



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

Request for Supply Arrangement (RFSA)
Demande pour un arrangement en
matière d'approvisionnement (DAMA)

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

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

Comments – Commentaires:

**BIDDERS WHO HAVE THEIR PROPOSALS
HANDDELIVERED TO THE MAILROOM MUST
WAIT TO HAVE THEIR PROPOSALS TIME AND
DATE STAMPED. THE ENTRANCE IS ON
GLOUCESTER AT SHIPPING DOOR, BEHIND
THE BUILDING.**

**LES SOUMISSIONNAIRES QUI LIVRENT
LEURS PROPOSITIONS EN MAINS PROPRES
À LA SALLE DU COURRIER DOIVENT
ATTENDRE QUE LEURS PROPOSITIONS
SOIENT HORODATÉES. L'ENTRÉE SE
TROUVE SUR LA RUE GLOUCESTER À LA
PORTE D'EXPÉDITION, DERRIÈRE
L'IMMEUBLE**

Instructions: See Herein
Instructions: Voir aux présentes

Issuing Office – Bureau de distribution
Public Safety and Emergency Preparedness Canada
Contracting and Procurement Section
269 Laurier Avenue West
Ottawa ON K1A 0P8

Title – Sujet RFSA - Crime and criminal justice research and evaluation experts	
Solicitation No. – N° de l'invitation 201707779	Date 2017-05-18
Solicitation Closes – L'invitation prend fin	Time Zone Fuseau horaire
At – à 2:00 PM On – le 2017-07-18	EDT
Delivery Required – Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Krystal Maloney	
Telephone No. – N° de telephone (613) 949-9921	FAX No. – N° de FAX (613) 954-1871
Destination – of Goods, Services and Construction: Destination – des biens, services et construction: Public Safety & Emergency Preparedness Canada 269 Laurier Avenue West Ottawa ON K1A 0P8	
Security – Sécurité See Part X.	

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



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

1.2 Summary

- 1.2.1 The purpose of this three year (3) Supply Arrangement is for crime and law enforcement experts to conduct research and/or evaluation as and when requested by Public Safety Canada. The work in this requirement is organized into four (4) streams: crime prevention research, law enforcement and policing research, corrections research, and evaluation. **Public Safety Canada intends to award multiple supply arrangements per work stream.**
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 1 - General Information, and Part 6A - Supply Arrangement. For more information on personnel and organization security screening or security clauses, Suppliers should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website."
- 1.2.3 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)."
- 1.2.4 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations



within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting supply arrangements.”

1.3 Security Requirements

Multiple security clearances are required under this supply arrangement. It is not required for a supplier to have a security clearance to qualify under the supply arrangement.

The requirements to be procured under this Supply Arrangement may be subject to security requirements. Several generic Security Requirement Check Lists (SRCLs), which Public Safety Canada anticipates will satisfy most security requirements associated with individual requirements, are attached at Annex C to this SA. Each contract will identify which SRCL will apply to that contract.

For additional information on security requirements, Suppliers should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.



PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The **2008 (2016-04-04)** Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

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

Subsection 5.4 of **2008**, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Arrangements

Your proposal is to be addressed as follows and **must be received on or before 14:00 hours EST, 2017-07-18 (July 18 2017).** Please ensure that all envelopes/boxes, etc are marked URGENT.

Krystal Maloney
Senior Acquisition Advisor
Public Safety Canada
340 Laurier Avenue West, 1st Floor Mailroom
Ottawa, Ontario, K1A 0P9
Tel: 613-949-9921
Fax: 613-954-1871
Email:

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

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile or email to Public Safety Canada will not be accepted.

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive



disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than **seven (7) calendar days** before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.



PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that Suppliers provide the arrangement in separately bound sections as follows:

- Section I: Technical Arrangement (4 hard copies) (and 1 soft copies such as CD or USB)
- Section II: Financial Arrangement (1 hard copies)
- Section III: Certifications (1 hard copies)
- Section IV: Additional Information (1 hard copies)

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

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

Canada requests that Suppliers follow the format instructions described below in the preparation of the arrangement.

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

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, Suppliers should:

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

Section I: Technical Arrangement

In the technical arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Arrangement

Canada does not require a financial proposal as part of the Bidder's response to the Supply Arrangement.

Section III: Certifications

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



Section IV: Additional Information

If the Bidder does hold a document safeguarding classification, the Bidder is requested to provide the information below.

3.1.1 Supplier's Proposed Sites or Premises Requiring Safeguarding Measures

- 3.1.1.1 As indicated in Part 1 under Security Requirements, the Supplier should provide the full addresses of the Supplier's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- 3.1.1.2 If applicable, the Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Supplier and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 1, clause 1.3, Security Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

A) Mandatory Technical Criteria:

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

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

All project references should include the following information:

- Client name
- Project description
- Start date/end date
- Client Contact information
- Telephone Number
- E-mail Address

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

B) Point Rated Technical Criteria – For Each Work stream

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the rated criteria.

The Bidder should provide all relevant details for each point-rated requirement:

- project/ work description overview;
- relevance of the project/work to each point rated requirement;
- your roles and responsibilities, including your tasks;
- duration in time (e.g. months; years) and dates;
- name and description of client organization; and
- name and phone number of client.

The Bidder must *provide sufficient detail to clearly demonstrate* how they meet each point-rated requirement below. Bidders are advised that only listing experience without providing any supporting data



to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

C) Definitions

For the purpose of the evaluation criteria below, the following definitions shall apply:

- i) **The Bidder** means the person or entity (organization) (or, in the case of a joint venture, the persons or entities) submitting a bid in response to this request for supply arrangement. It does not include the parent, subsidiaries or other affiliates of the Bidder.
- ii) **The “Lead Researcher” or “Lead Evaluator”** is the person, or individual resource, the Bidder proposes to be evaluated and is to be a proposed resource in any subsequent contract issued as a result of a supply arrangement request for proposal. The Lead Researcher or Lead Evaluator is often the employee, contractor or subcontractor to the Bidder.

Note: Canada recognizes in some cases, the Bidder may be an individual person, proposing themselves as the Lead Researcher or Lead Evaluator.

4.1.1.1 ALL WORK STREAMS

The following evaluation criteria are applicable to ALL STREAMS

A Mandatory Technical Criteria

Criteria	Criterion	Met/ Not Met	Comments
MT1	<p>The Bidder must clearly identify the stream(s) under the Departmental Supply Arrangement for which they are submitting an application.</p> <p>The four streams are:</p> <p>WS 1: CRIME PREVENTION RESEARCH WS 2: LAW ENFORCEMENT AND POLICING RESEARCH WS 3: CORRECTIONS RESEARCH WS 4: EVALUATION</p> <p>If the Bidder is applying to more than one stream, the Bidder must provide separate supporting evidence for each stream, organized by the bid evaluation criteria. For criteria that is applicable to ALL STREAMS, the Bidder may provide the information once.</p>		



Criteria	Criterion	Met/ Not Met	Comments
<p>MT2</p>	<p>The Bidder must propose and clearly identify, by name and role a Lead Researcher for each work stream for which they are submitting an application.</p> <p>The Bidder must include, within their proposal, detailed <i>curriculum vitae</i> (CV) of each of the proposed resources in addition to the technical proposal.</p> <p>The CV should be up-to-date and shall be submitted as an Appendix in alphabetical name sequence. At minimum, the CV should include the following:</p> <ul style="list-style-type: none"> - Full name of the individual proposed - Education and academic qualifications - Relevant work experience* <p>*Work experience must demonstrate the duration of each engagement (e.g. Jan 15 to Jun 16).</p> <p>It is recommended that the Bidder bold-faces or highlights the relevant areas in the Lead Researcher’s CV.</p>		
<p>MT3</p>	<p>For each applicable work stream, the Bidder must demonstrate it has the capacity* to provide professional research services in both French and English</p> <p>*Capacity is defined as demonstrating one or both of the following:</p> <p>The Bidder may demonstrate a research project completed in the past 5 years where the Bidder was required to provide research (qualitative or quantitative) services in both official languages</p> <p>OR</p> <p>The Bidder may confirm in writing if their proposed Lead is capable of communicating** in both official languages.</p> <p>Communicating** in both languages includes the ability to speak, read and write precisely and accurately and to tailor the language to the audience in both French and English.</p>		

Failure of Bidder’s to demonstrate compliance to the above noted evaluation criteria shall result in disqualification and no further evaluation.

Based on the work streams’ Bidders have submitted proposals to, the following technical evaluation shall apply.



4.1.1.2 CRIME PREVENTION RESEARCH – WORK STREAM 1

The following evaluation criteria apply to the Crime Prevention Research work stream:

A) Mandatory Evaluation Criteria

Criteria	Criterion	Met/ Not Met	Comments
MT4	<p>The Bidder must demonstrate that the proposed Lead Researcher has a minimum of five (5) years' of experience within the last 10 years in quantitative or qualitative research or analysis related to crime prevention and/or youth-at-risk of offending.</p> <p>Experience must demonstrate the duration of each engagement (e.g. Jan 15 to Jun 16) and must be non-overlapping.</p> <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p><i>Note:</i> to meet this criterion, it is not sufficient to simply refer to the Lead Researcher's <i>curriculum vitae</i>.</p> <p>In the case where the Bidder and Lead Researcher are NOT the same individual, the Bidder <u>must</u> demonstrate that a minimum of one (1) year of the Lead Researcher's experience was on contract /sub-contract or as an employee of the Bidder.</p>		

B) Point Rated Technical Criteria

Rated Technical Criteria				
Number	Description of Criteria	Points Breakdown	Max Points	Illustrated Compliance
R1	The Bidder should demonstrate that the Lead Researcher has published articles in academic/scientific journals, grey literature* or book chapters based research related to crime prevention and/or at-risk youth within the last 10 years.	<p>Points will be awarded as follows:</p> <p>2 points per publication to a maximum of 20 points.</p>	20 points	



Rated Technical Criteria				
Number	Description of Criteria	Points Breakdown	Max Points	Illustrated Compliance
	<p>Note: To meet this criterion, Bidders must provide a bibliographic list of the publications including, at a minimum, the following information:</p> <ul style="list-style-type: none"> • date of publication; • title of publication; • journal title (if applicable); • brief description or abstract. <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p>*Grey literature includes completed research that is either unpublished or has been published in non-commercial form. Examples can include government reports, issues papers, evaluation reports, etc.</p>			
R2	<p>The Bidder should identify the highest academic qualification of its Lead Researcher. At a minimum, the following information should be included:</p> <ul style="list-style-type: none"> - Full name of the individual - Degree obtained, including year of graduation and academic institution 	<p>Points will be awarded as follows:</p> <p>15 points – Doctoral degree 10 points – Master’s degree 5 points – Bachelor’s degree</p>	15 points	
Total maximum technical points			35 points	
<p>Overall minimum points required for Workstream 1 NOTE: If the proposal does not score more than (24/35) of the rated technical criteria, the bidder’s proposal will be deemed non-compliant.</p>			24 points	



4.1.1.3 LAW ENFORCEMENT AND POLICING RESEARCH - STREAM 2

The following evaluation criteria apply to the Law Enforcement and Policing work stream:

A) Mandatory Evaluation Criteria

Criteria	Criterion	Met/ Not Met	Comments
MT5	<p>The Bidder must demonstrate that the proposed Lead Researcher has a minimum of five (5) years' of experience within the last 10 years in quantitative or qualitative research or analysis related to law enforcement or policing.</p> <p>Experience must demonstrate the duration of each engagement (e.g. Jan 15 to Jun 16) and must be non-overlapping.</p> <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p><i>Note:</i> to meet this criterion, it is not sufficient to simply refer to the Lead Researcher's <i>curriculum vitae</i>.</p> <p>In the case where the Bidder and Lead Researcher are NOT the same individual, the Bidder must demonstrate that a minimum of one (1) year of the Lead Researcher's experience was on contract /sub-contract or as an employee of the Bidder.</p>		

B) Point Rated Technical Criteria

Rated Technical Criteria				
Number	Description of Criteria	Points Breakdown	Max Points	Illustrated Compliance
R3	The Bidder should demonstrate that the Lead Researcher has published articles in academic/scientific journals, grey literature or book chapters based research related to law enforcement or policing within the last 10 years.	<p>Points will be awarded as follows:</p> <p>2 points per publication to a maximum of 20 points.</p>	20 points	



Rated Technical Criteria				
Number	Description of Criteria	Points Breakdown	Max Points	Illustrated Compliance
	<p>Note: To meet this criterion, Bidders must provide a bibliographic list of the publications including, at a minimum, the following information:</p> <ul style="list-style-type: none"> • date of publication; • title of publication; • journal title (if applicable); • brief description or abstract. <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p>*Grey literature includes completed research that is either unpublished or has been published in non-commercial form. Examples can include government reports, issues papers, evaluation reports, etc.</p>			
R4	<p>The Bidder should identify the highest academic qualification of its Lead Researcher. At a minimum, the following information should be included:</p> <ul style="list-style-type: none"> - Full name of the individual - Degree obtained, including year of graduation and academic institution 	<p>Points will be awarded as follows:</p> <p>15 points – Doctoral degree 10 points – Master’s degree 5 points – Bachelor’s degree</p>	15 points	
Total maximum technical points			35 points	
<p>Overall minimum points required Work stream 2. NOTE: If the proposal does not score more than (24/35) of the rated technical criteria, the bidder’s proposal will be deemed non-compliant.</p>			24 points	



4.1.1.4 CORRECTIONS RESEARCH - STREAM 3

The following evaluation criteria apply to the Corrections Research work stream:

A) Mandatory Evaluation Criteria

Criteria	Criterion	Met/ Not Met	Comments
MT6	<p>The Bidder must demonstrate that the proposed Lead Researcher has a minimum of five (5) years' of experience within the last 10 years in quantitative or qualitative research or analysis related to corrections.</p> <p>Experience must demonstrate the duration of each engagement (e.g. Jan 15 to Jun 16) and must be non-overlapping.</p> <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p><i>Note:</i> to meet this criterion, it is not sufficient to simply refer to the Lead Researcher's <i>curriculum vitae</i>.</p> <p>In the case where the Bidder and Lead Researcher are NOT the same individual, the Bidder MUST demonstrate that a minimum of one (1) year of the Lead Researcher's experience was on contract /sub-contract or as an employee of the Bidder.</p>		

B) Point Rated Technical Criteria

Rated Technical Criteria				
Num ber	Description of Criteria	Points Breakdown	Max Points	Illustrated Compliance
R5	<p>The Bidder should demonstrate that the Lead Researcher has published articles in academic/scientific journals, grey literature or book chapters based research related to corrections within the last 10 years.</p> <p>Note: To meet this criterion, Bidders must provide a bibliographic list of the publications including, at a minimum, the following information:</p>	<p>Points will be awarded as follows:</p> <p>2 points per publication to a maximum of 20 points.</p>	20 points	



Rated Technical Criteria				
Number	Description of Criteria	Points Breakdown	Max Points	Illustrated Compliance
	<ul style="list-style-type: none"> • date of publication; • title of publication; • journal title (if applicable); • brief description or abstract. <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p>*Grey literature includes completed research that is either unpublished or has been published in non-commercial form. Examples can include government reports, issues papers, evaluation reports, etc.</p>			
R6	<p>The Bidder should identify the highest academic qualification of its Lead Researcher. At a minimum, the following information should be included:</p> <ul style="list-style-type: none"> - Full name of the individual - Degree obtained, including year of graduation and academic institution 	<p>Points will be awarded as follows:</p> <p>15 points – Doctoral degree 10 points – Master’s degree 5 points – Bachelor’s degree</p>	15 points	
Total maximum technical points			35 points	
Overall minimum points required Work stream 3. NOTE: If the proposal does not score more than (24/35) of the rated technical criteria, the bidder’s proposal will be deemed non-compliant.			24 points	



4.1.1.5 EVALUATIONS - STREAM 4

The following evaluation criteria apply to the Evaluation work stream:

A) Mandatory Evaluation Criteria

Criteria	Criterion	Met/ Not Met	Comments
MT7	<p>The Bidder must demonstrate that the Lead Evaluator has at least 7 years' of experience within the last 10 years in evaluation related to the social sciences.</p> <p>Experience must demonstrate the duration of each engagement (e.g. Jan 15 to Jun 16) and must be non-overlapping.</p> <p>Experience must indicate the evaluation approach used for each evaluation engagement (ex: process evaluation, pre-post-test, most significant change method, etc.). In the case of impact evaluations, the casual attribution analysis approach must also be identified (ex: counterfactual, theory of change evaluation, contribution analysis, etc.).</p> <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p><i>Note:</i> to meet this criterion, it is not sufficient to simply refer to the Lead Evaluator's <i>curriculum vitae</i>.</p> <p>In the case where the Bidder and Lead Evaluator are NOT the same individual, the Bidder <u>must</u> demonstrate that a minimum of one (1) year of the Lead Evaluator's experience was on contract /sub-contract or as an employee of the Bidder.</p>		



B) Point Rated Technical Criteria

Rated Technical Criteria				
Num ber	Description of Criteria	Points Breakdown	Max Points	Illustrated Compliance
R7	<p>The Bidder should demonstrate that the Lead Evaluator has published articles in academic/scientific journals, grey literature or book chapters based on evaluation research related to the social sciences within the last 10 years.</p> <p>Note: To meet this criterion, Bidders must provide a bibliographic list of the publications including, at a minimum, the following information:</p> <ul style="list-style-type: none"> • date of publication; • title of publication; • journal title (if applicable); • brief description or abstract. <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p>*Grey literature includes completed research that is either unpublished or has been published in non-commercial form. Examples can include government reports, issues papers, evaluation reports, etc.</p>	<p>Points will be awarded as follows:</p> <p>2 points per publication to a maximum of 20 points.</p>	20 points	
R8	<p>The Bidder should demonstrate that the Lead Evaluator has worked on projects with organizations* implementing interventions in the social sciences (i.e. crime prevention, health, poverty, law enforcement, corrections, etc.)</p> <p>*Organizations can be either governmental or community-based.</p>	<p>Points will be awarded as follows:</p> <p>20 points –5 points per work to a maximum of 20 points.</p>	20 points	



Rated Technical Criteria				
Num ber	Description of Criteria	Points Breakdown	Max Points	Illustrated Compliance
	<p>Note: Working with an organization can include the following:</p> <ul style="list-style-type: none"> Evaluating an organization or an organization's program Developing a program logic model or theory of change Providing consulting services to an organization in support of an evaluation Conducting evaluation research with an organization 			
R9	<p>The Bidder should identify the highest academic qualification of its Lead Evaluator. At a minimum, the following information should be included:</p> <ul style="list-style-type: none"> Full name of the individual Degree obtained, including year of graduation and academic institution <p>In addition, the Bidder should indicate whether or not the Lead holds a Credentialed Evaluator designation.</p>	<p>Points will be awarded as follows:</p> <p>15 points – Doctoral degree 10 points – Master's degree 5 points – Bachelor's degree</p> <p>5 additional points – Credentialed Evaluator designation</p>	20 points	
Total maximum technical points			60 points	
<p>Overall minimum points required Work stream 4. NOTE: If the proposal does not score more than (40/60) of the rated technical criteria, the bidder's proposal will be deemed non-compliant.</p>			40 points	

4.1.2 Financial Evaluation

4.1.2.1 Canada will not be conducting a financial evaluation component for qualification to the supply arrangement



4.2 Basis of Selection

1. To be declared responsive, an arrangement must:
 - a. comply with all the requirements of the Request for Supply Arrangements; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of points overall for the technical evaluation criteria which are subject to point rating in the identified work stream to which the Bidder applied.

2. Arrangements not meeting (a), (b) or (c) above will be declared non-responsive.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Supply Arrangement and Additional Information

The certifications and additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier 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 arrangement non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website.



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

5.2.3 FORMER PUBLIC SERVANT CONFIRMATION

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 with FPS, bidders must provide the information required below before contract award. If the answers 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 as defined above? **YES**() **NO** ()

If so, the Bidder must provide the following information, for all FPS 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 a 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.

5.2.4 Status and Availability of Resources

SACC Manual clause [S3005T](#) 2008-12-12 Status and Availability of Resources.

5.2.5 Education and Experience

SACC Manual clause [S1010T](#) 2008-12-12 Education and Experience

5.2.6 Certification:

By submitting the Arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

Name: _____ Date: _____

Signature: _____



PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex A

6.2 Security Requirements

There may be multiple security requirements within the Supply Arrangement. The following requirements may apply to any specific contract issued as a result of the supply arrangement. The specific requirement shall be identified during specific solicitations and subsequent contract award.

- a) No Security Requirements
- b) Reliability with DOS
- c) Reliability with DOS and DSG

6.2.1 The following security requirements apply and form part of the Supply Arrangement.

a) No Security Requirements – SRCL 0D160-7779/A

This document is UNCLASSIFIED, however;

- i. The Contractor shall treat as confidential, during as well as after the performance of the services contracted for, any information of the affairs of Canada of a confidential nature to which its servants or agents become privy; and
- ii. Contract personnel requiring casual access to the installation site do not require a security clearance but may be required to be escorted at all times.

b) SRCL 0D160-7779/B

- i. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- ii. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by Canada.
- iii. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- iv. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of Public Safety Canada
- v. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - b. *Industrial Security Manual* (Latest Edition).
 - c.



c) SRCL 0D160-7779/C

- i. The Contractor/Offeror must, at all times during the performance of the Contract /Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
- ii. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by Canada
- iii. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- iv. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Public Safety Canada.
- v. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex _____;
 - b. *Industrial Security Manual* (Latest Edition).

6.2.2 Supplier's Sites or Premises Requiring Safeguarding Measures (if applicable)

6.2.2.1 Where safeguarding measures are required in the performance of the Work, the Supplier must diligently maintain up-to-date the information related to the Supplier's and proposed individuals' sites or premises, for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

6.2.2.2 The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individual(s) hold a valid security clearance at the required level.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2020 \(2016-04-04\)](#) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

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



6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is from (TBD) to **June 30 2020** or until such time as Canada no longer considers them to be advantageous to use them.

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Supply Arrangement (SA) is for the delivery of the requirement detailed in the SA to the Identified Users across Canada, **excluding** locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the supply arrangement.

6.4.3 Delivery Points

Delivery of the requirement will be made to primarily to Public Safety Canada in the NCR (National Capital Region); however, work may be required in a variety of locations across Canada. Specific delivery points shall be identified in solicitations as a result of the supply arrangement.

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Krystal Maloney

Senior Acquisition Advisor
Contracting and Procurement Services
Public Safety Canada
269 Laurier Ave. West
Ottawa, ON K1A 0P8
Tel / Tél : 613-949-9921
krystal.maloney@canada.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative

To be determined.

6.6 Identified Users

The Identified User is Public Safety Canada



6.7 On-going Opportunity for Qualification

A Notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

6.8 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 the Supply Arrangement;
- (b) the general conditions 2020 (2016-04-04), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment
- € Annex C, Security Requirements Checklist (SRCL)
- (f) the Supplier's arrangement dated _____ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" or "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).*

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.



7. BID SOLICITATION

7.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

The following documentation will be used as covering pages on the solicitation and contractual documents

- PWGSC-TPSGC 9400-3, Bid Solicitation
- PWGSC-TPSGC 9400-4, Contract

A copy of the template(s) can be provided upon request by contacting the Public Safety Canada Contracting and Procurement Unit, or the Supply Arrangement Authority by sending a query to ps.contractunit-unitedecontrats.sp@canada.ca or krystal.maloney@canada.ca

Note: References to the HC and MC templates in Public Safety Canada's Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) security requirements (*if applicable*);
- (b) a complete description of the Work to be performed;
- (c) 2003, Standard Instructions - Goods or Services - Competitive Requirements; **OR** 2004, Standard Instructions - Goods or Services - Non-competitive Requirements;

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions (*insert, as applicable: 2003 or 2004*) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the *Ineligibility and Suspension Policy*. During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."
- (d) bid preparation instructions;
 - (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
 - (f) evaluation procedures and basis of selection;
 - (g) certifications;
 - (i) conditions of the resulting contract.

7.2 Bid Solicitation Process***

7.2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.



7.2.2 The bid solicitation will be sent directly to Suppliers.

7.2.3 For requirements estimated to be under 25K

- a) For requirements within scope of the SA under \$25,000.00 CAD (GST/HST/QST included), Canada may choose, at its sole discretion, to direct Contracts to a Supplier following a Request for Quote (RFQ) or, to issue a bid solicitation to a minimum of two chosen Suppliers qualified within a work stream who have been issued a SA.
- b) The minimum bidding period shall be five (5) business days.

7.2.4 For requirements estimated to be under \$250,000.00 CAD

- a) For specific requirements within the scope of the SA estimated to be valued below \$250,000.00 CAD (GST/HST/QST included) Public Safety Canada will issue a bid solicitation to a minimum of three (3) Suppliers* to the email addresses of all Suppliers that can provide services, in the applicable work stream**.
- b) The minimum bidding period shall be ten (10) business days.

*Should less than three suppliers be qualified in a work stream, Public Safety Canada will request a proposal from all qualified suppliers in that work stream.

**Should Public Safety Canada identify requirements that satisfy multiple work streams, Public Safety Canada shall request a proposal from all qualified suppliers in the identified work streams.

7.2.5 For requirements estimated to be over \$250,000.00 CAD

- a) For specific requirements within the scope of the SA estimated to be valued above \$250,000.00 CAD (GST/HST/QST included) Public Safety Canada will issue a bid solicitation to all qualified Suppliers* in the identified work stream** to the email addresses of all Suppliers that can provide services, in the applicable work stream.
- b) The minimum bidding period shall be twenty (20) business days.

*Should less than three suppliers be qualified in a work stream, Public Safety Canada will use an alternative method of supply.

**Should Public Safety Canada identify requirements that satisfy multiple work streams, Public Safety Canada shall request a proposal from all qualified suppliers in the identified work streams.

*** For any requirement Public Safety Canada reserves the right to use an alternative method of supply or seek bids through an open bidding process using the Government of Canada public tendering site as deemed appropriate to the procurement strategy.

7.3 Response to Bid Solicitation

Only responses to bid solicitations that include the following will be considered by Canada:

- a) The Supplier's SA Number;
- b) The name of the Supplier; and
- c) Price(s), in Canadian dollars, for all Work identified in the bid solicitation.
- d) Other requested information by Canada



7.4 Proposal (Bid) Submission

- a) The selected SA Holders who are invited must submit proposals which address all requirements described in the individual SA RFP.
- b) The selected SA Holders, unless stipulated otherwise in the SA RFP, must include the qualified Lead Researcher resource (work streams 1-3) OR the Lead Evaluator resource (work stream 4) in their proposal. The SA Holder may (unless otherwise stipulated in the RFP) propose an alternate resource should the Lead resource be unavailable; however, the alternate must meet the minimum requirements of the resource categories for each stream as identified in Appendix 2 to Annex A to the Statement of Work.
- c) Dependent on the requirement identified in the SA RFP, the SA holder maybe required to propose an individual resource or a team of resources.

7.5 Evaluation of Price* and Basis of Selection

- a) The SA Holder's financial bid* will be evaluated in accordance with the requirements as set out in the SA RFP.
- b) If applicable, the SA Holder must also quote the travel expenses associated with the scope of work contained in an SA RFP.
- c) The Basis of Selection for each individual SA RFP will be identified in the individual SA RFP.

*The Bidder must provide, on Canada's request, one or more of the following price support, if applicable:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

Failure to provide any of the requested items may result in the disqualification of the solicitation process at the discretion of the Contracting Authority. Rates quoted and price support provided must demonstrate that the price(s) and/or rate(s) is/are not in excess of the lowest price or rate charged anyone else, including the Contractor's most favored customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor

7.6 Issuance of Contracts

In accordance with the basis of selection stated in the SA RFP and in 7.5 above, a contract will be issued by the Identified User (Contracting Authority) to authorize the SA Holder to proceed with the services. The SA Holder must not undertake any of the specified services unless and until a contract is authorized by the Contracting Authority.

7.7 Discontinuation of the RFP Process

Until contract award an SA Holder may withdraw its proposal at any time, in which event the Identified User will no longer consider the SA Holder's bid, but may continue to consider all other responses. The Identified User may cancel the RFP process at any time and reissue the same or a similar RFP process thereafter.



C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **MC** (for medium complexity requirements), general conditions _____ (*insert the general conditions that will apply to any resulting contract based on the level of complexity of the requirement covered by the supply arrangement*) will apply to the resulting contract;
- (b) **HC** (for high complexity requirements), general conditions _____ (*insert the general conditions that will apply to any resulting contract based on the level of complexity of the requirement covered by the supply arrangement*) will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Public Safety Canada Contracting and Procurement Unit, or the Supply Arrangement Authority by sending a query to ps.contractunit-unitedecontrats.sp@canada.ca or krystal.maloney@canada.ca

Note: References to the HC and MC templates in Public Safety Canada Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.



ANNEX "A"

STATEMENT OF WORK

1. Title

Departmental Supply Arrangement - Crime and criminal justice research and evaluation experts

2. Background and Context

Public Safety Canada and the Government of Canada are committed to reducing crime and enhancing the safety of our communities through effective prevention, policing, and corrections. Crime is and remains a significant concern among Canadians and they recognize the importance of the federal government's role in responding to crime issues across the country.

In this context, Public Safety Canada aims to provide national leadership on effective and cost-efficient ways to prevent and reduce crime by addressing risk factors in high-risk populations and places. Public Safety Canada continues to gather and synthesize national evidence on *what works* to help guide policy and program decisions. This information contributes to the overall body of scientific knowledge in the crime prevention and reduction domains.

Public Safety's research mandate is to provide sound, empirical information to support policy development in the priority areas of crime prevention, corrections, criminal justice, and security. By providing decision-makers with the best evidence and knowledge to strategically guide the choice and implementation of policies and programs in Canada, communities benefit from initiatives that are more effective and efficient. Public Safety's Research Division creates new knowledge that is used to provide strategic advice, support the development of evidence-based policy options, and deliver effective programs to build a safe and resilient Canada.

The purpose of this Supply Arrangement will be for Professional Services (contractors, experts, academics) to conduct research and/or evaluation as and when requested by Public Safety Canada. The work in this requirement is organized into four (4) streams: crime prevention research, law enforcement and policing research, corrections research, and evaluation.

Each requirement identified in any SA RFP may require an individual resource OR a team of resources. The SA Holder is required to include in their response the pre-qualified LEAD resource or an equivalent alternate, either as the individual resource requirement or as a member of a team.

3. Requirement

On an as needed basis, to acquire or undertake research, analysis, policy/program advice and evaluation activities concerning matters related to crime and the enhancement of public safety in Canadian communities.

3.1 Research Categories

3.1.1 Crime Prevention Research – WORKSTREAM 1

Public Safety Canada aims to provide national leadership on effective and cost-efficient ways to prevent and reduce crime by addressing risk factors in high-risk populations and places. With respect to prevention, Public Safety Canada is responsible for the administration of the National Crime Prevention Strategy (NCPS). The Strategy provides national leadership in the development and dissemination of evidence-based crime prevention programs and policies, and supports projects that are responsive and appropriate to community and regional needs. It provides funding through time-limited grants and contributions to community-based organizations, other levels of government and academia to support the



implementation and evaluation of targeted interventions and other measures, as well as the development and dissemination of improved research knowledge and practical tools. Current NCPS priorities include youth gangs, drug-related crimes, reducing recidivism among high-risk groups, enhancing the exiting of sex work activities, and fostering crime prevention in Aboriginal communities.

3.1.2 Law Enforcement and Policing Research – WORKSTREAM 2

One of Public Safety Canada's key mandates is to keep Canadians safe from crime. To support this mandate, the Law Enforcement and Policing Research Unit (LEPRU) provides sound, empirical information to support policy development in the areas of policing, serious and organized crime, drug markets, and First Nations policing. LEPRU provides subject matter and research expertise in these key areas by utilizing a variety of qualitative and quantitative methodological approaches.

3.1.3 Corrections Research – WORKSTREAM 3

Within the Corrections Research Unit, research activities aim to support policy work to improve efficiency and effectiveness of the criminal justice system and address vulnerable populations within the system. While working closely with Federal/Provincial/Territorial partners, current research initiatives focus on Indigenous offenders, community supervision, risk assessment and communication, mental health, restorative justice, and developing strategies to facilitate the rapid and sustainable transfer of research evidence into effective correctional practice. Other areas of collaboration include the examination of traditional and innovative measures to address high/low-risk offenders and enhance public safety.

3.1.4 **Research – Lead Researcher Resource**

The qualified resource identified as the Lead Researcher in the Supply Arrangement holder's proposal must be available as a resource in all contracts issued to the supply arrangement holder either as an individual or a member of a team. Should the Lead Researcher not be available, the Supply Arrangement holder must demonstrate that a replacement Lead Researcher achieves a minimum essential requirement and required rated score in the work stream requirements (Appendix 2 to Annex A – Lead Research Flexible Grid requirements)

3.1.5 **Research Tasks and Deliverables**

Specific tasks and deliverables will be identified in any subsequent contract issued under the Supply Arrangement. Under the Research category, on an as and when required basis, contractors will carry out qualitative and/or quantitative research and analysis activities specific to the identified category. Such work may include:

- Literature reviews, environmental scans, gap or prospective analysis;
- Survey design/implementation, case studies/analyses, structured interviews;
- Assessment, interpretation, and analysis of primary and/or secondary data;
- Meta-analyses/systematic reviews;
- Development of recommendations based on research/analysis findings;
- Knowledge transfer products which may include reports, presentations, interactive databases/systems, maps, graphical representations potentially in multiple and electronic media based on research findings.

The needs will vary by research category, subsequent contract, or requested product (e.g. paper-based, electronic, face-to-face, virtual/online and new media).



3.2 Evaluation Category – WORKSTREAM 4

The Government of Canada employs evaluation as a systematic approach to the analysis of program inputs, activities, outputs and outcomes with a view to support evidence-based judgments about program relevance and performance. Public Safety Canada makes use of process and impact evaluations to assess the success of program implementation and the impact programs have on Canadians and our communities. In turn, Public Safety Canada uses evaluation results to inform the development of evidence-based criminal justice programs and policies.

3.2.1 Evaluation – Lead Evaluator Resource

The qualified resource identified as the Lead Evaluator in the Supply Arrangement holder's proposal must be available as a resource in all contracts issued to the supply arrangement holder either as an individual or a member of a team. Should the Lead Evaluator not be available, the Supply Arrangement holder must demonstrate that a replacement Lead Evaluator achieves a minimum required rated score in the work stream requirements (Appendix 2 to Annex A – Lead Evaluator Flexible Grid requirements)

3.2.2 Evaluation Tasks

Specific Tasks and Deliverables will be identified in any subsequent contract issued under the supply arrangement. Under the Evaluation category, on an as and when required basis, contractors will carry out evaluation activities specific to the identified criminal justice program, including but not limited to:

- Development of evaluation plans or matrices;
- Employment of recognized and appropriate evaluation approaches, methods and tools;
- Development of program theories, theories of change or logic models;
- Collection and analysis of data in support of evaluation deliverables in accordance with established quantitative and qualitative research methods;
- Development of information databases;
- Meta-evaluations;
- Writing of research reports or ethics applications; and
- Development and delivery of presentations.

3.2.3 Deliverables

Deliverables will be as specified in each subsequent contract. These shall include the provision of services as described in the above Scope of Work, and may also require written progress/status reports and contract performance reports relating to the delivery of specific services and completion of assigned tasks. Copies of deliverables will be in the format specified (e.g. electronic, paper-based) in the subsequent contract.

4 Contractor's Responsibilities

Under issued contracts, the Contractor's responsibilities include, but are not limited to:

- 4.1 Inquire about unclear terms and conditions of the SOW and/or contract prior to initiating work;
- 4.2 Appoint a representative, to be a liaison between Public Safety Canada and the contractor;
- 4.3 Perform the designated work in accordance with SOW;
- 4.4 Provide the reports or deliverables to Public Safety Canada on a timely basis and distribution mutually agreed upon;
- 4.5 Advise Public Safety Canada as to the progress of the work and the estimated completion date; such communication must be done as requested and at minimum once every two weeks;



- 4.6 Bring to the attention of Public Safety Canada any matters considered to be of importance that could impede the work and/or major errors or concerns;
- 4.7 Inform Public Safety Canada of any delays in the completion of the work as soon as it is determined that the deadline cannot be met; and
- 4.8 Where applicable, and only upon the approval of Public Safety Canada, coordinate the organization of all logistics to carry out the work requested, such as, but not limited to, travel arrangements and hotel room reservations for the Contractor's proposed resources.

5 Public Safety Canada's Responsibilities

As required for the successful provisions of the contract issued against the Supply Arrangement, Public Safety Canada representatives will be responsible for the following:

- 5.1 Providing the Contractor with any relevant documentation, research analysis, data, statistics, contact or other information on an as needed basis;
- 5.2 Designating a contact person from Public Safety Canada who will be responsible for all matters relating to the Contractor; and
- 5.3 Assisting the Contractor in other areas of need as they arise.

6 Reporting and Communication

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

7 Work Location

Public Safety Canada is based in Ottawa, Ontario, Canada. The Department operates within a standard office environment, and maintains regular working hours (Monday to Friday, 08:00 to 17:00 EST, excluding statutory and government holidays).

The Contractor is expected to be available for contact during the hours specified above. Research, policy and analysis services, and report writing will be completed at the Contractor's and/or project team members' offices. Any meetings required may be held by teleconference. Should there be specific travel requirements, they will be identified in any subsequent contractual arrangement.

8 Language

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



9 Performance Measurement

9.1 Contractor Evaluation Sheets

Following EACH contract issued, Public Safety Canada will fill out the Contractor evaluation sheet (Attached at Appendix 1 to Annex A). The Contractor evaluation sheet **may be** administered during a contract if there is a significant issue identified in the performance of a resources' work. Additionally, Canada shall complete the Contractor evaluation sheet upon completion of a contract. The information in the sheet will be used to evaluate the performance of the Contractor in a consistent manner.

The Contractor evaluation sheets will be administered in the following manner:

- 9.1.1 Provide feedback to the Contractor regarding the work performance during the identified contract;
- 9.1.2 Canada must document in detail, justifications for any score administered;
- 9.1.3 Upon receipt of a completed contractor evaluation, the Contractor is entitled to meet (telephone or in person) with Canada to discuss the evaluation conducted. The Contractor may request changes to the evaluation and provide evidence to support an amended evaluation. Should the Contractor not request any changes within five (5) business days of the receipt of the most recent contractor evaluation submitted by Canada, it will be assumed by Canada that the Contractor accepts the evaluation;
- 9.1.4 The Contractor must submit, within ten (10) working days, a Corrective Action Plan that will set out a detailed plan to address any issues identified in the contractor performance evaluation sheet

9.2 Contract Termination

A contract may be terminated for, but not limited to, the following reasons:

- 9.2.1 Contractor's failure to implement a Corrective Action Plan administered in response to an evaluation conducted during a contract where a significant issue was identified in the performance of a resource's work

9.3 Suspension of Work

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

Prior to the suspension being removed, the Contractor must submit this Corrective Action Plan and evidence of the required corrective actions and it must be accepted by Public Safety Canada. Public Safety Canada may choose to extend the suspension to allow the Contractor further time to implement the corrective actions required.

A Supply Arrangement holder may be placed on four (4) month stop-work suspension for poor performance for, but not limited to, the following reasons;

- 9.3.1 Receiving a score of (4 or 5) on two (2) or more contractor evaluation reports (Appendix 1 to Annex A);
- 9.3.2 Failure to implement a corrective action plan on two (2) or more instances.



9.4 Supply Arrangement Termination

A Supply Arrangement agreement may be terminated for non-performance for, but not limited to, the following reasons:

- 9.4.1 Receiving a score of (4 or 5) on two (2) or more contractor evaluation reports (Appendix 1 to Annex A) after having already been placed on a four (4) month stop work suspension for poor performance.



APPENDIX 1 to ANNEX A

This questionnaire must be completed by the Identified Users (Project Authority) once a contract is in process and/or has been completed, particularly in cases of exceptionally good or poor service, and returned to the identified Contracting Authority. The Contracting Authority shall review the report and once

RESOURCE NAME(S): _____
CONTRACT #: _____

DATE: _____
CONTRACTING OFFICER: _____

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

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

Using a rating system of 1-5 (1 being Very Satisfied, – to 5 being Very Dissatisfied) please provide overall comment on the satisfaction on the vendor performance for the specific contract. For any rating between 4 and 5, please provide an explanation of the



reason for dissatisfaction and the Contracting Officer will organize a meeting with the vendor and Project Authority to inform the vendor of poor performance and corrective action if necessary.

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

COMMENTS:

Program/Technical Authority Name: _____



APPENDIX 2 to ANNEX A

LEAD RESEARCHER FLEXIBLE GRID

1. Crime Prevention – WORKSTREAM 1

The identified Lead Researcher in Supply Arrangement holders proposal must be identified in all proposals and subsequent contracts issued as a result of this RFP. Should the identified Lead Researcher be unavailable, the Supply Arrangement holder may propose an alternate Lead Researcher in a response to a SA RFP. To be a qualified as an acceptable alternate Lead Researcher, the Bidder must demonstrate in their proposal that the alternate meets the essential experience and achieve a minimum score of 24/35 in the Flexible Grid:

	ESSENTIAL CRITERIA Description of Criteria	MEET YES/NO
A1	<p>The Bidder must propose and clearly identify, by name and role an alternate Lead Researcher</p> <p>The Bidder must include, within their proposal, detailed Curriculum Vitae (CV) of each of the proposed resources in addition to the technical proposal.</p> <p>The CV should be up-to-date and shall be submitted as an Appendix in alphabetical name sequence. The CV should indicate the security clearance status. It is recommended that the Bidder bold-faces or highlights the relevant areas in the person’s CV</p>	
A2	<p>The Bidder must demonstrate that the proposed Lead Researcher has a minimum of five (5) years’ of experience within the last 10 years in quantitative or qualitative research or analysis related to crime prevention and/or youth-at-risk of offending.</p> <p>Experience must demonstrate the duration of each engagement (e.g. Jan 15 to Jun 16) and must be non-overlapping.</p> <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p><i>Note: to meet this criterion, it is not sufficient to simply refer to the Lead Researcher’s curriculum vitae.</i></p>	<p>YES _____</p> <p>NO _____</p>



	FLEXIBLE GRID Description of Criteria	Points Allocation	Max Points
B1	<p>The Bidder should demonstrate that the Lead Researcher has published articles in academic/scientific journals, grey literature* or book chapters based research related to crime prevention and/or at-risk youth within the last 10 years.</p> <p>Note: To meet this criterion, Bidders must provide a bibliographic list of the publications including, at a minimum, the following information:</p> <ul style="list-style-type: none">• date of publication;• title of publication;• journal title (if applicable);• brief description or abstract. <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p>*Grey literature includes completed research that is either unpublished or has been published in non-commercial form. Examples can include government reports, issues papers, evaluation reports, etc.</p>	<p>Points will be awarded as follows:</p> <p>2 points per publication to a maximum of 20 points.</p>	20 points
B2	<p>The Bidder should identify the highest academic qualification of its Lead Researcher. At a minimum, the following information should be included:</p> <ul style="list-style-type: none">- Full name of the individual- Degree obtained, including year of graduation and academic institution	<p>Points will be awarded as follows:</p> <p>15 points – Doctoral degree 10 points – Master's degree 5 points – Bachelor's degree</p>	15 points



2. LAW ENFORCEMENT AND POLICING RESEARCH – WORKSTREAM 2

The identified Lead Researcher in Supply Arrangement holders proposal must be identified in all proposals and subsequent contracts issued as a result of this RFP. Should the identified Lead Researcher be unavailable, the Supply Arrangement holder may propose an alternate Lead Researcher in a response to a SA RFP. To be a qualified as an acceptable alternate Lead Researcher, the Bidder must demonstrate in their proposal that the alternate meets the essential experience and achieve a minimum score of 24/35 in the Flexible Grid:

	ESSENTIAL CRITERIA Description of Criteria	MEET YES/NO
A3	<p>The Bidder must propose and clearly identify, by name and role an alternate Lead Researcher</p> <p>The Bidder must include, within their proposal, detailed Curriculum Vitae (CV) of each of the proposed resources in addition to the technical proposal.</p> <p>The CV should be up-to-date and shall be submitted as an Appendix in alphabetical name sequence. The CV should indicate the security clearance status. It is recommended that the Bidder bold-faces or highlights the relevant areas in the person’s CV</p>	
A4	<p>The Bidder must demonstrate that the proposed Lead Researcher has a minimum of five (5) years’ of experience within the last 10 years in quantitative or qualitative research or analysis related to law enforcement or policing.</p> <p>Experience must demonstrate the duration of each engagement (e.g. Jan 15 to Jun 16) and must be non-overlapping.</p> <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p><i>Note: to meet this criterion, it is not sufficient to simply refer to the Lead Researcher’s curriculum vitae.</i></p> <p>In the case where the Bidder and Lead Researcher are NOT the same individual, the Bidder must demonstrate that a minimum of one (1) year of the Lead Researcher’s experience was on contract /sub-contract or as an employee of the Bidder.</p>	<p>YES_____</p> <p>NO_____</p>



	FLEXIBLE GRID Description of Criteria	Points Allocation	Max Points
B3	<p>The Bidder should demonstrate that the Lead Researcher has published articles in academic/scientific journals, grey literature or book chapters based research related to law enforcement or policing within the last 10 years.</p> <p>Note: To meet this criterion, Bidders must provide a bibliographic list of the publications including, at a minimum, the following information:</p> <ul style="list-style-type: none">• date of publication;• title of publication;• journal title (if applicable);• brief description or abstract. <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p>*Grey literature includes completed research that is either unpublished or has been published in non-commercial form. Examples can include government reports, issues papers, evaluation reports, etc.</p>	<p>Points will be awarded as follows:</p> <p>2 points per publication to a maximum of 20 points.</p>	20 points
B4	<p>The Bidder should identify the highest academic qualification of its Lead Researcher. At a minimum, the following information should be included:</p> <ul style="list-style-type: none">- Full name of the individual- Degree obtained, including year of graduation and academic institution	<p>Points will be awarded as follows:</p> <p>15 points – Doctoral degree 10 points – Master's degree 5 points – Bachelor's degree</p>	15 points



3. CORRECTIONS RESEARCH – WORKSTREAM 3

The identified Lead Researcher in Supply Arrangement holders proposal must be identified in all proposals and subsequent contracts issued as a result of this RFP. Should the identified Lead Researcher be unavailable, the Supply Arrangement holder may propose an alternate Lead Researcher in a response to a SA RFP. To be a qualified as an acceptable alternate Lead Researcher, the Bidder must demonstrate in their proposal that the alternate meets the essential experience and achieve a minimum score of 24/35 in the Flexible Grid:

	ESSENTIAL CRITERIA Description of Criteria	MEET YES/NO
A5	<p>The Bidder must propose and clearly identify, by name and role an alternate Lead Researcher</p> <p>The Bidder must include, within their proposal, detailed Curriculum Vitae (CV) of each of the proposed resources in addition to the technical proposal.</p> <p>The CV should be up-to-date and shall be submitted as an Appendix in alphabetical name sequence. The CV should indicate the security clearance status. It is recommended that the Bidder bold-faces or highlights the relevant areas in the person’s CV</p>	
A6	<p>The Bidder must demonstrate that the proposed Lead Researcher has a minimum of five (5) years’ of experience within the last 10 years in quantitative or qualitative research or analysis related to corrections.</p> <p>Experience must demonstrate the duration of each engagement (e.g. Jan 15 to Jun 16) and must be non-overlapping.</p> <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p><i>Note: to meet this criterion, it is not sufficient to simply refer to the Lead Researcher’s curriculum vitae.</i></p> <p>In the case where the Bidder and Lead Researcher are NOT the same individual, the Bidder MUST demonstrate that a minimum of one (1) year of the Lead Researcher’s experience was on contract /sub-contract or as an employee of the Bidder.</p>	<p>YES _____</p> <p>NO _____</p>



	FLEXIBLE GRID Description of Criteria	Points Allocation	Max Points
B5	<p>The Bidder should demonstrate that the Lead Researcher has published articles in academic/scientific journals, grey literature or book chapters based research related to corrections within the last 10 years.</p> <p>Note: To meet this criterion, Bidders must provide a bibliographic list of the publications including, at a minimum, the following information:</p> <ul style="list-style-type: none"> • date of publication; • title of publication; • journal title (if applicable); • brief description or abstract. <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p>*Grey literature includes completed research that is either unpublished or has been published in non-commercial form. Examples can include government reports, issues papers, evaluation reports, etc</p>	<p>Points will be awarded as follows:</p> <p>2 points per publication to a maximum of 20 points.</p>	20 points
B6	<p>The Bidder should identify the highest academic qualification of its Lead Researcher. At a minimum, the following information should be included:</p> <ul style="list-style-type: none"> - Full name of the individual - Degree obtained, including year of graduation and academic institution 	<p>Points will be awarded as follows:</p> <p>15 points – Doctoral degree 10 points – Master's degree 5 points – Bachelor's degree</p>	15 points

4. EVALUATION – WORKSTREAM 4

The identified Lead Researcher in Supply Arrangement holders proposal must be identified in all proposals and subsequent contracts issued as a result of this RFP. Should the identified Lead Evaluator be unavailable, the Supply Arrangement holder may propose an alternate Lead Evaluator in a response to a SA RFP. To be a qualified as an acceptable alternate Lead Evaluator, the Bidder must demonstrate in their proposal that the alternate meets the essential experience and achieve a minimum score of 40/60 in the Flexible Grid:



ESSENTIAL CRITERIA Description of Criteria		MEET YES/NO	
A7	<p>The Bidder must propose and clearly identify, by name and role an alternate Lead Evaluator</p> <p>The Bidder must include, within their proposal, detailed Curriculum Vitae (CV) of each of the proposed resources in addition to the technical proposal.</p> <p>The CV should be up-to-date and shall be submitted as an Appendix in alphabetical name sequence. The CV should indicate the security clearance status. It is recommended that the Bidder bold-faces or highlights the relevant areas in the person's CV</p>		
A8	<p>The Bidder must demonstrate that the Lead Evaluator has at least 7 years' of experience within the last 10 years in evaluation related to the social sciences.</p> <p>Experience must demonstrate the duration of each engagement (e.g. Jan 15 to Jun 16) and must be non-overlapping.</p> <p>Experience must indicate the evaluation approach used for each evaluation engagement (ex: process evaluation, pre-post-test, most significant change method, etc.). In the case of impact evaluations, the casual attribution analysis approach must also be identified (ex: counterfactual, theory of change evaluation, contribution analysis, etc.).</p> <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p> <p><i>Note: to meet this criterion, it is not sufficient to simply refer to the Lead Evaluator's curriculum vitae.</i></p>	<p>YES _____</p> <p>NO _____</p>	
FLEXIBLE GRID Description of Criteria		Points Allocation	Max Points
B7	<p>The Bidder should demonstrate that the Lead Evaluator has published articles in academic/scientific journals, grey literature or book chapters based on evaluation research related to the social sciences within the last 10 years.</p> <p>Note: To meet this criterion, Bidders must provide a bibliographic list of the publications including, at a minimum, the following information:</p> <ul style="list-style-type: none"> • date of publication; • title of publication; • journal title (if applicable); • brief description or abstract. <p>The experience of multiple resources cannot be combined to meet the requirements of this criterion.</p>	<p>Points will be awarded as follows:</p> <p>2 points per publication to a maximum of 20 points.</p>	<p>20 points</p>



	<p>*Grey literature includes completed research that is either unpublished or has been published in non-commercial form. Examples can include government reports, issues papers, evaluation reports, etc.</p>		
B8	<p>The Bidder should demonstrate that the Lead Evaluator has worked on projects with organizations* implementing interventions in the social sciences (i.e. crime prevention, health, poverty, law enforcement, corrections, etc.)</p> <p>*Organizations can be either governmental or community-based.</p> <p>Note: Working with an organization can include the following:</p> <ul style="list-style-type: none">• Evaluating an organization or an organization's program• Developing a program logic model or theory of change• Providing consulting services to an organization in support of an evaluation• Conducting evaluation research with an organization	<p>Points will be awarded as follows:</p> <p>20 points –5 points per work to a maximum of 20 points.</p>	20 points
B9	<p>The Bidder should identify the highest academic qualification of its Lead Evaluator. At a minimum, the following information should be included:</p> <ul style="list-style-type: none">• Full name of the individual• Degree obtained, including year of graduation and academic institution <p>In addition, the Bidder should indicate whether or not the Lead holds a Credentialed Evaluator designation.</p>	<p>Points will be awarded as follows:</p> <p>15 points – Doctoral degree 10 points – Master's degree 5 points – Bachelor's degree</p> <p>5 additional points – Credentialed Evaluator designation</p>	20 points



ANNEX "B"

FINANCIAL PROPOSAL AND BASIS OF PAYMENT

Each SA RFP and subsequent contract shall contain a requirement specific Basis of Payment.

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

2. **Definition of a Day/Proration:**

A day is defined as 7.5 hours exclusive of meal breaks. Payment shall be for days actually worked with no provision for annual leave, statutory holidays or sick leave. Time worked more or less than a day shall be prorated to reflect actual time worked in accordance with the following formula.

Hours worked X Firm per diem rate
7.5 hours

3. **Travel and Living Expenses**

For Work to be performed at a **work location** identified in a SA RFP:

- a. Canada will not accept any travel and living expenses incurred by the SA Holder in the performance of the Work, for:
 - i. services provided within 100 km of the SA Holder's facilities.
- b. For Services provided outside 100 km of the SA Holder's facilities, the SA Holder, the SA Holder 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".
- c. Canada will not accept any travel and living expenses incurred by the SA Holder as a consequence of any relocation required to satisfy the terms of the SA.
- d. All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

4. **Good and Services Tax (GST) / Harmonized Sales Tax (HST)**

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

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



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat 0D160-177779 - SRCL A
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Safety Canada	2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Supply Management - Research and Evaluation Experts		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat

QD160-177779 - SRCLA

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : _____	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Contract Number / Numéro du contrat 00160-177779 - SRCLA
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO-CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support IT / IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat 0D160-177779 - SRCL A
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Karl Klockars</i>		Title - Titre <i>Senior Research Analyst</i>	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone <i>613-954-1067</i>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <i>Karl.Klockars@Canada.ca</i>	Date <i>May 17/17</i>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Sébastien Gabrario</i>		Title - Titre <i>Manager, Security Ops</i>	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone <i>613-990-3081</i>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date <i>MAY 17 2017</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



Contract Number / Numéro du contrat 0D160-17779 - SRCL B
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Safety Canada	2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Supply Arrangement - Research and Evaluation Experts		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions. Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries. Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable. À ne pas diffuser <input type="checkbox"/>		
Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat 0D160-17779 - SRCL B
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS:			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Contract Number / Numéro du contrat
0D160-17779 - SRCL B
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat

0D160-177779 - SRCL B

Security Classification / Classification de sécurité

UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) <i>Karl Klukas</i>		Title - Titre <i>Senior Research Analyst, Research Division</i>	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone <i>613-954-1067</i>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <i>Karl.Klukas@Canada.ca</i>	Date <i>May 17/17</i>	

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) <i>Sébastien Gabrario</i>		Title - Titre <i>Manager, Security Ops</i>	Signature <i>[Signature]</i>	
Telephone No. - N° de téléphone <i>613-990-3081</i>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date <i>May 17 2017</i>	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

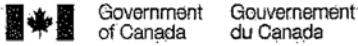
No
 Yes
 Non
 Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	



Contract Number / Numéro du contrat 0D160-177779 - SRCL C
Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Public Safety Canada	2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Supply Arrangement - Research and Evaluation Experts		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS:

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		✓														
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Karl Kloka</i>		Title - Titre <i>Senior Research Analyst Research Division</i>	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone <i>613-954-1067</i>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <i>Karl.Kloka@Canada.ca</i>	Date <i>May 17/17</i>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Sébastien Gabrario</i>		Title - Titre <i>Manager, Security Ops</i>	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone <i>613-990-3081</i>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date MAY 17 2017
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date