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Reissue of Bid Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number **21120-17-2367886/A** dated **26-SEP-2016** with a closing of **18-OCT-2016** at **2:00 PM EDT**.

PART 1 - GENERAL INFORMATION

1. Security Requirement

NO SECURITY REQUIREMENT EXISTS

- NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted AT ALL TIMES, in specific areas of the institution/site as and where required by Correctional Service Canada personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.
- Contractor personnel shall and must adhere to institutional requirements for the conduct of searches by Correctional Service Canada, prior to admittance to the institution/site. Correctional Service Canada reserves the right to deny access to any institution/site or part thereof of any Contractor personnel, at any time.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

5. Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

6. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of



Correctional Service
Canada

Service correctionnel
Canada

raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

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

Delete: sixty (60) days

Insert: one-hundred-eighty (180) days

2. Submission of Bids

Bids must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to CSC will not be accepted.

3. Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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



payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) business days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all



Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

5. Applicable Laws

Any resulting 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).

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **three (3) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

Bidders must submit their Financial Bid in an envelope separate from their technical proposal.

CSC requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation.

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

- i. use 8.5 x 11 inch (206 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

2. Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex B - Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T, (2013-11-06) Exchange Rate Fluctuation



4. Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.1.2 Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex D – Evaluation Criteria**.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection - Highest Combined Rating of Technical Merit and Price

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of **sixteen (16) points** overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of **thirty (30) points**.
- 2. Bids not meeting (choose "(a) or (b) or (c)") will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **60 % for the technical merit** and **40% for the price**.
- 4. 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 60 %.
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 7. 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 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations			
Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certification Required with the Bid

Bidders must submit the following duly completed certification as part of their bid.

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Bidders must submit this form to Correctional Service of Canada with their bid.

2. Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time



frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

2.1 Integrity Provisions – Required documentation

List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

OR

- The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969).

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

2.3 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources



2.5 Language Requirements - English Essential

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

2.6 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

2.7 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

Site Security Requirement

NIL security screening is required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution / site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirements for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof by any Contractor personnel, at any time.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

2.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

2.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization" form specified in **Annex C**.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

2.1.2 Task Authorization Limit

1. The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.



2. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

2.1.3 Minimum Work Guarantee - All of the Work - Task Authorizations

1. In this clause,
 - "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
 - "Minimum Contract Value" means 5%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

3.2 Supplemental General Conditions

4007 (2010-08-016), Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

3.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.



2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the Contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of _____ to _____ [Fill in at contract award only.]

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 one (1) additional one-year period 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 at least five (5) 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alexandre Giguere
Title: Senior Procurement Officer
Correctional Service Canada
Telephone: 613-943-1441
E-mail address: 613-992-1217

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



5.2 Project Authority [Fill in at contract award only.]

The Project Authority for the Contract is:

Name: (XXX)
Title: (XXX)
Correctional Service Canada
Branch/Directorate: (XXX)
Telephone: (XXX)
Facsimile: (XXX)
E-mail address: (XXX)

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.

5.3 Contractor's Representative [Fill in at contract award only.]

The Authorized Contractor's Representative is:

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____ - _____
Facsimile: _____ - _____
E-mail address: _____

6. Payment

6.1 Basis of Payment - Firm Unit Price(s) - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the Basis of Payment in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

6.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$XXX. Customs duties are included and Applicable Taxes are extra.



2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 SACC Manual Clause H1001C (2008-05-12), Multiple Payments

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

6.5 Travel and 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: **\$90,000.00**

6.6 Payment of Invoices by Credit Card *(if applicable)*

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

7. Invoicing Instructions

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



the invoice is completed.

Each invoice must be supported by:

1. a copy of the Task Authorization and any other documents as specified in the Contract;
and
 2. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

8. Certifications and Additional Information

8.1 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.

9. 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).

10. 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 4007 (2010-08-016), Canada to Own Intellectual Property Rights in Foreground Information;
- c. the General Conditions 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity);
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. the signed Task Authorizations (including all of their annexes, if any);
- g. the Contractor's bid dated _____ (to be inserted at contract award)

11. Termination on Thirty Days Notice

11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other



provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

12. SACC Manual clause G1005C, (2016-01-28), Insurance - No Specific Requirement

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

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, Limited Liability Company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, Limited Liability Company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

15. Tuberculosis Testing

15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.



15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies

16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

16.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and



18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

20. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the contractor respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

21. Privacy

21.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

21.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.

22. Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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.



23. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.

24. SACC Manual Clause A9068C (2010-01-11), Government Site Regulations

ANNEX A – Statement of Work

The Correctional Service of Canada (CSC) has a requirement for a multi-disciplinary Consultant Team specialized in site development for roadway and parking infrastructures to prepare a Site Development and Parking Expansion study* for each of the following sites:

- 1) SITE 1: Drumheller Institution, Drumheller, Alberta
- 2) SITE 2: Stony Mountain Institution, Stony Mountain, Manitoba

**The Site Development studies will offer better management of vehicular and pedestrian traffic as well as help plan future site development and movements around institutional grounds.*

The Parking Expansion studies will provide guidelines and options to optimize circulation and expand parking capacity for each pair of institutions.

The studies for each site are intended to help CSC in long term site planning and provide directions for cost effective decisions making, while assessing different design options and development strategies based on life expectancy of the existing roadway infrastructure.

1.1 Background

CSC has a mandate to provide adequate parking for staff and visitors at all its Institutions. At the two sites mentioned above, there is a lack of sufficient parking spaces; existing circulation and way finding could be improved, and the roadway system lacks segregation and overlaps the perimeter security road.

1.2 Objectives

For each site (SITE 1: Drumheller Institution / SITE 2: Stony Mountain Institution), the Contractor must carry out an analysis of the existing site conditions, propose site design options and submit a report describing available options to optimize traffic and expand parking capacity while taking into account environmentally sustainable approaches.

1.3 Sites Description

For each of the Sites' Institutional Site Plan, please refer to Appendix 1 of this Annex.

1.3.1 - SITE 1: Drumheller Institution:

The Site Development and Parking Expansion study pertains to the site development outside the fenced complex of Drumheller Institution which contains a (I) Medium and a (II) Minimum Security facility.

- I) The Medium Security facility is enclosed by a secured perimeter having a security patrol road surrounding it. Inmates are housed in direct observation living units or residential houses. Staff and visitor parking lots aren't separated and are located near the main entrance of both the Medium and Minimum facilities, outside of the secured perimeter.
- II) The Minimum Security facility sits on the grounds outside the secured perimeter without fences or walls defining its boundaries. Staff and visitor parking lots aren't separated and are located near the main entrance of both the Medium and Minimum facilities, outside of the secured perimeter.

Parking Capacity

The existing parking capacity on site is approximately 250* parking spaces distributed over

three general areas. The Medium facility has added a new 96-bed living unit, while the Minimum one is increasing its inmate capacity with a 50-bed living unit.

The increased inmate population requires additional parking for staff and visitors. Based on preliminary figures of full time employees and visitors, parking capacity to satisfy the upcoming needs require 320* parking spaces; an increase of 70 additional stalls.

Vehicular and pedestrian circulation

Traffic flow from the roadway to the parking lots appears adequate but available space for parking expansion within the site is limited. Way finding need more clarity and the perimeter security road requires segregation from parking lots traffic. Pedestrian access and universal accessibility to the main entrances need improvements.

1.3.2 - SITE 2: Stony Mountain Institution:

The Site Development and Parking Expansion study pertains to the site development outside the walled and fenced complex of Stony Mountain institution which contains a (I) Medium-Maximum and a (II) Minimum security facility.

I. The Medium-Maximum facility is enclosed by a secured perimeter having a security patrol road surrounding it. Staff and visitor parking lots are at full capacity, aren't separated and are located near the main entrance of both the Medium-Maximum and Minimum facilities, outside of the secured perimeter.

II. The Minimum facility is enclosed by a secured perimeter having a security patrol road surrounding it. Staff and visitor parking lots aren't separated and are located near the main entrance of both the Medium-Maximum and Minimum facilities, outside of the secured perimeter.

Parking Capacity

The existing parking capacity on the site is approximately 285* parking spaces distributed over two general areas. Each facility has parking close to the main entrance and there are additional parking spaces at the west side of the *General Outside* (GO) building.

Stony Mountain added a new 96-bed living unit in its Maximum facility and a 50-bed living unit in its Minimum facility. The increased population requires additional parking spaces for staff and visitors. Based on preliminary figures of full time employees and visitors, parking capacity to satisfy the upcoming needs require 405 parking spaces; an increase of 120 additional stalls.

Vehicular and pedestrian circulation

Traffic patterns and way finding need more clarity and the perimeter security road requires segregation from parking lots traffic. Pedestrian access and universal accessibility to the main entrances need improvements.

**The current and required number of parking spaces for both institutions is to be determined/confirmed by the Contractor.*

1.4 Tasks

For each site (SITE 1: Drumheller Institution / SITE 2: Stony Mountain Institution):

Services comprise the following stages and shall be provided under the Contract on an as-and-when requested basis. A Task Authorization (TA) will be utilized to request tasks during the life of this contract. The following includes, but does not limit the tasks associated with any TA. The TA will identify and authorize the specific tasks required.

Each stage completion must receive approval from the PA before the Contractor can proceed with the subsequent stage.

1.4.1 - STAGE 1: Start-Up

The Contractor must meet with the Project Authority (PA) and Work Groups to discuss activities associated with project initiation, namely a discussion of general issues with a preliminary exchange of information, an explanation of the objectives of the studies, the Contractor's methodology and a more precise definition of the work plan and study boundaries.

There will be one Work Group for each site (SITE 1: Drumheller Institution / SITE 2: Stony Mountain Institution). The Work Groups will consist of the PA as the project leader, one representative from the Ontario Region (RHQ) and staff members representing each site.

1.4.2 - STAGE 2: Existing Conditions and Documentation of Site Activities

The Contractor must:

- a) familiarize itself with the correctional setting and the institution's site operations, traffic behavior, parking capacity, pedestrian circulation, conditions of road infrastructures and universal accessibility, etc. The purpose of this stage is to understand the existing environment in which the site functions to evaluate more accurately circulation, parking needs, way finding and life expectancy of existing infrastructures under current conditions;
- b) conduct a survey of parking lot usage at the facility to assess the rate of parking occupancy and dwell time for a typical work day from the beginning of the morning shift to the end of the evening shift (approx 6:30am to 4:30pm).

The Contractor must use data and observations gathered from the survey to develop an overall understanding of existing traffic conditions at the site, capacity of parking lots and pedestrian accessibility.

- c) Prepare and submit Deliverable #1 (Refer to Deliverable #1 at section 1.5.1).

1.4.3 – STAGE 3: Analysis of Traffic, Parking, Site Activities and Roadway Infrastructure

The Contractor must:

- a) analyze the conditions of traffic and parking and evaluate their ability to fulfil current and future site requirements in terms of access, operations and security;
- b) identify and forecast the deteriorated infrastructure that requires replacement while taking into account the remaining useful life span;
- c) evaluate conformity of items such as, but not limited to, patrols, staff/visitors parking ratio and universal accessibility against building codes from different jurisdictions (federal, provincial, municipal) and institutional requirements specific to the sites (this will be discussed between the PA, Work Groups and the Contractor);
- d) consult existing site survey for the institution and request any missing data that is pertinent to the deliverable of the study;
- e) review all pertinent existing information with each CSC Work Group and communicate preliminary findings. If required, obtain additional information from CSC necessary for a complete evaluation*. The areas to be looked at include, without being limited to, the following:
 - i. Roads: width, materials, radiuses, usage, signs;
 - ii. Road types: security, service, public, private, restricted, emergency, abandoned;
 - iii. Parking: quantity, aisle width, angled parking, curbs etc.;
 - iv. Sidewalk: width, materials, height etc.;

- v. Accessibility: quantity of handicap stalls and location, paths to entrance, bus stops;
- vi. Vehicle types and drivers' behaviour;
- vii. Access from main road, way finding, intersections, views;
- viii. Performance and deterioration of paved surfaces;
- ix. Differential settlement at roads and its boundaries, frost damage;
- x. Hard surfaces versus soft landscape;
- xi. Drainage and run offs;
- xii. Identification of underground service access, such as storm sewer, water lines, gas mains and other fuel sources, water lines, underground tanks, electrical cables and telecommunication lines, fibre optics, cable TV, etc.;
- xiii. Fire truck access and emergency routes;
- xiv. Sally port and construction access;
- xv. Weekdays, weekend and seasonal uses; and
- xvi. Line of sights, security cameras and vehicular approaches.

**It is the Contractor's responsibility to obtain all pertinent information and to verify its accuracy. All provided documentation is to be returned to the PA after completion of work.*

- f) Prepare and submit Deliverable #2 (Refer to Deliverable #2 at section 1.5.2).

1.4.4 – STAGE 4: Preliminary Site Plan

The Contractor must:

- a) prepare a Preliminary Site Plan that includes, without being limited to, the following parameters:
 - i. Parking expansion to satisfy the increased staff and visitors identified;
 - ii. Roadway improvements and/or optimization to improve flow, separation and way finding;
 - iii. Potential future replacement of roadway and parking infrastructures;
 - iv. Improved access and circulation for pedestrians and persons with disabilities;
 - v. An outline of short, medium and long term* site development options;
 - vi. Strategies for sustainable development and environmental infrastructures; and
 - vii. Actual physical characteristics of the site and proposed asset replacement.

These parameters must be consistent with a macroscopic approach for the entire site, rather than being focused on specific details or zones.

The Preliminary Site Plan for the institution will serve as the basis for discussions for the Work Group and help determine a series of options and directions to develop during the following Stage (STAGE 5 – Development of options).

**For the purpose of this study:*

Short term = < 5 years;

Medium term = ≥ 5 years to <10 years; and

Long term = ≥ 10 years.

- b) Prepare and submit Deliverable #3 (Refer to Deliverable #3 at section 1.5.3).

1.4.5 – STAGE 5: Development of Options

Previous stages will have provided a picture of the sites' physical conditions, current parking status, existing deficiencies and proposed requirements. For STAGE 5, the Contractor must:

- a) analyse various cost effective solutions and options addressing requirements/shortcomings, and short, medium and long term implementation. Proposed options must include, without being limited to, the following:
 - i. restructuring deficient roadway components or intersections;
 - ii. partial or complete infrastructure upgrade to heighten efficiency and capacity;
 - iii. renovating or redeveloping roadways, parking or pedestrian circulation considered in need of major repairs;
 - iv. disposing of and relocating deficient components of parking lots considered to be at, or near, at the end of their useful life span and not worth investing; and
 - v. alternate selection of materials, equipment, design or drainage concepts to satisfy environmental sustainable design requirements.

- b) Prepare and submit Deliverable #4 (Refer to Deliverable #4 at section 1.5.4).

1.4.6 – STAGE 6: Final Site Development and Parking Expansion Studies (Refer to Deliverable # 5 at section 1.5.5)

For each site, the Contractor must prepare and submit a Final Site Development and Parking Expansion Study incorporating all of the elements identified at Stages #2 through #5. The layout of the final document, as well as the order of presentation of the contents, will be determined in collaboration with the PA. A draft version must be submitted for review and comments to the PA. The Contractor must ensure that all CSC comments are dealt with prior to submitting the Final Site Development and Parking Expansion Studies for acceptance.

1.5 Deliverables for each Site

All deliverables listed below must be produced for each site (SITE 1: Drumheller Institution / SITE 2: Stony Mountain Institution).

Specific deliverables, which will be specified in the resulting TAs will include, but not be limited to, the following:

1.5.1 - Deliverable #1: Existing Conditions and Documentation of Site Activities (refer to STAGE 2)

The general understanding of existing conditions must be subdivided into three (3) separate, yet interdependent, parts.

- a) General description of traffic, parking, site operations, universal accessibility and pedestrian circulation in regards to the site:
 - (i) access from the main road to parking lots and main entrances;
 - (ii) institutional activities affecting movement around the site;
 - (iii) vehicular and pedestrian patterns or flow; and
 - (iv) other elements specific to the pair of institutions.

- b) A brief description of correctional particularities or deficiencies:
 - (i) patrol and emergency requirements;
 - (ii) protection against contrabands; and
 - (iii) operations around the facilities expected in a correctional environment.

- c) Parking survey results:
 - (i) current dwell time of occupancy; and
 - (ii) capacity and expansion requirements.

1.5.2 Deliverable #2: Analysis of Traffic, Parking, Site Activities and Roadway Infrastructure (refer to STAGE 3)

This report must include text, drawings, photographs, charts, test results, general and specific diagrams, etc., describing the current state of roadway infrastructure, parking and pedestrian circulation, presenting an analysis of current issues and making recommendations to control, optimize or resolve problematic traffic and parking conditions. It must contain at a minimum, and without being limited to, the following:

- a) An analysis of observations and data gathered from:
 - (i) field observations;
 - (ii) parking survey analysis; and
 - (iii) information provided by each site.

- b) A graphic site plan representation of the analysis:
 - (i) access to site, to main building entrances, sally port and public transportation;
 - (ii) traffic types and patterns, areas of conflicts;
 - (iii) main, secondary, service and security routes;
 - (iv) parking capacity at each lot; and
 - (v) pedestrian corridors and universal accessibility.

- c) A description of the existing condition of the infrastructure:
 - (i) age and useful life expectancy of components; and
 - (ii) potential and desired environmental improvements.

- d) Recommendations:
 - (i) prioritized recommendations for short, medium and long term implementation, including best zone for parking expansion.

1.5.3 Deliverable #3: Preliminary Site Plan (refer to STAGE 4)

The Preliminary Site Plan, which will be used as a guide to define project options and conclusions, must contain, without being limited to, the following:

- (i) overall objectives regarding the site development and parking expansion;
- (ii) site operations assumptions and constraints affecting traffic;
- (iii) parking expansion and pedestrian circulation around the institutional grounds;
- (iv) elements to preserve, anticipated modifications and new parking expansion;
- (v) the rationale for proposed modifications or optimization;
- (vi) the response to traffic and parking issues, needs and requirements;
- (vii) feasibility and cost implications; and
- (viii) a graphic site plan representation to propose and document traffic optimization, parking expansion and short term site improvements for each of the study.

1.5.4 Deliverable #4: Development of Options (refer to STAGE 5)

This document must propose three (3) options representing a short, medium and long term planning effort. The long term option must incorporate all the solutions required to optimize the site development and the short term option must incorporate all parking expansion propositions.

All options (short, medium and long term) must propose a comprehensive, overall approach addressing the identified problems and issues observed and gathered at previous stages in combination with comments and information brought forward by the Work Groups during the previous stages. The level of details for each option must be comparable and sufficient to ensure that options can be evaluated accurately and in correlation to one another.

Each option must include relative worthiness (cost comparative analysis), drawings, graphics if needed and text describing the proposed scope of work including, without being limited to, the following:

- (i) new road or parking construction;
- (ii) renovations, repairs, upgrades or optimizations;
- (iii) demolition of existing roadway/parking/sidewalk infrastructure, or part thereof and replacement;
- (iv) design alternatives or green/environmental technologies; and
- (v) phasing or zoned implementation.

1.5.5 Deliverable #5: Site Development and Parking Expansion Study (refer to STAGE 6)

- a) Based on the initial site evaluation, the analysis of various options and iterations at previous stages, the draft and final Site Development and Parking Expansion Study must provide a full description of the recommended plan of action.
- b) The study must contain, without being limited to, the following:
 - (i) three (3) options for short, medium and long term planning taking into account the remaining life expectancy of current infrastructure. A summary table showing the different projects recommended for short, medium and long term and associated overall costs to implement by order of magnitude;
 - (ii) Recommendation of the best option to improve and/or optimize vehicular and pedestrian circulation, and identify parking expansion;
 - (iii) a consolidation and updated version of all the previous deliverables and site plan iterations describing the current situation, the recommended Site Development and Parking Expansion Plan and an explanation of the rationale for the proposed changes, risks of status quo and implementation strategy. Explanation on how to easily and economically optimize the roadway and parking infrastructure must be included.
 - (iv) an executive summary containing:
 - the objectives the plan is addressing;
 - the proposed plan and its rationale;
 - identification of the plan's major repercussions with respect to implementation and budgeting on a 5 to 30 year period, and the optimal time required to execute it;
 - summary of the site plan development priorities; and
 - summary of the long-range projects and order of magnitude cost.

Once the draft studies will be officially accepted, the PA will notify the Contractor in writing that preparation of the final studies can be initiated.

1.5.6 Review and Acceptance

The Contractor must submit a draft document of each deliverable to the PA for his and the Work Groups review and acceptance. If requested, comments/suggestions made by the PA and Work Groups must be incorporated in the deliverables at the Contractor's own expense.

1.5.7 Number and format of copies:

The Contractor must provide the following for each site:

- (i) Four (4) hardcopies* and an electronic copy** of Deliverables #1 through #4.
- (ii) Five (5) hardcopies* and an electronic copy** of Deliverable #5 (Site Development and Parking Expansion Study). The electronic copy must include all electronic files (word, excel, AutoCAD etc.) and photos used to prepare the report.
- (iii) At the end of the project, the Contractor must provide the PA with an electronic copy of all deliverables on a CD-ROM or DVD disk.

**Hardcopies must be submitted on 8½" x 11" paper, in a format suitable for presentation in a ring binder. Plans must be submitted on a format of 8½" x 11" paper or 11" x 17" folded into the ring binder.*

The PA will instruct the Contractor as to the different addresses (CSC Regional Headquarters, Institutions and CSC-NHQ) where the hardcopies must be sent.

***The electronic copies must be in PDF format and all drawings must be on AutoCAD 2014 (.dwg) format.*

1.6 Constraints

Before travelling on site for the performance of the work, the Contractor must submit to each site* (SITE 1: Drumheller Institution / SITE 2: Stony Mountain Institution), for approval, a schedule of work indicating when the site visit(s) will be conducted, the proposed times, duration of stay, and the identity of staff proposed to perform the work. Because of site security, alternate arrangements or dates could be required.

*The PA will provide the Contractor with the contact information of the responsible authority for each of the sites.

1.7 CSC to provide

CSC will make reference materials available to the Contractor, including the latest AutoCAD site survey plan of the Sites.

1.8 Schedule of Meetings

A minimum of six (6) meetings will be conducted with the PA and/or the Work Groups to gather information and feedback for all stages of the study. Below are the expected meetings scheduled for each stage:

STAGE 1: Introduction - one (1) meeting;

STAGE 2: Information gathering - one (1) meeting;

STAGE 4: Presentation of Preliminary Site Plan - one (1) meeting;

STAGE 5: Presentation of options – two (2) meetings; and

STAGE 6: Presentation of Draft Study - one (1) meeting.

Meetings between the Contractor, PA and/or Work Groups during or after the various project stages will be scheduled on an as-needed basis. Unless otherwise indicated, all meetings will take place at the Sites location.

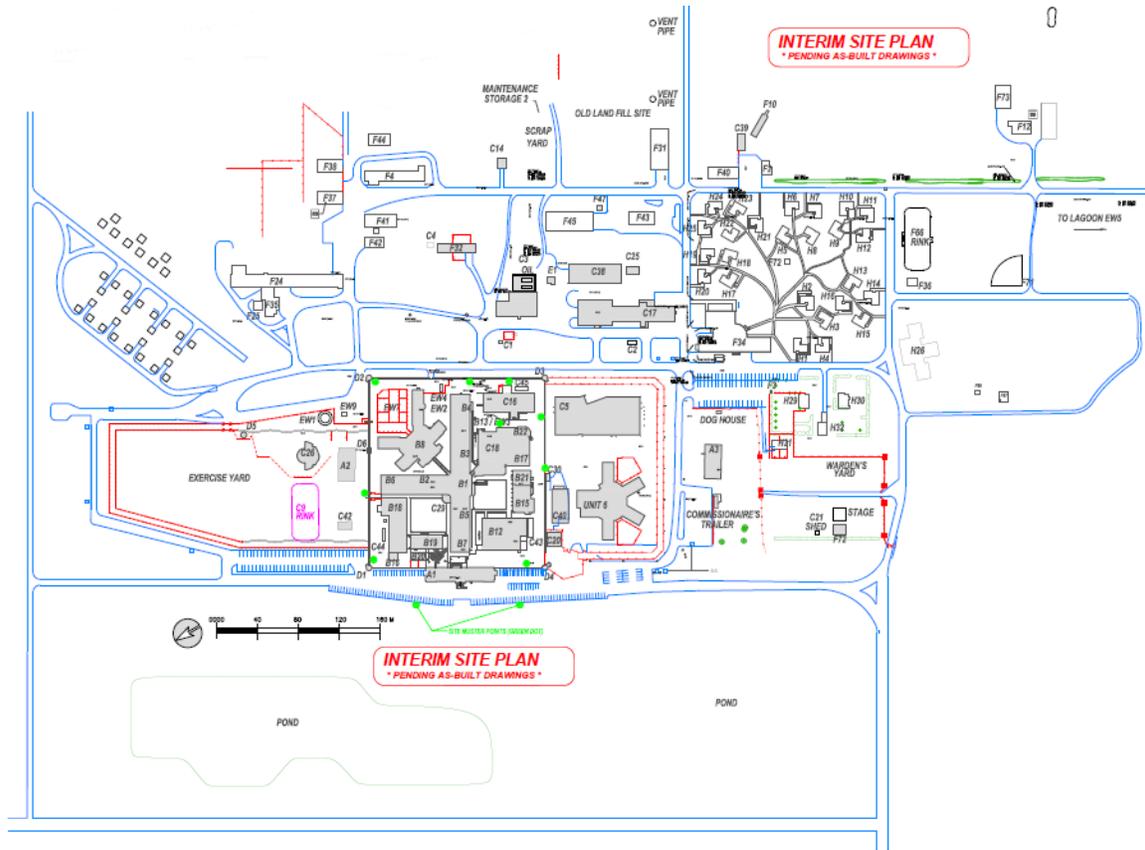
1.9 Location of work

- a. The Contractor must perform the work at the Contractor's place of business and the two Sites (SITE 1: Drumheller Institution / SITE 2: Stony Mountain Institution).
- b. Travel
 - i. Travel to the following locations will be required for performance of the work under this contract:
 - SITE 1: Drumheller Institution
Highway #9
Drumheller, Alberta
 - SITE 2: Stony Mountain Institution
Highway #7
Winnipeg, Manitoba

1.10 Language of Work

The Contractor must perform all work in English.

2. SITE PLAN - STONY MOUNTAIN INSTITUTION, STONY MOUNTAIN, MANITOBA



ANNEX B – Proposed Basis of Payment

1.0 Contract Period

1. The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.
2. For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm prices below in the performance of this Contract, Applicable Taxes extra.

Drumheller Institution		
Phase NO.	DELIVERABLE	ALL INCLUSIVE FIRM PRICES
1	Deliverable #1: Existing Conditions and Documentation of Site Activities	\$ _____
2	Deliverable #2: Analysis of Traffic, Parking, Site Activities and Roadway Infrastructure	\$ _____
3	Deliverable #3: Preliminary Site Plan	\$ _____
4	Deliverable #4: Development of Options	\$ _____
5	Deliverable #5: Site Development and Parking Expansion Studies	\$ _____
Total		\$ _____

And,

Stony Mountain Institution		
Phase NO.	DELIVERABLE	ALL INCLUSIVE FIRM PRICES
1	Deliverable #1: Existing Conditions and Documentation of Site Activities	\$ _____
2	Deliverable #2: Analysis of Traffic, Parking, Site Activities and Roadway Infrastructure	\$ _____
3	Deliverable #3: Preliminary Site Plan	\$ _____
4	Deliverable #4: Development of Options	\$ _____
5	Deliverable #5: Site Development and Parking Expansion Studies	\$ _____
Total		\$ _____

2.0 Options to Extend the Contract Period:

1. Subject to the exercise of the option to extend the Contract period in accordance with Article 4. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive prices, in accordance with article **1.0 Contract Period** above, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

3.0 Applicable Taxes

1. All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
2. The estimated Applicable Taxes of **\$XXX** are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.

4.0 Payment by Credit Card *(if applicable)*

Canada requests that bidders complete one of the following:

1. Government of Canada Acquisition Cards (credit cards) will be accepted for payment.

The following credit card(s) are accepted:

Master Card: _____

2. Government of Canada Acquisition Cards (credit cards) will not be accepted for payment.

The bidder is not obligated to accept payment by credit card.

Acceptance of credit cards for payment will not be considered as an evaluation criteria.



**ANNEX C
CSC TASK AUTHORIZATION FORM**

Task Authorization Autorisation de tâche		Contract Number – Numéro du contrat
Contractor`s Name and Address – Nom et adresse de l`entrepreneur	Task Authorization (TA) No. – No de l`autorisation de tâche (AT)	
	Title of the task, if applicable – Titre de la tâche, s`il y a lieu	
	Total Estimated Cost of Task (applicable taxes extra) Coût total estimatif de la tâche (taxes applicables en sus) \$	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No – Non <input checked="" type="checkbox"/> Yes – Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relatives à la sécurité		
For Revision only – Aux fins de révision seulement		
TA Revision Number, if applicable Numéro de révision de l`AT, s`il y a lieu	Total Estimated Cost of Task (applicable taxes extra) before the revision Coût total estimatif de la tâche (taxes applicables en sus) \$	Increase or Decrease (applicable taxes extra), as applicable Augmentation ou réduction (taxes applicables en sus), s`il y a lieu \$
Start of the Work for a TA: Goods cannot be delivered until the TA has been authorized in accordance with the conditions of the contract.		Début des travaux pour l`AT : Les biens ne peuvent pas être livrés avant que l`AT soit autorisée conformément au contrat.
1. Required Work: - Travaux requis :		
A. Task Description of the Goods Required and Delivery Locations – Description de tâche : biens requis et adresses d`expédition See Attached – Ci-Joint <input checked="" type="checkbox"/> As per attached list of goods required and delivery locations – En conformité avec la liste des biens requis et des adresses d`expédition ci-jointe.		
B. Basis of Payment – Base de payment As per Annex A of the Contract – Conformément à l`Annexe A du contrat.		
C. Cost of Task – Coût de la tâche As per the quantities required and unit prices specified in Annex A of the Contract – Conformément aux quantités requises et aux prix unitaires précisés à l`Annexe A du contrat.		



D. Method of Payment – Méthode de payment

As per article 6. Payment of the contract - Conformément à l'article 6. Paiement du contrat.

2. Authorization(s) – Autorisation(s)

By signing this TA, the authorized client and (or) the CSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante du SCC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of the TA and its revisions is in excess of this limit, the TA must be forwarded to the CSC Contracting Authority for authorization

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante du SCC pour autorisation.

Name and title of authorized client – Nom et titre du client autorisé à signer

Signature

Date

CSC Contracting Authority – Autorité contractante du SCC

Signature

Date

3. Contractor's Signature – Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date



Annex D Evaluation Criteria

1.0 Technical Evaluation:

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria
- Rated Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

- 1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.
- 1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.
- 1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.
- 1.5 References must be provided for each project/employment experience.
 - I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
 - II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
 - III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



MANDATORY TECHNICAL CRITERIA			
Item	Mandatory Requirements	Bidder Response Description (include location in bid)	Met/ Not Met
M1	<p>Within the last seven (7) years, the Bidder must have, as the Prime Contractor, completed at least three (3) Site Development projects*.</p> <p><i>*For the purpose of this solicitation, Site Development projects are defined as having <u>all of the following</u> characteristics:</i></p> <p>a) <i>Operating on a 24 hours basis;</i> b) <i>Having a physical security component (e.g. correctional or detention facilities, defense establishments, courthouses, or airport); and</i> c) <i>Meeting at least one (1) of the two (2) following conditions:</i></p> <p style="padding-left: 20px;">1. <i>has a minimum of two (2) different occupancies (e.g. public, private, commercial, recreational, residential or industrial); or</i> 2. <i>has more than one (1) type type of circulation (e.g. different types of vehicular, pedestrian or security patrol)</i></p> <p>The Bidder must, for each project, provide the following details as to how the stated experience was obtained:</p> <p>1. Name of the client/Department; 2. Start and end dates of the projects; 3. Nature and scope of the services provided; and 4. A reference.</p>		
M2	<p>Within the last seven (7) years, the Bidder must have a minimum of three (3) years of combined experience in all of the following:</p> <ul style="list-style-type: none"> • Institution(s)* operational analysis and planning; • facility space analysis; • architectural programming; and • developing and evaluating facility development options. <p><i>*For the purpose of this solicitation, an institution is defined as being one of the following: Academic (primary, secondary, post-secondary) site, Hospital site, Military site, Penitentiary site, Airport and Government (federal, provincial or municipal) site.</i></p> <p>The Bidder must provide the following details as to how the stated experience was obtained:</p> <p>1. Name of the client/Department; 2. The total number of years of experience; 3. The start and end dates of the assignment(s); 4. Nature and scope of the services provided; and</p>		



	5. A reference.		
M3	<p>The Bidder must possess a license to practice architecture in the following provinces:</p> <ul style="list-style-type: none">i. Manitoba; andii. Alberta <p>Bidders must include a copy of their licenses with their bid.</p>		
M4	<p>The Bidder's proposed Project Lead must be a licensed architect in Canada and must have worked on a minimum of three (3) Site Development projects*.</p> <p><i>*For the purpose of this solicitation, Site Development projects are defined as having <u>all of the following</u> characteristics:</i></p> <ul style="list-style-type: none">a) Operating on a 24 hours basis;b) Having a physical security component (e.g. correctional or detention facilities, defense establishments, courthouses, or airport); andc) Meeting at least one (1) of the two (2) following conditions:<ul style="list-style-type: none">i. has a minimum of two (2) different occupancies (e.g. public, private, commercial, recreational, residential or industrial); orii. has more than one (1) type type of circulation (e.g. different types of vehicular, pedestrian or security patrol) <p>The Bidder must, for each project, provide the following details as to how the proposed resource stated experience was obtained:</p> <ul style="list-style-type: none">1. Name of the client/Department;2. Start and end dates of the projects;3. Details about the work performed by the proposed resource on the assignment(s); and4. A reference. <p>Bidders must include a copy of the proposed resource architecture license.</p>		



POINT RATED TECHNICAL CRITERIA			
Item	Point Rated Technical Criteria	Points	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
R1	<p>Within the last ten (10) years, the Bidder has completed projects above and beyond that which is required in M1.</p> <p>The Bidder must, for each project, provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. Name of the client/Department; 2. Start and end dates of the projects; 3. Nature and scope of the services provided; and 4. A reference. <p>*****</p> <p>SCORE TO BE ASSIGNED BASED ON THE FOLLOWING: <i>5 points per additional project up to a maximum of 15 points.</i></p>	___/15	
R2	<p>Within the last five (5) years, the Bidder has completed project(s) in which they obtained one of the following third party certification of sustainable planning: LEED, Green Globes or BREEM.</p> <p>The Bidder must, for each project, provide the following details as to how the stated experience was obtained:</p> <ol style="list-style-type: none"> 1. Name of the client/Department; 2. Start and end dates of the projects; 3. Nature and scope of the services provided; 4. Certification and name of the certifying party; and 5. A reference. <p>*****</p> <p>SCORE TO BE ASSIGNED BASED ON THE FOLLOWING: <i>3 points per project up to a maximum of 6 points.</i></p>	___/6	
R3	<p>Within the last ten (10) years, the Bidder's proposed Project Lead has completed projects above and beyond those which are stated in M4.</p> <p>The Bidder must, for each project, provide the following details as to how the proposed resource stated experience was obtained:</p> <ol style="list-style-type: none"> 1. Name of the client/Department; 2. Start and end dates of the projects; 3. Details about the work performed by the proposed resource on the assignment(s); and 4. A reference. <p>*****</p> <p>SCORE TO BE ASSIGNED BASED ON THE FOLLOWING: <i>3 points per additional project up to a maximum of 9 points.</i></p>	___/9	



	Total # of points	___/30	
	Minimum Score Required	16/30	