic stress disorder (PTSD), or substance abuse. OSIs can also affect others in the person's life, leading to marital and family problems. Finally, OSIs can produce physical symptoms such as stomach upset, headaches, or sleep problems, and they can also make chronic pain problems worse.

The RCMP recognizes the importance of the mental health<sup>2</sup> and has various prevention and intervention measures in place to improve psychological health and safety for all of its employees (<http://www.rcmp.gc.ca/fam/strat-eng.htm>). Despite these measures, the RCMP continues to lose the services of many members as a result of mental health related issues. For example in 2014, 41.7% of long-term disability claims for RCMP regular members no longer with the force (e.g., medical discharge) were related to mental health conditions. A study out of the University of British Columbia<sup>3</sup> found that emergency personnel, including police, experience PTSD at twice the rate of the average population.

**3. OBJECTIVE**

The Royal Canadian Mounted Police (RCMP) is seeking professional services to investigate and identify vulnerabilities and resiliencies (e.g., physiological and or psychological markers<sup>4</sup>) for OSIs in RCMP members and to provide empirically sound data that will allow for the development of evidence-based interventions to protect regular member mental health. The results are expected to result in the development of long-term plans to support the overall mental health of its members.

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<sup>2</sup> <http://www.rcmp-grc.gc.ca/fam/strat-eng.htm>

<sup>3</sup> <http://www.cmha.bc.ca/files/01-15-15.pdf>

<sup>4</sup> Bomyea, J., V. Risbrough, and A.J. Lang (2012). A consideration of select pre-trauma factors as key vulnerabilities in PTSD. *Clinical Psychology Review*, 32, 630-41.

McKeever, V.M. and M.E. Huff, (2003). A diathesis-stress model of posttraumatic stress disorder: Ecological, biological, and residual stress pathways. *Review of General Psychology*, 7, 237-250.



#### 4. RELEVANT INFORMATION

##### 4.1 Glossary / Acronyms

The following represents the terminology and acronyms employed throughout the Contract.

TERM	DEFINITION
Control Group	In a psychology experiment, the control group refers to the group of participants that do not receive the experimental treatment.
Data	Individual and collective facts, statistics, or items of information; this data may come in the form of electronic, paper (survey), physiological (health records), video, audio, observational or other means as defined by the Research Protocol.
Experimental Group	In a psychology experiment, the experimental group (or experimental condition) refers to the group of participants who are exposed to the independent variable.
Ethics Approval	Accredited Ethics approval from RCMP Human Resources Research Review Board (HRRRB)
Members/Regular Members	Sworn officers of the RCMP
Participants	Cadets and Regular Members
Personal Health Information	As defined in the Personal Information Protection and Electronic Documents Act or the provincial Personal Health Information Acts/Regulations, whichever is more rigorous.
Personal Information	As defined in the Privacy Act.
Post-Traumatic Stress Disorder (PTSD)	Post-Traumatic Stress Disorder defined as a mental illness. It involves exposure to trauma involving death or the threat of death, serious injury, or sexual violence (see <a href="http://www.cmha.ca/mental_health/post-traumatic-stress-disorder/">http://www.cmha.ca/mental_health/post-traumatic-stress-disorder/</a> and Diagnostic and Statistical Manual of Mental Disorders 5, 2013).
Psychological Assessment	Full and short assessments and frequency. Psychological Assessments are a process of testing that uses a combination of techniques to help arrive at some hypotheses about a person and their behavior, personality and capabilities ( <a href="http://psychcentral.com/lib/what-is-psychological-assessment/">http://psychcentral.com/lib/what-is-psychological-assessment/</a> ), Assessments are conducted by qualified and trained psychologists, psychiatrists and supervised interns. There are four primary types of testing: Clinical Interview, Intellectual Functioning, Personality Assessment and Behavioural Assessment.
Research Proposal	The Contractor's technical proposal.



## 4.2 Legislation - Laws, Regulations, Policies, Directives

The following represent the laws, regulations, policies and procedures that the Contractor must be compliant with in providing the required services. In addition, the Contractor must adhere to the Tri-council Policy on the Ethical Conduct for Research Involving Humans (2014)<sup>5</sup> <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>.

The laws and regulations of Canada as they relate to the disclosure of personal health information and privacy are considered applicable to the Work stated herein and may include, but are not limited to, the following:

Department of Health Act

<http://www.laws.justice.gc.ca/>

Directive on Privacy Practices

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18309&section=text>

Privacy Act

<http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>

*Personal Information Protection and Electronic Documents Act (PIPEDA)*

<http://laws-lois.justice.gc.ca/eng/acts/P-8.6/index.html>

Privacy Regulations

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-83-508/?showtoc=&instrumentnumber=SOR-83-508>

Policy on Access to Information

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12453&section=text>

Policy on Privacy Protection

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12510&section=text>

Protection of Personal Information Regulations

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-78-145/page-1.html#ord>

Royal Canadian Mounted Police Act (RCMP Act)

<http://laws-lois.justice.gc.ca/eng/acts/r-10/>

Where multiple, similar laws impact the services provided, for example both a provincial and federal law are in effect, the provincial law will take precedence.

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<sup>5</sup> <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>



### 4.3 RCMP Policies

The following policies and procedures are utilized by the RCMP in the delivery of their mental health strategy. This documentation will be made available upon request and upon completion of the Non-Disclosure Agreement attached at Annex C for each resource that will have access to the information.

Health Service Manual - Part III Psychological Services policies

Administrative Manual - Part 11 - 19. Occupational Health Services:-

G - Emotional Health Services

H- Psychological Assessments

J-Foreign Missions Health Care

Administrative Manual - App XIV-1-3 Occupational health care:

1- Alcohol, Drug and Gambling dependency

Administrative Manual - App. XIV-1-2 Supplemental Health Care Benefits:

13.1 Psychotherapeutic Health Services

Appendix II-19-5 Reporting psychological traumatic events

Administrative Manual - Part 11 - 19. Occupational Health Services:-

F. Occupational Health including

F 3. Special Medical Evaluation

Health Service Manual Part II Occupational Health Programs

1. Medical Profile System

2. Engagement Examination

3. Periodic Health Assessments

4. Special Assignment Examination

5. Special Assessment Examination

7. Psychoactive Medication

### 4.4 Studies / Publications (Resource Examples)

Diagnostic and Statistical Manual of Mental Disorders 5<sup>th</sup> Edition (DSM-V; 2013).

Groto, C., Prevalence of post-traumatic stress disorder symptoms in the Royal Canadian Mounted Police 1998, University of British Columbia.

Marin, A., In the line of duty: Investigation into how the Ontario Provincial Police and the Ministry of Community Safety and Correctional Services have addressed operational stress injuries affecting police officers, 2012, Ombudsman Ontario.

Marmar, C.R., et al., Predictors of posttraumatic stress in police and other first responders. Ann N Y Acad Sci, 2006. 1071: p. 1-18.

Telch, M.J. The Texas Combat PTSD Risk Project: Study overview in The 33rd Annual Meeting of the Anxiety Disorders Association of America. 2013, April 4-7. La Jolla, California.



Yuan, C., et al., Protective factors for posttraumatic stress disorder symptoms in a prospective study of police officers. *Psychiatry Res*, 2011. 188(1): p. 45-50.

Horswill, S. C., Jones, N. A., & Carleton, R. N. (2015). Preliminary results from an analysis of risk and resilience factors for posttraumatic stress and growth in Saskatchewan police officers. Presented at the 35th annual congress of the Canadian Criminal Justice Association, Regina, Saskatchewan.

## 5. RCMP DEMOGRAPHICS

There are currently over 18,000 regular members in the RCMP, and up to 1100 new cadets trained each year.

- Approximately 1100 cadets per year at the RCMP Training Academy
- Gender distribution (~80/20 ratio of Male to Female).
- Age distribution 19+ years (average age, 28.5).
- Cadets have a wide range of backgrounds ranging from recent high school graduate to second or third career, including ex-military.
- The RCMP Training Academy initiates instruction of a new troop every 7 to 14 days, or 34 troops per year. Each troop is composed of up to 32 cadets and training takes 26 weeks to complete.

The Geographic distribution of members by Province is:

BC	6400	AB	3100
SK	1500	MB	1000
ON	2600	QC	900
ATL	2500	NU	130
YT	150	NT	200

## 6. SCOPE OF WORK

### 6.1 Summary

The Work will be divided into set Phases, each with relevant tasks and deliverables.

All work under the Contract must be performed in accordance with the Tri-Council Policy Statement: Ethical Conduct for Researching Involving Humans (<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>).

At any time during the period of the contract, the Contractor must contact the RCMP immediately if any potential risks to a participant become evident in order that the proper interventions can be employed through the Divisional Health Services Officer. The Contractor will provide to the RCMP with how these assessments will be conducted and communicated.

At the end of each phase the Contractor must produce a draft report that will be submitted to the Project Authority for approval. The report must include a detailed cost estimate for the subsequent phase. Once approved a final report can be completed for internal release.



The primary outcomes of the contract should be based on clinical interviews and self-report measures completed by the participants, OSI and PTSD symptom incidence, where applicable, as well as biopsychosocial variables of vulnerability and resiliency. Paralleling recent military research<sup>6</sup>, participants will complete monthly questionnaires, a daily self-report, provide physiological data, as well as participate in an annual psychological assessment. An efficient way in which to collect and transmit data (physiological, self-report assessments, etc.) would be through a smart phone or similar device.

## 6.2 Minimum Participation

In order to obtain statistically useful data, a minimum of 350 participants representing 175 in a Control Group and 175 in the Experimental Group must be maintained throughout the study period. In order to achieve this the Contractor must recruit up to 960 participants to account for attrition. In the event the 960 volunteers is not achieved within 36 months from date of contract award, the Project Authority will review the recruitment results and determine if the work will proceed or halt. If the decision is to proceed with the Work, the Contracting Authority may exercise the first option period after determining the number of additional troops that will be required to recruit and the requisite cost. Should the decision be to halt the Work, the Contractor must undertake no further Work. All de-personalized data collected up to that date will be provided to the Project Authority.

For the purposes of this contract, it is estimated that approximately 75% of all cadets will volunteer to participate in the study.

If participant attrition exceeds tolerable limits, it must be communicated to the RCMP within 24 hours of after being discovered.

The study will focus on cadets at the onset of training and again just prior to deployment. Once deployed as a regular member, the Work will continue for a period of up to 5 years with each person unless the participant withdraws or otherwise leaves the employment of the RCMP.

### 6.2.1 Project Promotion and Recruitment

The Contractor must promote the project and recruit volunteers to participate in the study through a variety of activities including, but not limited to, the following:

- Written invitation
- Posters
- Regular on site visits, as approved by the Project Authority
- Presentations
- On site promotional activities as approved in advance by the Project Authority

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<sup>6</sup> Lee, H.J., et al., (2001). The Combat Experience Log: A web-based system for the in theater assessment of war zone stress. *Journal of Anxiety Disorders*, 25, 794-800.

Telch, M.J. (2013). The Texas Combat PTSD Risk Project: Study overview. *In The 33rd Annual Meeting of the Anxiety Disorders Association of America*. April 4-7. La Jolla, California.





All promotional materials must have the prior approval of the Project Authority before use. The Contractor will put into place a retention strategy and/or a 'friendly reminder' to keep members interested and involved in the project.

### **6.2.2 Participant Withdrawal from Project**

Participants must be able to withdraw or halt their participation from the Project at any time without explanation. Data collected up to the withdrawal date may be utilized unless and until such time as the Participant explicitly requests that the data be withheld or destroyed (removed from the active servers in its entirety).

### **6.3 Project Kick Off Meeting**

Prior to the meeting date, the Contractor will provide an updated detailed project plan, that will include an operations budget, data collection plan (baseline and longitudinal), reporting, expected outcomes, and deliverables.

An initial kick off meeting will take place at Depot Division in Regina, Saskatchewan.

The purpose of the meeting is to:

- a) introduce stakeholders;
- b) review in detail the Research Proposal, Tasks, and deliverables associated with Phase 1, including data collection;
- c) determine delivery dates for Phase 1 reporting, meetings and deliverables; and,
- d) participate in a general discussion on the way forward for the project.

In addition, the meeting will address the following:

- plan to recruit participants for the study that will achieve the Minimum Participation identified above;
- required documentation and timeline for ethics board approval;

The Contractor and Project Authority will set regularly scheduled face-to-face and/or teleconference meetings in Ottawa, Ontario, or Regina, Saskatchewan.

Both parties will contribute to create the agenda. The Project Authority will distribute the agenda to all participating stakeholders no later than 4 weeks before the meeting. The Contractor will submit all reports to the Project Authority no later than two weeks before the scheduled meeting.

### **6.4 Phase 1 – Data Collection / Assessments**

The Contractor must:

- Generate the informed consent documentation



- Obtain Ethics Approval - Contractor must coordinate with an established research ethics board for all aspects of the project.
- Initiate the recruiting plan to obtain voluntary participants
- Conduct psychological assessments and evaluation protocols including, but not limited to the following:
  - Self-report measures and assessment (daily and monthly self-assessments);
  - Interview assessment;
  - Physiological measures, for example, such as heart rate variability (HRV), respiration, or Galvanic Skin response (GSR) may be used along with psychological assessments;
  - Participants must be provided with physiological monitoring devices, and data must be retrieved and stored no less than every week;
  - Objective behavioural assessments;
  - Empirically-supported In-person structured clinical interviews;
  - Evidence-based clinical psychological assessments for public safety personnel;
  - Demographic information (e.g., age, sex)
  - While the data will be aggregated for analysis, it will be critical to match all data to each participant.
  - Other assessments as specified in the Contractor's proposal.
- Training: Evidence-based or evidence-informed, psychological practices for increasing resiliency and reducing psychological risk in the Experimental Group. (e.g., Cognitive Behavioural Therapy; CBT).

The Contractor must begin assessments of cadets within 60-days after receiving approval by the Project Authority<sup>7</sup>. The cadets will be assessed within a week of their arrival to Depot and again just before their deployment to the field.

In order to control for confounds, between the two groups of participants (Control and Experimental) the first group of cadets must have left depot before the second group can begin training. This will eliminate the risk of cross contamination.

The Contractor must give the Project Authority a minimum of 15 working days advance notice prior to cancelling or rescheduling any testing or assessments.

At the completion of the Phase, the Contractor must deliver a Draft Report to the Project Authority. This report will contain a summary of the data collected, initial findings and assumptions, augmented training recommendations, status of personnel, and identify potential risks and make recommendations for Phase 2, including budget.

The work to be conducted in Phases 2 through 4 will largely be based on the Contractors Research Proposal. The following represents a broad description of the anticipated work.

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<sup>7</sup> Pending approval of Physiological Recording Equipment (wearable technology).



## **6.5 Phase 2 – Analysis and Recommendations of the Initial Data Collection (option period)**

The Contractor must develop and implement a data analysis and recommendations to autonomously flag statistically significant changes in the collected data over time, ultimately supporting statistically and clinically-supported predictions that allow for empirically-supported interventions to begin before the onset of clinically-significant symptoms, and to allow for ongoing recommendations regarding mental health.

After cadets have left the academy, they do so as regular members, each member must complete daily and monthly self-assessments. Participants will continue with psychological assessments and evaluation protocols stipulated in Phase 1.

## **6.6 Phase 3 - Conduct Assessments / Data Collection (option period)**

In accordance with the Contractors Research Proposal,

- participants must wear physiological monitoring devices, and data must be retrieved and stored by the Contractor no less than every week
- follow-up assessments of all participants must be completed approximately 12 months after being deployed to the field.

The Contractor must engage in all assessments (including the full annual assessment) and must assist the Project Authority to ensure that any self-report measures are completed as per the approved research schedule.

As participants can be deployed anywhere in Canada, the Contractor must perform the assessment at a major city centre in Canada and schedule the assessments for participants within that area over a set period of time.

At the completion of this Phase, the Contractor must deliver a Draft Report to the Project Authority. This report will contain how many participants were recruited, a summary of the data collected, initial findings and assumptions, budget, status of personnel, and identify potential risks and make recommendations for Phase 4.

## **6.7 Phase 4: Analysis and Recommendations (option period)**

In the event that a participant has been identified (through data collection monitoring) as being in potential mental health distress (presents psychological distress or trauma), the Contractor must develop a series of intervention (intent to treat research) plans for use by the RCMP. The Intervention description must include health management such as evaluation, treatment intervention. This will be co-ordinated with the Health Services Officer (HSO) in each Division.

The Contractor must not address this directly with the employee, other than to suggest that they seek assistance through the various areas within the RCMP.



The Contractor must make training recommendations to the RCMP. The recommendations must explicitly address the following: 1) which assessed variables, if any, predict mental health; 2) whether the training received by the experimental group of participants influenced mental health directly or indirectly through the assessed variables; 3) whether the training received by the experimental group of participants should be continued and in what manner; 4) which assessments, if any, should be continued and in what manner; and 5) next steps for supporting RCMP mental health.

The Contractor must develop a manuscript suitable for publication in peer-reviewed forum(s). The draft manuscript must be delivered to the Project Authority for review and approval. The Project Authority will provide any feedback, comments or recommendations to the Contractor within four weeks of receipt of the manuscript. The Contractor must address the Project Authority's input and deliver a final version of the manuscript within two weeks of receipt of the comments. No information may be released without the express written consent of the Project Authority.

The Contractor must provide a Draft and Final Report to the Project Authority within six (6) months following the conclusion of the project. The report must include a review of all relevant literature, the methodology used in the design, a demographic breakdown of all participants. Other information to be included will be a comprehensive and detailed analysis of all collected data. The Report must also make recommendations to the RCMP to mitigate OSI frequency and severity as part of their Mental Health Strategy<sup>8</sup>.

## **7. REPORTING REQUIREMENTS**

The Contractor must communicate with the Project Authority verbally and in writing, using both Progress reports and Research Reports. The Project Authority will be responsible for the dissemination of information to the management of the RCMP. Direct communication between the Contractor and the RCMP management will be facilitated through the Project Authority, as appropriate.

These reports will include quarterly status reports. These status reports will include budget updates, analysis of collected data and the subsequent interpretation of the data, reporting of milestones achieved as well as a reporting of anticipated delays. Delays that are identified, must include suggestions and strategies that will bring the project back on budget.

All reports must be submitted in draft format to the Project Authority for feedback and approval. Once the draft reports have been approved, the final report must be submitted to the project authority for approval before being released.

The Project Authority will provide comments, revisions, and/or recommendations on all Draft materials and return to the Contractor within three (3) weeks of receipt address, as applicable. The Contractor must complete the revisions and/or address any comments and recommendations and submit the Final materials to the Project Authority within two (2) weeks after the Draft comments have been received.

Draft and Final Reports are required at the completion of each Phase. Draft reports will include detail of the outcomes that are expected in each Phase, including detail how those outcomes were achieved. All draft reports will be disseminated to the Project Authority for approval before a final report is

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<sup>8</sup> <http://www.rcmp-grc.gc.ca/fam/strat-eng.htm>



completed. All Draft reports are to be sent to the Project Authority within 21 days of the Project Phase end-date.

### 7.1 Quarterly Reports

The Contractor must submit quarterly progress reports detailing, at a minimum, the following information:

- The status of the project including tasks completed and percentage of work completed
- Budgetary status
- Identification of challenge(s) and proposed resolution(s)
- Proposed mitigation strategies for perceived issues
- Results of work
- Total number of participants

Quarterly is defined as follows:

Reports due on or before:

Quarter 1	1 April to 30 June	15 July
Quarter 2	1 July to 30 September	15 October
Quarter 3	1 October to 31 December 31	15 January
Quarter 4	1 January to 31 March	15 April

In addition to the timely submission of all deliverables and fulfillment of obligations specified herein, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Authority. Communication is defined as all reasonable efforts to inform the Project Authority of data collection or submission issues and/or unforeseen events that may delay the work.

Communication may include phone calls, email, fax, mail and/or meetings. The Contractor must notify the Project Authority within a reasonable amount of time regarding any issues, problems or areas of concern in relation to any work completed under the contract, as they arise.

### 7.3 Research Reports

All research reports must follow academic journal guidelines, which will include a review of relevant literature, methods, results and discussion sections. All reports to be sent electronically and must follow the 6<sup>th</sup> edition of the American Psychological Association (APA).

## 8. REQUIRED RESOURCES

The Contractor’s team must include clinical psychologists’ and psychiatrists who have expertise in OSI’s including PTSD diagnosis and treatment as well as scientist-practitioners, a health management expert and a Longitudinal Statistical Expert. Other members should include those with expertise in trauma and medicine, physiological sensor data analysis, and privacy should also be considered.



The project protocol must also include an established network of clinicians and qualified support staff throughout Canada, who will be responsible for the regular assessments of up to 960 participants.

## **9. SELF-ASSESSMENT SUPPORT**

The Contractor must provide a telephone and email-based help desk support function during regular business hours during the term of the contract. The Contractor must respond to all communications within one business day of the initial time of the participant's request. The helpdesk support will be to answer general questions about the Study and to assist Participants in completing the self-assessments.

The Contractor's personnel must be qualified and able to respond to the Participants' questions and, to the extent possible, to resolve problems and provide advice regarding the completion of the self-assessments.

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Normal business hours are between: \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_ standard time (e.g. Eastern, Mountain, Pacific, Central, Atlantic).

## **10. LOCATION OF WORK**

During the assessment period, the work will largely be conducted at the RCMP Training Academy, Depot Division, located in Regina, Saskatchewan. It is anticipated this portion of the work will require approximately 2.5 years to complete.

The annual assessments of participants must be conducted at a major city centre to facilitate access to participants and ensure cost effectiveness.

The balance of the work will be conducted at the Contractor's facilities.

## **11. ACCEPTANCE CRITERIA**

The Project Authority will review all information with internal expert resources for quality. Any concerns, comments, questions or recommendations will be addressed with the contractor, who will be required to make the necessary adjustments, as appropriate. If no adjustments are identified or recommended the Project Authority will communicate same.

## **12. DEPARTMENTAL SUPPORT**

The Project Authority will be responsible for approving and accepting Contractor deliverables. Additionally, as required for the completion of the work, the Project Authority will:

- a) Ensure that appropriate subject matter experts and stakeholders are available to the Contractor, as required, to provide input, answer questions, evaluate deliverables and participate in meetings;



- b) Organize access to the RCMP Training Academy for the project promotion, recruiting and data collection;
- c) Provide available reference and supporting documentation to the Contractor;
- d) The RCMP will assist distributing recruitment information to the cadets, and will provide space if the Contractor wishes to set up an information kiosk to discuss the project.
- e) Review and provide comments on draft reports and all submitted deliverables;
- f) Provide contact information and facilitate access to stakeholders, as required, for the completion of the work; and,
- g) Provide the Contractor with other as-required assistance to enable the Contractor to proceed on schedule with the completion of assigned deliverables.

Update Meetings

The Project Authority and Contractor will hold regular bi-annual update meetings, either face-to-face in either Ottawa, Ontario, or Regina, Saskatchewan, and/or teleconference meetings. These meetings will include a review of the reports received to-date, with a focus on project status, identification of challenges and proposed solutions.

These meetings will occur April 30<sup>th</sup> and October 30<sup>th</sup> of each calendar year.

**13. DELIVERABLES**

The deliverables and schedule below will be finalized based on the Contractor’s proposal, which may include additional milestones.

Milestone	Deliverables	Delivery Date
<b>Phase 1:</b>		
1	Updated detailed project plan	8 weeks from date of contract award
2	Data analysis and recommendations system	To be determined
3	Ethics Approval Documentation	To be determined
4	Completed psychological assessments and evaluation protocols	6 months from initiation of recruiting strategy
5	Completed psychological assessments and evaluation protocols	12 months from initiation of recruiting strategy
6	Completed psychological assessments and evaluation protocols	18 months from initiation of recruiting strategy
7	Completed psychological assessments and evaluation protocols	24 months from initiation of recruiting strategy
8	Completed psychological assessments and evaluation protocols	30 months from initiation of recruiting strategy



Milestone	Deliverables	Delivery Date
9	Completed psychological assessments and evaluation protocols	36 months from initiation of recruiting strategy
10	Baseline Report – Control/experimental Group cadets	30 days following last day of data collection at Depot Division
<b>Phase 2: (option period)</b>		
11	Completed psychological assessments and evaluation protocols	42 months from initiation of recruiting strategy
12	Completed psychological assessments and evaluation protocols	48 months from initiation of recruiting strategy
13	Report on Annual Assessment Report of Participants in the field.	30 days following the last day of data collection period in the field
<b>Phase 3: (option period)</b>		
14	Completed psychological assessments and evaluation protocols	54 months from initiation of recruiting strategy
15	Completed psychological assessments and evaluation protocols	60 months from initiation of recruiting strategy
16	Report on Annual Assessment Report Participants in the field.	30 days following the last day of data collection period in the field
17	Completed psychological assessments and evaluation protocols	66 months from initiation of recruiting strategy
18	Completed psychological assessments and evaluation protocols	72 months from initiation of recruiting strategy
19	Report on Annual Assessment Report of Participants in the field.	30 days following the last day of data collection period in the field
20	Completed psychological assessments and evaluation protocols	78 months from initiation of recruiting strategy
21	Completed psychological assessments and evaluation protocols	84 months from initiation of recruiting strategy
22	Report on Annual Assessment Report of Participants in the field.	30 days following the last day of data collection period in the field
23	Completed psychological assessments and evaluation protocols	90 months from initiation of recruiting strategy
24	Completed psychological assessments and evaluation protocols	96 months from initiation of recruiting strategy
25	Report on Annual Assessment Report of Participants in the field.	30 days following the last day of data collection period





Milestone	Deliverables	Delivery Date
		in the field
<b>Phase 4: (option period)</b>		
26	Final Report	Within one calendar year of the last day of data collection in the field (end of longitudinal period)

**14. LANGUAGE OF WORK**

In geographic areas that are designated as Bilingual, the Contractor must provide services in both official languages.

**15. TECHNICAL ENVIRONMENT**

All reports must be delivered in electronic format using the most appropriate of formats a) through c) listed below. Any hard copy final documents (excluding progress reports) shall be bound in a professional manner (e.g. cerlox, coil, tape bound, etc.). One electronic copy of all documents (including reports, presentations, and data sets) shall be delivered in the following formats, as appropriate:

- a) Adobe Acrobat (PDF)
- b) Microsoft Office (Word/Excel/PowerPoint)
- c) Native format of modeling tool or computer program
- d) All reports sent electronically or in print must follow the 6<sup>th</sup> edition of APA.

If information is provided using native format of modeling tool or computer program, then the same information must also be provided using one or more of the aforementioned formats. A copy of all reports and documentation shall be provided on completion of the contract, electronically in the format requested by the Project Authority on an appropriate media (CD/DVD, USB, e-mail attachment, electronic file transmission system).

**16. TRAVEL**

The Contractor may be required to travel in the performance of the work. All travel must be approved in writing, in advance, by the Project Authority. The Contractor may have to travel to Regina, or other major city centres to conduct annual assessments.



**ANNEX B  
BASIS OF PAYMENT**

**1. Schedule of Milestones**

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

<b>Milestone</b>	<b>Description / Deliverables</b>	<b>Ceiling Price</b>	<b>Delivery Date</b>
<b>Phase 1:</b>			
1	Updated detailed project plan	\$	8 weeks from date of contract award
2	Data analysis and recommendations system	\$	To be determined
3	Ethics Approval Documentation	\$	To be determined
4	Completed psychological assessments and evaluation protocols	\$	6 months from initiation of recruiting strategy
5	Completed psychological assessments and evaluation protocols	\$	12 months from initiation of recruiting strategy
6	Completed psychological assessments and evaluation protocols	\$	18 months from initiation of recruiting strategy
7	Completed psychological assessments and evaluation protocols	\$	24 months from initiation of recruiting strategy
8	Completed psychological assessments and evaluation protocols	\$	30 months from initiation of recruiting strategy
9	Completed psychological assessments and evaluation protocols	\$	36 months from initiation of recruiting strategy
10	Baseline Report – Control/experimental Group cadets	\$	30 days following last day of data collection at Depot Division
<b>Total Cost to a Ceiling Price</b>		<b>\$</b>	
<b>Phase 2: (option period)</b>			
11	Completed psychological assessments and evaluation protocols		42 months from initiation of recruiting strategy
12	Completed psychological assessments and evaluation protocols		48 months from initiation of recruiting strategy
13	Report on Annual Assessment Report of Participants in the field.		30 days following the last day of data collection period in the field
<b>Phase 3: (option period)</b>			
14	Completed psychological assessments and evaluation protocols		54 months from initiation of recruiting strategy



Milestone	Description / Deliverables	Ceiling Price	Delivery Date
15	Completed psychological assessments and evaluation protocols		60 months from initiation of recruiting strategy
16	Report on Annual Assessment Report of Participants in the field.		30 days following the last day of data collection period in the field
17	Completed psychological assessments and evaluation protocols		66 months from initiation of recruiting strategy
18	Completed psychological assessments and evaluation protocols		72 months from initiation of recruiting strategy
19	Report on Annual Assessment Report of Participants in the field.		30 days following the last day of data collection period in the field
20	Completed psychological assessments and evaluation protocols		78 months from initiation of recruiting strategy
21	Completed psychological assessments and evaluation protocols		84 months from initiation of recruiting strategy
22	Report on Annual Assessment Report of Participants in the field.		30 days following the last day of data collection period in the field
23	Completed psychological assessments and evaluation protocols		90 months from initiation of recruiting strategy
24	Completed psychological assessments and evaluation protocols		96 months from initiation of recruiting strategy
25	Report on Annual Assessment Report of Participants in the field.		30 days following the last day of data collection period in the field
<b>Phase 4: (option period)</b>			
26	Final Report		Within one calendar year of the last day of data collection in the field (end of longitudinal period)
<b>Total Cost to a Ceiling Price:</b>			

The above milestones are based on the following firm rates:

A. **Labour**, at the following firm hourly rates, including overhead and profit:

Category of Work	Firm Hourly Rate	Category of Work	Firm Hourly Rate
Principal Investigator	\$	Longitudinal Researcher	\$
Psychologist/Psychiatrist 1	\$	Physiological Sensor Data Analyst	\$
Psychologist/Psychiatrist 2	\$	Medical / Trauma Expert	\$



Psychologist/Psychiatrist 3	\$	Privacy Specialist	\$
Psychologist/Psychiatrist 4	\$	Graduate Student 1	\$
Psychologist/Psychiatrist 5	\$	Graduate Student 2	\$
Longitudinal Statistical Expert	\$	Graduate Student 3	\$
Health Management Expert	\$	<i>Add additional lines as necessary</i>	

% increase/decrease per year (must be between -3% and 3%):

Year	%	Year	%	Year	%
2		5		8	
3		6		9	
4		7		10	

B. **Materials & Supplies**, and **Other Direct Costs** at the following firm unit prices, with no provision for markup:

<b>Materials &amp; Supplies Description</b>	<b>Firm Price</b>	<b>Other Direct Costs Description</b>	<b>Firm Price</b>
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$	<i>Add additional lines as necessary</i>	

C. **Subcontracts**, at the following firm prices, with no provision for markup:

	\$
	\$
<i>Add additional lines as necessary</i>	\$

## 2. Travel & Living Expenses

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

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

All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_.

Total Cost to a Limitation of Expenditure: \$ \_\_\_\_\_ (Applicable taxes extra)



## ANNEX C INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.



- r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**Medical Malpractice Liability Insurance**

1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
4. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.



**ANNEX D  
NON-DISCLOSURE AGREEMENT**

*[ to be signed by each individual with access to the information ]*

I, \_\_\_\_\_ *[ resource/individual ]*, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, *[ bidder ]* I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to the:

- Letter of Interest No. M7594-171491/A;
- Request for Proposal No. M7594-171491/C; and/or,
- Resulting Contract No. M7594-171491/001/ss,

between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services Canada (PWGSC) and the Royal Canadian Mounted Police (RCMP), including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work.

For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Letter of Interest, Request for Proposal and Contract detailed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**ATTACHMENT 2  
EVALUATION CRITERIA AND BASIS OF SELECTION**

**Mandatory Technical Criteria**

Item	Description	Met	Not Met
M-1	The Bidder must propose a minimum of five resources who are accredited Clinical Psychologists / Psychiatrists with at least 5 years of clinical experience diagnosing and treating PTSD from date of bid closing.		
M-2	The Bidder must demonstrate one large scale* research project in a related area of clinician psychology or psychiatry conducted in Canada.		
M-3	The proposed Principal Investigator must demonstrate a Ph.D or a Doctor of Medicine (M.D.) in Clinical Psychology or Psychiatric Medicine related to the diagnosis and treatment of PTSD from a recognized Canadian academic institution, or the equivalent, as established by a recognized Canadian academic credential assessment service, if obtained outside Canada. The Bidder must submit a copy of the conferred degree.  The list of recognized assessment organizations can be found under the Canadian Information Centre for International Credentials website, at the following internet link: <a href="http://www.cicic.ca/indexe.stm">http://www.cicic.ca/indexe.stm</a>		
M-4	The Principal Investigator must identify their Professional Designations and Certification (Provincial Professional College; e.g., British Columbia <a href="http://www.collegeofpsychologists.bc.ca/">http://www.collegeofpsychologists.bc.ca/</a> , Ontario <a href="http://www.cpso.on.ca/docsearch/">http://www.cpso.on.ca/docsearch/</a> )		
M-5	The Bidder's team must include a minimum of one resource for each of the following categories of work, Longitudinal Statistical Expert and an expert in Health Management. Bidders should identify each resource.		

\* Large scale is defined as having received funding in excess of \$275,000 Cdn over a period of 3 or more years.

**Mandatory Financial Requirements**

Item	Description	Met	Not Met
MF-1	For each Option Period, Bidders must not exceed +/- 3% in the firm, all inclusive hourly rate for each category of work detailed in Annex B, Basis of Payment from each previous period.		





**Point Rated Technical Criteria**

Item	Description	Scoring Methodology	Weight	Available Points
R-1	<p><b>Work Breakdown Structure</b></p> <p>The Bidder should provide a work breakdown structure addressing the following items for the first two phases of the work:</p> <ul style="list-style-type: none"> <li>a. Major milestones</li> <li>b. Key tasks and Order of Priority</li> <li>c. Allocation of proposed resources by role / expertise, task / phase, and the associated level of effort in days.</li> </ul>	<p>The work breakdown structure will be scored based on how the Bidder will ensure the tasks and allocation of resources will meet the project delivery date</p> <ul style="list-style-type: none"> <li>0 unsatisfactory, information is unreasonable and unlikely to achieve the final delivery date</li> <li>2.5 satisfactory, information is provided, and reasonable</li> <li>5 exceeded, information is provided and strongly supports bidders ability to meet the delivery dates</li> </ul>	<ul style="list-style-type: none"> <li>a. X1</li> <li>b. X1</li> <li>c. X1</li> </ul>	<p>Max 15 points</p> <ul style="list-style-type: none"> <li>5</li> <li>5</li> <li>5</li> </ul>
R-2	<p><b>Research Proposal</b></p> <p>The Bidder should provide a research proposal addressing the following items:</p> <ul style="list-style-type: none"> <li>a. Literature Review</li> <li>b. Hypothesis</li> <li>c. Methodology</li> <li>d. Research Design</li> <li>e. Measurement</li> <li>f. Deliverables</li> <li>g. Recruitment and Retention of Participants</li> </ul>	<p>The research proposal will be scored based on how the Bidder will ensure the tasks and allocation of resources will meet the project delivery date.</p> <ul style="list-style-type: none"> <li>0 unsatisfactory, information is unreasonable and will not achieve the stated deliverables</li> <li>5 satisfactory, information is provided, and reasonable</li> <li>10 exceeded, information is provided and strongly supports the bidders' ability to achieve the required outcomes and stated deliverables.</li> </ul>	<ul style="list-style-type: none"> <li>a. x3</li> <li>b. x2</li> <li>c. x3</li> <li>d. x3</li> <li>e. x2</li> <li>f. x2</li> <li>g. x2</li> </ul>	<p>Max 170 points</p> <ul style="list-style-type: none"> <li>30</li> <li>20</li> <li>30</li> <li>30</li> <li>20</li> <li>20</li> <li>20</li> </ul>



Item	Description	Scoring Methodology	Weight	Available Points
R-3	<p><b>Principal Investigator Qualifications</b></p> <p>a. Total number of peer-reviewed publications in related area for all proposed resources.</p> <p>b. Total Number of Citations for all proposed resources as per Google Scholar</p> <p>c. H Index as per Google Scholar</p> <p>H Index (Hirsch, J. E. (2005). An index to quantify an individual's scientific research output. <i>Proceedings of the National Academy of Sciences of the United States of America</i>, 102(46),16569-16572. doi:10.1073/pnas.0507655102</p> <p>Information will be validated using Google Scholar</p>	<p>Points are awarded on the basis of total number of publications and citations and the H index.</p> <p>a. 1 - 20 publications = 1 point 21 - 40 publications = 2 points 41- 60 publications = 3 points 61 - 80 publications = 4 points 81+ publications = 5 points</p> <p>b. 1 - 250 citations = 1 point 250 - 500 citations = 2 points 500 - 750 citations = 3 points 751 - 1000 citations = 4 points 1000+ citations = 5 points</p> <p>c. 1 – 5 H index = 1 point 6 – 10 H index = 2 points 11 – 15 H index = 3 points 16 – 20 H index = 4 points 21+ H index = 5 points</p>	<p>a. x2</p> <p>b. X3</p> <p>c. X3</p>	<p>Max 40 points</p> <p>10</p> <p>15</p> <p>15</p>



Item	Description	Scoring Methodology	Weight	Available Points
R-4	<p><b>Principle Investigator Experience</b></p> <ul style="list-style-type: none"> <li>a. Demonstrated experience as Principal Investigator &gt; 5 years</li> <li>b. Demonstrated experience with conducting clinical interviews &gt; 5 years</li> <li>c. Demonstrated experience in mental health related assessments &gt; 5 years</li> <li>d. Demonstrated experience in conducting psychological assessments &gt; 5 years</li> <li>e. Demonstrated experience in assessing PTSD* &gt; 5 years</li> <li>f. Demonstrated experience in treating PTSD* &gt; 5 years</li>   <li>g. Demonstrated experience in obtaining IRB/REB approval</li> <li>h. Demonstrated experience developing evaluation protocols for psychological assessments &gt; 3 projects</li> <li>i. Demonstrated experience in longitudinal statistical analysis</li> <li>j. Demonstrated experience in statistical analysis</li> <li>k. Demonstrated participation in 2 large scale research projects*</li> </ul>	<p>Education, skills and experience must be demonstrated in both the Resume of the individual and by providing evidentiary documentation.</p> <p>Points will be awarded on the following basis :</p> <p>For items a) to f), bidders will receive 1 point per year for every year in excess of 5 years from date of bid closing to a maximum of 5 points.</p> <p>For items g) through k), bidders will receive 1 point per year from date of bid closing to a maximum of 5 points.</p> <p>* Large scale is defined as having received funding in excess of \$275,000 Cdn over a period of 3 or more years.</p>	<p>a. x1</p> <p>b. x2</p> <p>c. x1</p> <p>d. x2</p> <p>e. x2</p> <p>f. x2</p> <p>g. x2</p> <p>h. x2</p> <p>i. x1</p> <p>j. x1</p> <p>k. x1</p>	<p>Max 85 points</p> <p>5</p> <p>10</p> <p>5</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>5</p> <p>5</p> <p>5</p>



Item	Description	Scoring Methodology	Weight	Available Points
R-5	<p><b>Collective Experience of Key Team Members</b></p> <ul style="list-style-type: none"> <li>a. Self-assessment measures and assessments</li> <li>b. Interview assessment</li> <li>c. Physiological measures (e.g., heart rate variability (HTV), Respiration, Galvanic Skin Response (GSR) with assessment with a bio-behavioural component</li> <li>d. Objective behavioural assessments</li> <li>e. Empirically-supported in-person structured clinical interviews</li> <li>f. Evidence-based clinical psychological assessments for public safety personnel</li> </ul>	<p>Points are awarded on the basis of total percentage of resources that can demonstrate at least one project that includes evidence-based multi-modal assessments as shown in a) to f).</p> <p>A list of all tools used must be provided including relevant literature supporting their use, plus experience using the tool to support experience claimed.</p> <p>1 – 20% of all resources = 1 point            21 – 40% of all resources = 2 points            41 – 60% of all resources = 3 points            61 – 80% of all resources = 4 points            81 - 100% of all resources = 5 points</p> <p>Proposed Key Team Members must align to the Work Breakdown Structure to be provided in R-1.</p>	<ul style="list-style-type: none"> <li>a. x2</li> <li>b. x2</li> <li>c. x1</li> <li>d. x1</li> <li>e. x1</li> <li>f. x2</li> </ul>	<p>Max 45 points</p> <ul style="list-style-type: none"> <li>10</li> <li>10</li> <li>5</li> <li>5</li> <li>5</li> <li>10</li> </ul>
<b>TOTAL AVAILABLE POINTS:</b>				<b>355</b>
<b>MINIMUM REQUIRED POINTS (60%):</b>				<b>213</b>



**Basis of Selection – Highest Combined Rating of Technical Merit and Price**

4.4.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria
- c. obtain the minimum of 213 points overall for the technical evaluation criteria which are subject to point rating. The Rating is performed on a scale of 355 points.

Bids not meeting (a) or (b) or (c) will be declared non responsive.

4.4.2 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an **example** where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%) - Example</b>			
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115 / 135	89 / 135	92 / 135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115 / 135 \times 70 = 59.63$	$89 / 135 \times 70 = 46.15$	$92 / 135 \times 70 = 47.70$
<b>Pricing Score</b>	$45 / 55 \times 30 = 24.55$	$45 / 50 \times 30 = 27$	$45 / 45 \times 30 = 30.00$
<b>Combined Rating</b>	$59.63 + 24.55 = 84.18$	$46.15 + 27 = 73.15$	$47.7 + 30 = 77.7$
<b>Overall Rating</b>	<b>1st</b>	<b>3rd</b>	<b>2nd</b>

