

Addendum No.2 RFP 1000184730

Addendum No. 2 to the RFP is being issued to provide answers to bidders' questions and to extend the bid closing date to January 27, 2017 as follows:

Question No.1

RFP Page 17: Table 1 Milestones: Price Breakdown

It is not clear what should be included in the Price Breakdown. We have developed a detailed three year budget and are able to match these costs with the Milestones, but would like guidance on how much detail is required for the summary Table 1 Price Breakdown.

Answer No.1

Price Breakdown for each task of the milestones is required. Table 1 has been revised and being replaced as follows:

AT RFP Page 17:

DELETE: Table 1 Milestones in its entirety.

REPLACE BY: Table 1 Milestones specified herein.

Table 1 Milestones

Note that numbers in the "deliverables" column correspond to deliverable numbers in the Statement of Work.

Milestone Number	Task No. - Deliverable	Delivery date	Price Breakdown - Cost of each task of the milestone CAD\$	Firm Amount for each milestone CAD \$
1	1.1- Comprehensive work plan	February 28, 2017 Q4 16/17	\$	\$
	6.1- Plan to approach provincial/territorial and other authorities to request data sharing		\$	
2	3.1- Copies of all REB applications submitted to Technical Authority	June 30, 2017 Q1 17/18	\$	\$
	1.2 Quarterly progress report		\$	

	6.2 List of child welfare agencies operating in Canada in 2017		\$	
	6.5 List of changes expected in child welfare agencies in 2018		\$	
3	4.1 Reliability test-retest plan	September 30, 2017	\$	\$
	1.2 Quarterly progress report	Q2 17/18	\$	
4	3.2 Approval letter(s) received from ethics review committee(s)	December 20, 2017	\$	\$
	1.2 Quarterly progress report	Q3 17/18	\$	
5	4.2 Report of results on test-retest reliability testing	March 25, 2018	\$	\$
	4.3 Final version of the tested instrument, for approval	Q4 17/18	\$	
	5.1 Training Plan		\$	
	5.2 Training materials including manuals and guidebooks		\$	
	1.2 Quarterly progress report		\$	
6	2.1 Estimate of number of paper forms needed	April 30, 2018	\$	\$
	6.3 Confirmation from Statistics Canada RE receipt of sampling information	Q1 18/19	\$	
	1.2 Quarterly progress report		\$	
7	6.4 Excel file with information about child welfare agencies for who administrative data cannot be accessed	August 31, 2018	\$	\$
	8.1 List of child welfare agencies requesting subsampling	Q2 18/19	\$	
	9.1 Quality control plan; 1.2 Quarterly progress report		\$	
8	1.2 Quarterly progress report	October 31, 2018	\$	\$
		Q3 18/19		

9	10.1 Preliminary version of raw data file 1.2 Quarterly progress report	February 28, 2019 Q4 18/19	\$	\$
10	10.2 Total count of paper forms 10.3 Estimate of data entry completion date 10.4 Records of every selected case's disposition 1.2 Quarterly progress report 13.1 Report on CIS methodology	April 30, 2019 Q1 19/20	\$ \$ \$ \$ \$	\$
11	5.3 Final report of training sessions at all child welfare agencies 14.1 Report on state of child welfare.	June 30, 2019 Q1 19/20	\$ \$	\$
12	11.1 Completed paper forms 11.2 Cleaned database including derived variables 12.1 Data dictionary 12.2 Data report 1.2 Quarterly progress report	September 30, 2019 Q2 19/20	\$ \$ \$ \$ \$	\$
13	7.1 Confirmation of delivery of information (for post-stratification) to Statistics Canada 1.2 Quarterly progress report 15.1 Major findings report chapters	December 31, 2019 Q3 19/20	\$ \$ \$	\$
14	16.1 Process evaluation report 7.1 Quarterly progress report	March 15, 2020 Q4 19/20	\$ \$	\$
Subtotal (excluding GST/HST)				\$
Estimated applicable taxes				\$
Travel Expenses Estimated travel expenses amount for bid evaluation purposes only				\$158,505.10

Bid Evaluation Price TOTAL		\$
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Question No. 2

Re: REQUESTED REVISIONS TO ANNEX A STATEMENT OF WORK (RFP PAGE 58): Bidder Suggested Improvements during Solicitation Period (RFP Page 19: Section G13: 3.1)

We are submitting suggested improvements in the Bid Solicitation period attached to this email in an excel file.

Answer No.2

Annex "A" Statement of Work and Annex B –Basis of Payment have been revised and being replaced as follows:

(A) At page 45 of 75

DELETE: Annex "A" Statement of Work in its entirety

REPLACE BY: Annex "A" Statement of Work specified herein.

**CANADIAN INCIDENCE STUDY
OF REPORTED CHILD ABUSE AND NEGLECT (CIS)**

STATEMENT OF WORK

January 17, 2017

1. SCOPE

1.1 Introduction

A multi-disciplinary Contractor team (henceforth, "Contractor") is needed to conduct the next cycle of the Canadian Incidence Study of Reported Child Abuse and Neglect (CIS), herein referred to as CIS-2018. This cycle will involve data collection from approximately 55 provincial and territorial child welfare agencies and offices throughout Canada. The term "child welfare agencies" will be used throughout this document to refer to both agencies and offices.

In addition to the work described in this Statement of Work on the core CIS-2018, affiliated projects, for which the Contractor will have no responsibility, will run concurrently to collect data from 1) First Nations child protection agencies and 2) from additional child welfare agencies in selected provinces and territories.

1.2 Objectives of the Requirement

The specific objectives of CIS-2018 are:

1. to develop baseline information on reported child abuse and neglect;
2. to produce national estimates, using sound and rigorous methodology, of the number of children investigated for child maltreatment in Canada;
3. to enhance understanding of the types and severity of reported child maltreatment;
1. to produce evidence to assist in the targeting of resources for children at risk of abuse and neglect;
2. to collect information that could help inform programs and policies for children and youth at risk of harm due to maltreatment;
3. to collect in-depth information on factors associated with reported child maltreatment including:
 1. the child who is the subject of an investigation;
 2. the investigated child's family;
 3. the household in which the investigated child resides;
 4. the nature of the alleged or substantiated maltreatment;
 5. the services involved, including the education, training, and experience of the investigating child protection workers.
4. to collect data that can be used to better understand the correlation of selected determinants of health —e.g., income, physical and social environment, social status, social support network, child development and personal coping abilities (including mental illness and substance abuse) —with reported child abuse and neglect.
5. to collect data to allow exploration of how reported child abuse and neglect functions as a long-term risk factor for negative health and social outcomes.

1.3 Background and Specific Scope of the Requirement

The determinants of child maltreatment are not completely known or predictable, but some of the most important factors arise from the socio-economic context in which a family lives. In the case of Canada's Aboriginal populations, historical and geographic factors—including the effects of Indian residential schools, intergenerational trauma, geographic remoteness and the limited availability of programs and services—combine with impoverished living conditions to sharply raise the risk of child maltreatment. However, to a greater or lesser degree, child maltreatment occurs in every stratum of society, and poses serious immediate and long-term risks to children's health and development.

For decades, child welfare agencies, operating in the provinces and territories under local or provincial or territorial jurisdiction, have offered children protection from maltreatment. Legislation governing child welfare and defining child maltreatment has been enacted in each province and territory. In the

1990s, as an outcome of Canada's leading role in the United Nation's World Summit for Children and ratification of the Convention on the Rights of the Child, awareness of the importance of child maltreatment surveillance grew quickly. Surveillance at a national level was identified as a federal priority, and plans for a national child maltreatment surveillance system were developed.

The CIS was first implemented in 1998 to enhance the understanding of reported child maltreatment; it is currently one of the key child health surveillance activities at the Public Health Agency of Canada (PHAC). The CIS is directed from within the Family Violence Surveillance Section, a part of the Surveillance and Epidemiology Division, Centre for Disease Prevention, Health Promotion and Chronic Disease Prevention Branch of PHAC. The CIS is a multi-cycle child-welfare-based study that examines reports of child maltreatment (physical abuse, sexual abuse, emotional maltreatment, neglect, and exposure to intimate-partner violence) or risk thereof, explores key characteristics of children and their families in which maltreatment or maltreatment risk has been reported, and monitors short-term outcomes of investigations (e.g., placement in kinship foster care). Under the terms of agreements between PHAC and provincial and territorial authorities, CIS data are provided by child protection workers with regard to their recently-opened investigations. Data bases from previous CIS cycles are housed at the Government of Canada, which reviews data-use applications and makes data available to qualified individuals and organizations, free of charge. Reports can be accessed at the web address: <http://www.phac-aspc.gc.ca/cm-vee/csca-ecve/2008/index-eng.php>

Child maltreatment surveillance in Canada is an area of public health with particular challenges—stemming from differences among jurisdictions in child maltreatment legislation, case-reporting requirements and administrative systems. Despite these hurdles, the CIS has been used successfully to compile data on reported child maltreatment throughout Canada, based on the same definitions across the country.

Enhancements to data gathering, processing and reporting strategies have been implemented throughout the cycles of the CIS and are ongoing. As in past cycles, data collection will occur over a three-month period, and the CIS form will be completed only once for children who are the subject of multiple investigations.

For CIS-2018, annualized estimates, using the investigation as the unit of analysis, will be made, to report on the burden to the child welfare system. This approach will be led by the Contractor. Efforts will also be made to develop an estimate based on the individual child as well, to allow calculations of national incidence rate estimates of children investigated for maltreatment or for risk of maltreatment, to support the goal of public health surveillance. This approach will be led by PHAC. The extent to which

rates of reported maltreatment vary across seasons continues to be studied, and thus PHAC may not report annual estimates based on the child for CIS-2018. Rather, for optimal accuracy, child-based estimates may need to refer only to the three-month period for which data are collected—from October through December 2018. At this writing, PHAC is continuing to investigate alternatives that will allow for the reporting of annual child-based estimates with an acceptable level of quality.

As has been discussed with provincial and territorial partners, it will be mutually beneficial to apply the same methodology used for the CIS-2018 to any affiliated projects. For example, as described in Section 2.3 (Technical, Operational and Organizational Environment) here-in, some provincial and territorial ministries may choose to collaboratively collect data from additional child welfare agencies within their jurisdictions. Officials within PHAC's Family Violence Surveillance Section of the Surveillance and Epidemiology Division—henceforth referred to as the "Technical Authority" will freely share information and expertise regarding any intra-provincial sampling and associated weighting strategies to maximize the representativeness and accuracy of estimates.

2. REQUIREMENTS

2.1 Tasks, Activities, Deliverables and Milestones

Governance

For all of the Tasks, Activities, and Deliverables listed below, this Governance Structure will apply. Under the direction of the Technical Authority, the Contractor will collaborate closely with the participating provinces and territories, and advisory committees and working groups as needed. Statistics Canada's expertise in developing a sampling plan and the associated weights will be key to the success of this project. The Contractor will engage, consult, design, plan, co-ordinate, and manage the Contractor's staff and activities related to preparations for development of a sampling plan, data gathering and processing for CIS-2018. Data will be collected using instruments approved by the Technical Authority.

The Contractor will liaise directly with personnel in the data collection sites and with the Technical Authority, and other key stakeholders as may be required over the course of the contract. The Contractor will liaise with PHAC's Child Maltreatment Surveillance Working Group (CMS-WG), via the Technical Authority,. The CMS-WG is a multidisciplinary group of appointed experts, mandated to advise the Family Violence Surveillance Section of PHAC regarding the improvement of national CM surveillance.

Tasks, Technical Specifications, Deliverables

Task 1 – Comprehensive work plan and progress reports

After consultation with the Technical Authority, the Contractor will prepare a detailed work plan. The work plan should include but not necessarily be limited to time frames for the following: liaisons with provincial and territorial authorities to get the needed information for sampling, ethics approval by each applicable review board, a communication plan, joint meetings with Statistics Canada and the Technical Authority to develop the sampling plan (see Task 6), orientation visits or teleconferences with each agency involved in data collection after the sample is drawn, training of child protection workers in child welfare agencies, preparation of training-related documentation, data collection, data handling, data cleaning, schedule of deliverables, and data transfer to the Technical Authority. The work plan must be reviewed and approved by the Technical Authority in terms of its comprehensiveness and practicality.

The work plan must include quarterly progress reports to be made throughout the duration of the contract.

Deliverables

1.1 Comprehensive work plan

Due date: February 28, 2017

1.2 Quarterly progress reports

Due date: June 30, 2017, and each quarter for the next 12 quarters.

Task 2 – Assessment of appropriate data collection platform for each child welfare agency

For each sampled child welfare agency, the Contractor will assess the capacity for electronic data collection versus paper-and-pencil collection used in previous cycles. The Contractor will ensure that all child protection workers in the sampled child welfare agencies have access to the appropriate data collection instruments. Specifically, the Contractor will assess whether electronic or paper-and-pencil instruments, or a combination of both, will be needed depending on the technological capacity of the agency. Assessing the “capacity for electronic data collection” requires evaluation to ensure that sampled child welfare agencies in remote or rural locations will be able to access the electronic data collection instrument securely, reliably, and with appropriate speed. “Appropriate speed” means that the electronic connection is smooth and stable such that it does not cause frustration to child protection worker data providers. The Contractor will be responsible for any required follow-up with the child protection workers. The specific questions contained in the instrument will be provided by the Technical Authority. The questions will include detailed information about children and their families who were the subjects of child protection investigations, and will identify the provinces and territories where they live. The Technical Authority will provide an electronic or paper-and-pencil data collection instrument with appropriate software.

Deliverables

2.1 Estimate of number of agencies who will be able to use the electronic data platform, and those that will rely on paper paper forms.

Due date: April 30, 2018

Task 3 – Research Ethics Board submissions and approvals

Upon the Technical Authority's review and approval of the data collection instrument and study methodology, the Contractor will submit the documents for ethics review by PHAC's Research Ethics Board (REB) and other ethics review committee(s) as required (e.g., the Contractor's university ethics board, if applicable). The Technical Authority and the Contractor will together present to PHAC's Research Ethics Board. All approval(s) received should be submitted to the Technical Authority. N.B. the submission of available related REB applications facilitates an expedited process at PHAC's Research Ethics Board.

Deliverables:

3.1 Copies of all REB applications submitted to Technical Authority

Due date: June 30, 2017

3.2 Copies of approval letter(s) from ethics review committee(s).

Due date: December 20, 2017

Task 4 – Development of a plan to evaluate test-retest reliability of the CIS maltreatment assessment form and worker information form.

The Contractor will outline a plan to establish the validity and reliability of the CIS Maltreatment Assessment Form and Worker Information Form. The Technical Authority will provide these forms to the Contractor. At a minimum, test-retest reliability will be evaluated. Once the Technical Authority approves the plan, the Contractor will conduct the testing of the data collection instruments. The Contractor will modify the instruments as necessary based on this testing, and produce a final version of the instruments to be approved by the Technical Authority prior to data collection.

Deliverables:

4.1 Reliability Test-Retest Plan

Due Date: September 30, 2017

4.2 Report of Results of Test and Re-test

Due Date: March 25, 2018

4.3 Final version of the tested instrument.

Due Date: March 25, 2018

Task 5 – Preparation of a training plan and organization and delivery of training sessions to site coordinators and child protection workers

To create national estimates that represent reported child maltreatment in Canada, the geographic distribution of the participating child welfare agencies will reflect population density patterns across the country. The participating agencies will be those that consent to participate, after being identified as part of the sample in the Statistics Canada sampling plan (see Task 6). To manage the project, the Contractor will arrange for the hiring or other recruitment of “site coordinators” who will be the local contact people within each child welfare agency to coordinate the data collection from the child protection workers.

The Contractor will prepare a training plan, a training manual and other materials as needed, which will be submitted to the Technical Authority for review and approval before training begins. All documents related to training should be written to address current circumstances, requirements and technological facilities within participating child welfare agencies. Existing software user manuals will be provided by the Technical Authority as needed. Documentation that was used in previous CIS cycles will be provided by the Technical Authority as needed and must be updated or modified according to the needs for CIS-2018.

The Contractor will assess the availability of space and hardware allocated for training in each agency, and will schedule training sessions accordingly. Training will be organized and conducted by the Contractor in each of the participating child welfare agencies. The training manual, other materials and the training session will be provided in the official language of choice of the trainees. Training will be conducted no sooner than one month prior to data collection and will be completed by October 31, 2018, except for additional training undertaken as needed. Additional training would be required for remedial purposes or to address a situation that has not been previously covered, or for child protection workers who join the CIS data collection effort after initial training is completed due to having been newly hired or transferred. Specific training related to use of the electronic data collection instrument, or paper-and-pencil data collection instrument, should be carried out as needed. A final report on the training sessions, including feedback from participants, will be submitted to the Technical Authority for approval.

In the course of the training sessions, information about the personal characteristics and educational, and training histories of the child protection workers will be collected by the Contractor. A “Worker Information Form” will be provided to the Contractor by the Technical Authority for this purpose. Note that this is personal information, under the terms of the Privacy Act. This information will be input to the data file, as described in Tasks 10 and 11, below.

Deliverables:

5.1 Draft Training plan

Due Date: March 25, 2018

5.2 Draft Training materials including manuals and guidebooks

Due Date: March 25, 2018

5.3 Final report of training sessions at all child welfare agencies

Due Date: June 30, 2019

Task 6 – Liaising and negotiating with Provincial and Territorial authorities to facilitate Statistics Canada’s creation of a sampling database of Canadian child welfare agencies’ information

An overall objective of this project is to collect precise and accurate information that can be used to create national estimates with minimum bias or sampling error. Sampling consistent with best practices is necessary to maximize the precision of estimates. Obtaining up-to-date administrative data from each province/territory is critical to Statistics Canada’s preparation of an optimal plan for sampling. Given that the Contractor will be in regular contact with the relevant authorities in the provinces and territories, and to avoid duplication of effort, the Contractor will work with the Technical Authority to obtain administrative data from each jurisdiction.

To facilitate the creation of an optimal sampling plan, where possible, the information would include:

- an agency identifier;
- a unique identifier for each case on each file;
- specification of whether the unique identifier relates to the child, to the family, or to some other entity (e.g., the investigation);
- date of birth of the child or child’s age at the time the case was opened;
- date (month and year) the case was opened;
- precise definition of what constitutes a “case” within this agency;
- type of investigation (i.e., neglect; emotional maltreatment, physical, or sexual abuse; exposure to intimate-partner violence; risk of maltreatment);
- whether or not the agency uses “differential response” and/or “alternate response;” and
- whether or not each case was substantiated.

For those child welfare agencies in which this administrative data can be shared, the Contractor will work with the Technical Authority to facilitate the ministries’/agencies’ transmission of this information to Statistics Canada.

For all child welfare agencies for which detailed administrative data cannot be accessed because it does not exist or because it cannot be shared, the Contractor will provide to Statistics Canada:

- the agency name and location;
- a brief description of the reasons why the administrative data cannot be accessed;
- any comparable available data such as summary counts of the number of child maltreatment cases opened in 2017 and the number of unique children involved in those cases; and
- precise definition of what constitutes a “case” in each agency.

The Technical Authority will support the Contractor by co-presenting and jointly communicating with the Child Welfare Directors in order to facilitate the transmission of these data. The Technical Authority will be responsible for supporting the creation of data sharing agreements between Statistics Canada and provinces and territories where necessary.

Task 6.1 – The Contractor will consult with the Technical Authority and Statistics Canada about joint approaches to provincial and territorial authorities to request that the child protection agencies under their jurisdiction provide to Statistics Canada the necessary administrative child protection data for creation of a sampling plan. See Tasks 6.3 and 6.4, below.

Task 6.2 – The Contractor will create a list of child welfare agencies that operated in Canada in 2017 and name the Census division/subdivision in the catchment area for each agency in Canada. The list will include unique agency identifiers and notations for each to indicate whether or not administrative data for 2017 exist in each agency in a format that can be shared with Statistics Canada.

Task 6.3 – The Contractor will work with the Technical Authority to facilitate the ministries’/agencies’ transmission to Statistics Canada,

of the administrative data pertaining to 2017, required to prepare an optimal sampling plan.

The Contractor will participate with the Technical Authority in ongoing liaisons between Statistics Canada and provincial and territorial authorities to ensure that the optimal sampling plan can be developed. The Technical Authority will support the Contractor by jointly communicating with the Child Welfare Directors in order to facilitate the transmission of these data. The Technical Authority will be responsible for supporting the creation of data sharing agreements between Statistics Canada and provinces and territories where necessary.

For those child welfare agencies in which administrative data can be shared, the Contractor will work with the Technical Authority to facilitate the agencies’ transmission of this information to Statistics Canada:

- an agency identifier;
- a unique identifier for each case on each file;
- specification of whether the unique identifier relates to the child, to the family, or to some other entity (e.g., the investigation);
- date of birth of the child or child’s age at the time the case was opened;
- date (month and year) the case was opened;
- precise definition of what constitutes a “case” within this agency;

- type of investigation (i.e., neglect; emotional maltreatment, physical, or sexual abuse; exposure to intimate-partner violence; risk of maltreatment);
- whether or not the agency uses “differential response” and/or “alternate response;” and
- whether or not each case was substantiated.

Note that this is personal information, under the terms of the Privacy Act . The Contractor and the Technical Authority will work to facilitate transmission of this information to Statistics Canada, not to handle it, store it, nor share it with PHAC. The transmission requirements will be determined by the provincial and territorial ministries responsible for the administrative data, in consultation with Statistics Canada.

Task 6.4 – For all child welfare agencies for which administrative data cannot be accessed because it does not exist or because it cannot be shared, the Contractor will provide to the Technical Authority:

- the agency name and location;
- a brief description of the reasons why the administrative data cannot be accessed;
- any comparable available data such as summary counts of the number of child maltreatment cases opened in 2017 and the number of unique children involved in those cases; and
- precise definition of what constitutes a “case” in each agency.

Task 6.5 – The Contractor will also summarize expected changes to the number of agencies in each province and territory anticipated for 2018 in terms of expected agency closures, openings, or amalgamations, based on the Contractor’s consultations with the relevant provincial and territorial ministries.

Before July 1 2018 the Technical Authority will provide to the Contractor the sampling plan for use in collecting data from child welfare agencies pertaining to child protection cases opened between October 1, 2018 and December 31, 2018. The Contractor will contact the child welfare agencies to arrange training and data collection (as specified in Tasks 5, 8, 9, 10). The Contractor must inform the Technical Authority immediately of any agency’s refusal to participate in training or data collection. In the event of one or more sampled agency’s refusal to participate, the Technical Authority may, at its discretion modify the sampling plan to include one or more replacement agencies.

Deliverables:

6.1 Consultation process with the Technical Authority and Statistics Canada about joint approaches to provincial and territorial authorities to request that the child protection agencies under their jurisdiction provide to Statistics Canada the necessary administrative child protection data for creation of a sampling plan.

Due Date: June 30, 2017

6.2 A list of child welfare agencies that operated in Canada in 2017 and a list of the Census division/subdivision associated with each agency in Canada delivered to Statistics Canada. The list will include unique agency identifiers and notations for each to indicate whether or not administrative data for 2017 exist in each agency in a format that can be shared with Statistics Canada.

Due Date: June 30, 2017

Due Date: April 30, 2018

6.3 Summary of status of provincial/territorial government delivery of data to Statistics Canada

6.4A Microsoft Excel file delivered to the Technical Authority containing the necessary information (specified in Task 6.4) pertaining to child welfare agencies for which administrative data cannot be accessed.

Due Date: August 31, 2018

6.5 Summary of any potential changes to the number of agencies in each province and territory anticipated for 2018 in terms of expected agency closures, openings, or amalgamations, based on the Contractor's consultations with the relevant provincial and territorial ministries, delivered to the Technical Authority.

Due Date: June 30, 2017

Task 7 – 2018 updating of data base of information from child welfare agencies for post-stratification weighting

For post-stratification weighting, the Statistics Canada held administrative data base as detailed in Task 6.3 and 6.4 will require updating for cases opened from January 1st through December 31st, 2018.

The same conditions also apply in Task 7 that applied in Task 6 re agencies for which the required data cannot be provided.

For those child welfare agencies in which administrative data can be shared, the Contractor will work with the Technical Authority to facilitate, where possible, the agencies' transmission of this information to Statistics Canada:

- an agency identifier;
- a unique identifier for each case on each file;
- specification of whether the unique identifier relates to the child, to the family, or to some other entity (e.g., the investigation);

- date of birth of the child or child’s age at the time the case was opened;
- date (month and year) the case was opened;
- precise definition of what constitutes a “case” within this agency;
- type of investigation (i.e., neglect; emotional maltreatment, physical, or sexual abuse; exposure to intimate-partner violence; risk of maltreatment);
- whether or not the agency uses “differential response” and/or “alternate response;” and
- whether or not each case was substantiated.

The transmission requirements will be determined by the province/territory provincial and territorial ministries providing responsible for the administrative data.

For all child welfare agencies for which administrative data cannot be accessed because it does not exist or because it cannot be shared, the Contractor will provide to the Technical Authority:

- the agency name and location;
- a brief description of the reasons why the administrative data cannot be accessed;
- any comparable available data such as summary counts of the number of child maltreatment cases opened in 2018 and the number of unique children involved in those cases;
- any comparable available data such as summary counts of the number of child maltreatment cases opened from October 1, 2018 and the number of unique children involved in those cases; and
- precise definition of what constitutes a “case” in each agency.

The Technical Authority will provide to the Contractor the post-stratification weights created by Statistics Canada, for the Contractor’s use.

Deliverables

7.1 Application of Statistics Canada’s weights for final tables. Due Date: February 28, 2020

Task 8 – Managing selected child welfare agencies’ requests for sub-sampling

Sub-sampling refers to the need to sample only selected cases within a large child welfare agency (e.g., every second case) due to volume constraints. The Contractor will communicate any requests for sub-sampling to the Technical Authority. The Technical Authority, after consultation with Statistics Canada, will work with the Contractor on a sub-sampling plan that is acceptable to the child welfare agencies that have made the requests.

Deliverables:

8.1 List of agencies requesting sub-sampling

Due Date: October 31, 2018

Task 9 – Quality control

The Contractor will prepare a plan designed to ensure data quality. The plan should include specific technical strategies aimed at maximizing the completeness and accuracy of the data. These might include ongoing changes (built into the data collection instrument) designed to minimize error due to out-of-range values, and tracking systems to quantify data-entry error rates of individual workers and monitor the rate of data completeness for each agency. The plan should also outline measures that might be undertaken by the Contractor to improve data quality during the course of collection—such as additional training or other remediation of individual workers as needed, training of new workers and methods for promptly providing feedback, and responding to workers’ questions. The data quality control plan, including the specifications of data entry edits, should be submitted to the Technical Authority for approval. Ongoing discussion will occur as specified in the Communications Plan, and any data quality issues identified will be resolved within 10 working days of their identification.

Deliverables

9.1 Quality control plan

Due Date: August 31, 2018

Task 10 – Data collection

Data will be provided by child protection workers in all agencies selected in the sampling process in Task 6, and in accordance with the quality control measures agreed to in Task 9. Data will be collected using a questionnaire to be provided by the Technical Authority. Data collection will pertain to cases of reported and investigated abuse and neglect opened over the three-month time period starting October 1, 2018, and ending on December 31, 2018. Collected data will include identification of the agency that handled each investigation.

It is essential that for each case that has been designated as part of the sample, a CIS record is submitted—even those that are left blank due to non-response, those that are screened out for any reason, and those that are excluded because a child has been previously investigated and included in the sample. The disposition of each sampled case must be recorded. The Contractor will develop a code list for all possible response outcomes (e.g., CIS questionnaire fully completed, CIS questionnaire partially completed, child is older than those served in the province/territory therefore no data, child protection worker is on holidays therefore non-response, CIS questionnaire not completed because child has been previously investigated and included in the sample, etc.) The appropriate code from the developed code list must be entered in a unique CIS record with its own case identification number,

even for records with no information. This information is necessary to collect and transmit to the Technical Authority for Statistics Canada's use in developing post-stratification weights.

As data are entered electronically, they will be transmitted, case by case, to the Technical Authority via the electronic data collection instrument that will be provided by the Technical Authority. Child welfare workers will have been instructed by the Contractor to complete the approved instrument as soon as possible following each investigation. During data collection the Contractor will make him/herself available to child protection workers to respond to questions, offer advice, resolve problems and conduct additional training on an as-needed or as-requested basis. The Contractor will ensure that data collection is completed by March 31, 2019. Any requirement for additional time for data collection can be negotiated with the Technical Authority. If for any reason someone other than the child protection worker responsible for a case completes the data collection instrument, this should be documented.

The Contractor will be responsible for electronic and hard-copy forms management, data transfer of completed paper forms from the child welfare agencies, and storage of the data in the child welfare agencies, all in accordance with the security and privacy protection measures outlined in Sections 3.9 of this Statement of Work. If the Child Protection Worker Information is collected using paper and pencil forms, the Contractor will be responsible to input this data into the electronic data collection instrument, so that each child investigation record can be associated with the appropriate worker information.

Deliverables

10.1 Preliminary version of raw data file, including all collected data

Due Date: February 28, 2019

10.2 Estimate of data entry completion date (planning date based on anticipated data completion in child welfare agencies)

Due Date: April 30, 2019

10.3 Records from each agency data collection site providing information about all cases selected into the sample and their final disposition (e.g., CIS questionnaire fully completed, CIS questionnaire partially completed, child is older than those served in the province/territory therefore no data, CIS questionnaire not completed because child has been previously investigated and included in the sample, etc)

Due Date: April 30, 2019

Task 11– Data entry and cleaning

The Contractor, will develop data verification procedures and submit those procedures to the Technical Authority for approval. Through regular meetings, the Contractor will communicate any difficulties or inadequacies with the specifications to the Technical Authority for purposes of mutual work to

remediate them. The Contractor will conduct data entry, when paper-and-pencil data collection has been used, using the electronic data collection instrument pre-tested by and provided by the Technical Authority, and will conduct data verification on all data collection instruments. The data will be cleaned by the Contractor for any obvious inconsistencies or out-of-range values. All data will be stored in formats and media to be specified by the Technical Authority. The Contractor will document all changes to data performed in the cleaning process, along with the underlying rationale and decision rules related to each change. All rules developed during cleaning should be applied to data collected whether through the paper or electronic data collection instrument.

The original hard copies of any paper data collection instruments will be provided to the Technical Authority, when electronic data collection was not possible. This applies to paper data collection instruments used to collect data about child protection workers or about the children and families associated with the child maltreatment investigations. Under the Privacy Act, the Technical Authority, as a part of a federal government department, is legally responsible for the protection of personal information collected for this project. Please see the security and privacy protection measures outlined in Sections 3.9 of this Statement of Work, for more details.

Deliverables:

11.1 Completed pencil-and-paper forms

Due date: September 30, 2019

11.2 Cleaned database including derived variables with Statistics Canada's weights applied.

Due date: September 30, 2019

Task 12 – CIS-2018 database, data report, specifications for derived variables

The database for the sample collected under the terms of the Statement of Work will be gradually accumulated through the course of data collection. It will be housed on a computer server approved by the Technical Authority. Please see the security and privacy protection measures outlined in Sections 3.9 of this Statement of Work, for more details.

The Contractor will create composite and derived variables as appropriate; these could include, but not necessarily be limited to, variables such as exposure to intimate-partner violence and order of substantiation. The Contractor will develop specifications for derived variables in consultation with the Technical Authority, and submit them to the Technical Authority for approval.

The Contractor will compile a data dictionary, in English and French, in a format similar to that provided at the following link: http://gsg.uottawa.ca/data/teaching/eco/CCHS_2012_DataDictionary_Freqs.pdf. Syntax for reading the file into SAS and SPSS (variable labels and formats) should be provided. The data dictionary will include variable labels and formats in both SAS and SPSS, and unweighted frequency distributions with missing values. The Contractor will submit the data dictionary to the Technical Authority, along with electronic versions of syntax files for any derived variables created.

The Contractor will prepare a data report that will provide all technical information related to the database and will contain, though not necessarily be limited to, the following components:

- data verification specifications;
- data quality assurance procedures (data verification, data cleaning);
- data management procedures (security measures);

- explanations of composite and derived variables.

The report will be submitted to the Technical Authority for review and approval.

Deliverables:

12.1 Data dictionary

Due date: February 28, 2020

12.2 Data report

Due date: February 28, 2020

Task 13 – Report on CIS-2018 methodology

The Contractor, in collaboration with Statistics Canada, will contribute to a report summarizing all aspects of the methodology employed in conducting CIS-2018, including sections on sampling, weighting, and variance estimation. (Similar to Chapter 2 of CIS-2008). The Contractor will be specifically responsible for describing the methods related to training, logistics (e.g., number of agencies involved in data collection, average time required to complete each case, percentage of records captured using electronic vs paper data collection instrument, non-response at the agency and record levels), quality control measures, and data cleaning and processing. This report must include also a description of the methodology and findings from deliverable 4.2 Report of results on test-retest reliability testing.

The report should be suitable for use as a draft for inclusion as a chapter in a national surveillance report co-authored by the Contractor with the Technical Authority.

Deliverables

13.1 Report on CIS-2018 methodology

Due Date: April 30, 2019

Task 14 – Report on state of child welfare in Canada as it relates to data collection

The Contractor will prepare an approximately 20 page contextual report that is theoretical and practice-oriented, rather than data-oriented, about the state of child welfare in Canada as it relates to data collection, compilation, and reporting. (Similar to Chapter 1 of CIS-2008.) This will be necessary to

understand, for example, which jurisdictions may differ in their routine capturing of data. Information gained by the Contractor in the course of conducting the work for this contract about newly opened or closed child welfare agencies will be included, as will a list of agencies across Canada. This report will provide necessary information about the context in which CIS-2018 data were collected and the federal role in coordination of national child maltreatment surveillance.

The report should be suitable for use as a draft for inclusion as a chapter in a national surveillance report co-authored by the Contractor with the Technical Authority.

Deliverables

14.1 Report on state of child welfare

Due Date: June 30, 2019

Task 15 – Report on major findings of the CIS-2018

Based on the CIS-2018 data, the Contractor will prepare an approximately 20 page surveillance report, in three chapters. Chapter 1 will include results of analyses to summarize rates of: maltreatment-related investigations; child age in investigation by type of maltreatment; child sex in investigation by type of maltreatment; the types of investigations and substantiation decisions; the referral sources; the rates of investigations that lead to ongoing services, placement, and court; previous child maltreatment investigations; child welfare court applications. Chapter 2 will include results of analyses to summarize characteristics of substantiated maltreatment: primary categories of maltreatment; single and multiple categories of maltreatment; physical harm; physical harm and medical treatment; documented emotional harm; duration of maltreatment. Chapter 3 will include results of analyses to summarize characteristics of children and their families including: age and sex of children in maltreatment-related investigations and substantiated maltreatment; documented child functioning; primary caregiver age and sex; primary caregiver's relationship to the child; primary caregiver's risk factors; household type of income; housing type; family moves; exposure to hazards in the home.

The report should be suitable for use as a draft for inclusion as a chapter in a national surveillance report co-authored by the Contractor with the Technical Authority.

Deliverables

15.1 20 page Report on major findings of the CIS-2018

Due Date: December 31, 2019

Task 16 – Summary process evaluation report

The Contractor will compile a summary evaluation that will catalogue and discuss factors that facilitated or inhibited the progress of CIS-2018. The evaluation will also examine the impact on agency workers involved in the study. For each task, the Contractor will document the process of implementation,

synthesis of any difficulties encountered, the rationale for procedural modifications made and their outcomes, approaches to be avoided in future CIS cycles, and successes.

The report will focus on participants (agency managers, child protection workers and CIS-2018 site coordinators) and processes, and address the following areas (and others as appropriate):

Participant-related

- effectiveness of training;
- questions, problems that emerged during training, problem resolution;
- difficulties, user-friendliness of questionnaire of both electronic and paper-and-pencil;
- impact of study on personnel and work routines in the agency;

Process-related:

- challenges, successes and resolution of any issues in collaborative work with:
 - Statistics Canada;
 - First Nations Advisory Committee;
 - Technical Authority;
 - CMS-WG;
 - Provinces and territories regarding collaborative collection of data from supplementary sites in their jurisdictions.
- most important lessons learned;
- most successful practices.

The process evaluation will help with both interpretation of the CIS-2018 data and planning for future cycles. Thus it should include a section that describes changes in legislation and/or procedures related to child welfare investigations that have been implemented since 2008 in any province or territory or agency. The Contractor should document the nature of any such changes that he or she becomes aware of during the course of this work such as during training of child protection worker respondents or during data collection or cleaning.

The Contractor will submit the report to the Technical Authority for review and approval.

Deliverables:

16.1 Process evaluation report

Due Date: March 15, 2020

Beyond the cost of in-kind contributions of the child protection worker's time for participation in the study, and the time required for data transfer, the project should not entail a financial burden to the participating provinces and territories, nor to the child welfare agencies.

CIS-2018 will offer the possibility to all provinces/territories to collaboratively collect data from supplementary sites using the same data collection instrument. This collaboration has been previously termed "oversampling" (<http://www.phac-aspc.gc.ca/cm-vee/csca-ecve/2008/index-eng.php>). Such a collaboration involves data collection from additional agencies (supplementary to the sample drawn for national estimates), with the objective of accumulating a sample large enough to support estimates specific to the province or territory wherein the agencies operate. In such a collaboration, as in the past, data would be shared, under the terms of as-yet-to-be-determined agreements, between the Technical Authority and the provincial or territorial government in question, or its designate. The outcomes of this collaboration include a larger national sample than could be otherwise supported, and jurisdictional-level data available to participating provinces and territories for their own analyses. The costs related to the any such additional data collection will be borne by the involved province or territory. However, technical assistance with drawing any desired sample will be offered by the Technical Authority to the involved province or territory in question, *pro bono*.

The Technical Authority will be responsible for providing to the Contractor details of the terms of agreements it holds with such provinces and territories as required. These agreements are distinct from the terms of the present work.

Contractors' communication with provincial and territorial ministries will be required to facilitate the above described collaborative collection of additional data. In addition, collaboration will be required with the First Nations Advisory Committee to facilitate an affiliated project (as noted in Section 1.1, above), involving the collection of data from First Nations child welfare agencies.

Management Process

The Contractor will collaborate with, and communicate with the Technical Authority on a monthly basis, at a minimum.

The Technical Authority will be responsible for establishing and maintaining the CMS-WG and will facilitate communication between the Contractor and the CMS-WG.

Through the Technical Authority, the CMS-WG will provide expertise to the Contractor, and will be available for consultation as needed. The Contractor may be required to attend CMS-WG meetings and participate in all teleconferences.

The Contractor will work in close consultation with the Technical Authority and the CMS-WG at all stages as per this agreement. Although efforts will be made to ensure that feedback is communicated to the Contractor in a timely manner, delays in the decision process could occur since recommended changes may come from the CMS-WG, and approval of deliverables depends on the Technical Authority. The Contractor should take into consideration the possibility of such delays when developing the work

plan in Task #1. The CMS-WG will also provide a forum for a more general review, and may recommend to the Technical Authority that changes be made to the work plan.

The core study will be largely funded and led by PHAC via the Technical Authority, in close collaboration with the provinces, territories and First Nations.

2.4 Method and Source of Acceptance

The table shows how each type of deliverable will be evaluated to determine whether the work is acceptable or not.

Deliverable type	Assessment
Plans	To assess plans, the Technical Authority will review the work and determine whether it is: 1) in keeping with the overall intent of the CIS-2018 as expressed in the Statement of Work and supporting documentation and 2) complete, thorough, and feasible (given time and other constraints).
Progress reports	To assess progress reports, the Technical Authority will review the work and determine whether it is: 1) in keeping with the overall intent of the CIS-2018 as expressed in the Statement of Work and supporting documentations; and 2) of acceptable thoroughness, clarity and completeness.
External approvals	The Technical Authority will note whether or not the ethics review board approves.

2.5 Reporting Requirements

The Contractor will provide quarterly progress reports to the Technical Authority, as specified in Task 1.2, above. The reports will document the progress of the CIS to date, plan for the next quarter, updates on data collection, contacts and presentations made, minutes of any meetings held during the last quarter, methodological problems encountered, and response and feedback from data collection sites.

2.6 Project Management Control Procedures

Meetings

To ensure optimal project management, the Contractor must be available for a minimum of four in-person meetings in Ottawa, spanning the duration of the contract, in addition to meetings as necessary with the CMS-WG, and in addition to participation in conference calls at the request of the Technical Authority. The Technical Authority will inform the Contractor at least two weeks ahead of planned meetings.

The Technical Authority will monitor and control the work through evaluation of the progress reports and through telemeetings as necessary to discuss and resolve any issues that arise in the course of the work that might affect the Contractor's ability to perform the work. To ensure the deliverables will be brought in on time, on budget and with acceptable quality, the Technical Authority will review the plans and progress, as specified in the Statement of Work. This review will be conducted in a timely manner and any concerns will be clearly expressed to the Contractor in writing.

3 ADDITIONAL INFORMATION

3.1 Canada's Obligations

Canada will provide to the Contractor:

- access to a staff member who will be available to coordinate timely responses to Contractor's questions
- comments on draft reports, plans within twenty (20) working days
- other assistance or support.

3.2 Contractor's Obligations

- Unless otherwise specified, the Contractor must use his/her own equipment and software for the performance of this Statement of Work.
- Title to the equipment/furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and must remain so vested at all times.
- For each item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Technical Authority.
- The Contractor must label all equipment/furnishings as being the property of Canada.
- Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings must remain within the custody and control of the Contractor until such time as the Technical Authority provides instructions for its delivery. During this period of time, the Contractor must take reasonable and proper care of the equipment/furnishings.

3.3 Location of Work, Work Site and Delivery Point

The majority of the work is expected to be completed at the Contractor's facilities. Data collection from child protection workers will be conducted in various locations across Canada, as determined by the sampling plan, described above. Due to existing workload and deadlines, all personnel assigned to any contract resulting from this Request for Proposals (RFP) must be ready to work in close and frequent contact with the Technical Authority and other departmental personnel.

3.4 Language of Work

Reports, plans, and other deliverables must be submitted in English or French, unless otherwise specified above in Section 2.1. As noted in Section 2.1, training of and interaction with child protection workers and other agency staff must be in the official language of their choice. The Contractor's team will have the ability to communicate with program staff, associations, participating child welfare agencies and representatives of other levels of government in both official languages.

3.5 Privacy and Other Special Requirements

This requirement involves data collection and the data to be collected include Personal Information as specified in the Privacy Act. During the course of this contract the personal information must be collected, handled, stored, and transmitted in a manner appropriate for information that is classified "Protected B."

In advance of CIS-2018 data collection, the Contractor will provide each participating child protection worker a letter containing the following points:

- the purpose of CIS-2018, and of the information they will provide; and
- that any personal information they are requested to provide is being collected on behalf of the Public Health Agency of Canada.

Use, retention and disposal:

On expiry or termination of the contract, the Contractor will return to the Technical Authority all information and documentation provided to or collected by the Contractor in relation to this contract. This includes all questionnaires and other documents used in undertaking the required work.

This requirement does not include a public opinion survey.

3.6 Travel and Living

Travel and Living expenses are considered in the Contract. Travel to child welfare agencies and travel to meetings with the Technical Authority will be required in this Contract. Exact date(s) and locations will be determined by the Departmental Representative upon award of contract, in keeping with the Treasury Board Travel Directive.

Payment for travel and living expenses must be made in accordance to the terms of payment and the National Joint Council Travel Directive.

4 PROJECT SCHEDULE

4.1 Schedule and Estimated Level of Effort

Work Breakdown Structure - Milestones

Note that numbers in the “deliverables” column correspond to deliverable numbers in the Statement of Work.

Milestone No.	Deliverables	Delivery date
1	1.1 Comprehensive work plan;	February 28, 2017 Q4 16/17
2	3.1 Copies of all REB applications submitted to Technical Authority; 1.2 Quarterly progress report; 6.1 Consultation process with Technical Authority and Statistics Canada about joint approaches to P/T authorities to request that agencies provide data to Statistics Canada for sampling plan; 6.2 List of child welfare agencies operating in Canada in 2017 and a list of the Census division/subdivision associated with each agency in Canada delivered to Statistics Canada; 6.5 Summary of any potential changes to the number of child welfare agencies in 2018;	June 30, 2017 Q1 17/18
3	4.1 Reliability test-retest plan; 1.2 Quarterly progress report	September 30, 2017 Q2 17/18
4	3.2 Approval letter(s) received from ethics review committee(s); 1.2 Quarterly progress report	December 20, 2017 Q3 17/18
5	4.2 Report of results on test-retest reliability testing; 4.3 Final version of the tested instrument, for approval; 5.1 Draft training plan; 5.2 Draft training materials including manuals and guidebooks; 1.2 Quarterly progress report	March 25, 2018 Q4 17/18
6	2.1 Estimate number of agencies who will use electronic platforms and paper forms ; 6.3 Summary of status of P/T	April 30, 2018

	governments delivery of data to Statistics Canada; 1.2 Quarterly progress report	Q1 18/19
7	6.4 Excel file with information about child welfare agencies for who administrative data cannot be accessed; 9.1 Quality control plan; 1.2 Quarterly progress report	August 31, 2018 Q2 18/19
8	1.2 Quarterly progress report; 8.1 List of agencies requesting sub-sampling	October 31, 2018 Q3 18/19
9	10.1 Preliminary version of raw data file; 1.2 Quarterly progress report	February 28, 2019 Q4 18/19
10	10.2 Estimate of data entry completion date; 10.3 Records from each agency data collection site providing information about selected case's disposition; 1.2 Quarterly progress report; 13.1 Report on CIS methodology	April 30, 2019 Q1 19/20
11	5.3 Final report of training sessions at all child welfare agencies; 14.1 Report on state of child welfare.	June 30, 2019 Q1 19/20
12	11.1 Completed paper forms; 11.2 Cleaned database including derived variables with Statistics Canada's weights applied; 1.2 Quarterly progress report	September 30, 2019 Q2 19/20
13	1.2 Quarterly progress report; 15.1 Major findings report chapters 7.1 Application of Statistics Canada's weights for final tables; 12.1 Data dictionary; 12.2 Data report	December 31, 2019 Q3 19/20
14		February 28, 2020
15	16.1 Process evaluation report; 1.2 Quarterly progress report	March 15, 2020 Q4 19/20

5 APPLICABLE DOCUMENTS AND GLOSSARY

5.1 Applicable Documents

N/A

5.2 Relevant Terms, Acronyms and Glossaries

Terms, acronyms, and technical wording are defined above upon first use.

(B) At page 65 of 75

DELETE: Annex B –Basis of Payment in its entirety

REPLACE BY: Annex B –Basis of Payment specified herein.

1. BASIS OF PAYMENT

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 detailed below, to a ceiling price of \$ _____ (*insert amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

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

2. PRICE BREAKDOWN

2.1. MILESTONES

The schedule of milestones for which payments will be made in accordance with the Contract is as follows. These amounts do not include GST/HST.

Interim Schedule of Milestones, Deliverables and Payments. Schedule to be revised and finalised after contract award and initial meetings with the contractor. The revision and finalisation of the schedule of milestones shall not result in any increase in the total liability of Canada or in the price of Work.

Milestone Number	Task No. - Deliverable	Delivery date	Price Breakdown - Cost of each	Firm Amount for each
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			task of the milestone CAD\$	milestone CAD \$
1	1.1- Comprehensive work plan 6.1- Plan to approach provincial/territorial and other authorities to request data sharing	February 28, 2017 Q4 16/17	\$ \$	\$
2	3.1- Copies of all REB applications submitted to Technical Authority 1.2 Quarterly progress report 6.2 List of child welfare agencies operating in Canada in 2017 6.5 List of changes expected in child welfare agencies in 2018	June 30, 2017 Q1 17/18	\$ \$ \$ \$	\$
3	4.1 Reliability test-retest plan 1.2 Quarterly progress report	September 30, 2017 Q2 17/18	\$ \$	\$
4	3.2 Approval letter(s) received from ethics review committee(s) 1.2 Quarterly progress report	December 20, 2017 Q3 17/18	\$ \$	\$
5	4.2 Report of results on test-retest reliability testing 4.3 Final version of the tested instrument, for approval 5.1 Training Plan 5.2 Training materials including manuals and guidebooks 1.2 Quarterly progress report	March 25, 2018 Q4 17/18	\$ \$ \$ \$ \$	\$
6	2.1 Estimate of number of paper forms needed 6.3 Confirmation from Statistics Canada RE receipt of sampling information	April 30, 2018 Q1 18/19	\$ \$	\$

	1.2 Quarterly progress report		\$	
7	6.4 Excel file with information about child welfare agencies for who administrative data cannot be accessed 8.1 List of child welfare agencies requesting subsampling 9.1 Quality control plan; 1.2 Quarterly progress report	August 31, 2018 Q2 18/19	\$ \$ \$	\$
8	1.2 Quarterly progress report	October 31, 2018 Q3 18/19	\$	\$
9	10.1 Preliminary version of raw data file 1.2 Quarterly progress report	February 28, 2019 Q4 18/19	\$ \$	\$
10	10.2 Total count of paper forms 10.3 Estimate of data entry completion date 10.4 Records of every selected case's disposition 1.2 Quarterly progress report 13.1 Report on CIS methodology	April 30, 2019 Q1 19/20	\$ \$ \$ \$ \$	\$
11	5.3 Final report of training sessions at all child welfare agencies 14.1 Report on state of child welfare.	June 30, 2019 Q1 19/20	\$ \$	\$
12	11.1 Completed paper forms 11.2 Cleaned database including derived variables 12.1 Data dictionary 12.2 Data report 1.2 Quarterly progress report	September 30, 2019 Q2 19/20	\$ \$ \$ \$ \$	\$
13	7.1 Confirmation of delivery of information (for post-stratification)	December 31, 2019	\$	\$

	to Statistics Canada	Q3 19/20		
	1.2 Quarterly progress report		\$	
	15.1 Major findings report chapters		\$	
14	16.1 Process evaluation report	March 15, 2020	\$	\$
	7.1 Quarterly progress report	Q4 19/20	\$	
Subtotal (excluding GST/HST)				\$
Estimated applicable taxes				\$
TOTAL				\$

2.2. Travel and Living Expenses

Subject to the prior written authorization by Canada, travel and living expenses incurred in the performance of the Work will be reimbursed, with no allowance for overhead or profit, within the limits permitted by the current National Joint Council Travel Directive (see Appendix 1, Resulting Contract Clauses – Terms of Payment, clause TP4).

Canada will not pay the Contractor its fixed time rates for any time spent in “travel status” (e.g. time spent travelling by car or plane, or time spent travelling to and from the airport).

Estimate travel and living expenses (inclusive of GST/HST) not to exceed \$_____

Extend the bid closing date to January 27, 2017 as follows:

Required: Request for Proposal (RFP) - Page 1 of 83 at A10 Bid Delivery

DELETE:

A10 "Bid Delivery" in its entirety.

REPLACE BY:

Bids must be received by no later than [14:00 \(2 p.m.\)](#) on [January 2, 2017 \(Eastern Standard time\)](#) at the email address indicated in A1. Bids received after the closing date and time (referred to as the "Closing Date") will be considered non-responsive.

Addenda n° 2 DP 1000184730