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Bid Fax: (819) 997-9776**

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.

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Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> Investigative Services	
<b>Solicitation No. - N° de l'invitation</b> E60ZG-180493/A	<b>Date</b> 2018-01-04
<b>Client Reference No. - N° de référence du client</b> 20180493	<b>Amendment No. - N° modif.</b> 004
<b>File No. - N° de dossier</b> 424zg.E60ZG-180493	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZG-424-32025	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale	
2017-12-05	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-01-30</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Rocque, Anne-Élise	<b>Buyer Id - Id de l'acheteur</b> 424zg
<b>Telephone No. - N° de téléphone</b> (873) 469-3947 ( )	<b>FAX No. - N° de FAX</b> (819) 956-2675
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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**Amendment #004****Request for Standing Offers (RFSO), Investigative Services, Harassment Complaints, Disclosures of Wrongdoing, Work Place Violence.**

The purpose of this amendment is to provide the following Questions and Answers and amend the solicitation as follows.

<b>PART A - QUESTIONS AND ANSWERS</b>
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**QUESTION 012, Change the answer previously provided for Question 012.**

With regard to requirement MTA2, part three, would facilitating training on Ontario labour law legislation, including Bill 168 - Violence in the Workplace, meet this requirement for relevant Canadian Labour Law and Employment Law?

**ANSWER 012**

DELETE:

Please note that MTA2 was revised. The offer must demonstrate that, each proposed resource has facilitated or completed at a minimum courses/training/workshops in relevant Labour Law and Employment Law in Canada, including the Canada Labour Code Part II. Knowledge of the Canada labour Code Part II and the Canada Occupational Health and Safety Regulations Part XX-Violence Prevention in the Work Place is required to meet this criteria.

INSERT:

No. Area 3) under MTA2 in the December 13, 2017 submission (Amendment number 001) states the following: 3) *Relevant Canadian Labour Law and Employment Law, including the Canada Labour Code Part II*. Knowledge of the Canada Labour Code Part II is required to meet the requirement for this area.

**QUESTION 018**

With respect to RTA2, could you please define what you mean by “self-management”?

**ANSWER 018**

For RTA2, RTB2, and RTC2, training/courses/workshops in “self-management” would include for example, but are not limited to: communications skills, interpersonal skills, emotional intelligence, personal/professional development, and personal/professional well-being.

**QUESTION 019**

Also with respect to RTA2, could you please indicate whether it is possible to score more than 3 points in each category, or whether the score for each category is a maximum of 3 points?

**ANSWER 019**

The score for each area/category listed is a maximum of 3 points per area/category. (Also see answer for question 014 in amendment #003.)

**QUESTION 020**

Could you please clarify your calculations in the “EXAMPLE of the MEDIAN calculation” chart on p.15 of 52. Specifically, it appears that the last column (“Sort lowest to highest average”) in the chart is simply a sorting, vertically, of the average fees that appear in the horizontal sorting which appears in Note 2) below

the chart. Could you please confirm that this column has nothing to do with the resource name – for example the \$500 that appears in the last column for “Liam” under ABC Inc. actually has nothing to do with “Liam”?

**ANSWER 020**

PWGSC confirms this column has nothing to do with the resource name – for example the \$500 that appears in the last column for “Liam” under ABC Inc. actually has nothing to do with “Liam”.

**QUESTION 021**

Several of our past cases have elements of harassment, workplace violence, and wrongdoing in them. Can they be used in all streams if there are elements of harassment, workplace violence, and wrongdoing in them? Or can they only be counted once?

**ANSWER 021**

If a specific project is relevant to each of the three streams, it may be identified within each of the three streams MTA1, MTB1, MTC1 or RTA1, RTB1, RTC1. In order for a project to be evaluated, it must include the minimum information indicated in the RFSO.

**QUESTION 022**

**MANDATORY TECHNICAL CRITERIA**

MTA1 & MTB1 Relevant experience

Under the General Instructions for the RFSO (page 18), it states, “For validation purposes, PWGSC reserves the right to contact references provided in the Offer”. However, the instructions for MTA1 (and RTA1) state, “The Offer should include current telephone number and/or email address of the project authority, if available” and don’t specifically refer to or request references. Please clarify whether bidders are required to provide references so that we will know whether to inform past clients that PWGSC may be in touch with them.

**ANSWER 022**

For the purpose of the RFSO, references are defined as the project authority. Therefore, when providing the telephone number and/or email address of the project authority in MTA1, MTB1, MTC1, RTA1, RTB1 and RTC1, we reserve the right to contact the project authority as a reference provided in the Offer.

**QUESTION 023**

MTA2 & MTB2 Mandatory training

Despite the fact that my firm has been a qualified supplier on the National Master Standing Offer for harassment investigations for many years, and has carried out a large number of investigations to the satisfaction of my clients, it will be difficult for my firm to meet the new Mandatory Requirements for these courses/training/workshops, even with the reduced requirement outlined in the December 14, 2017 amendment from three areas to two.

Although we would agree that some harassment and wrong-doing investigations may require a basic **knowledge** of the *Canadian Human Rights Act*, as well as relevant labour and employment law, these types of investigations in the federal public service are administrative in nature; not legal. The emphasis on mandatory training in the area of “Canadian Human Rights Law” or “relevant Canadian Labour Law and Employment Law, including the Canada Labour Code Part II” seems weighted towards lawyers even though a legal background is not required to conduct investigations for the federal public service. Competence in interpreting the law is not the same thing as competence in investigative techniques. The investigator’s job is to acquire an accurate reading of the situation and weigh the facts against the standards established by Treasury Board policies. The in-house contact (Labour Relations, etc.) is the one who determines next steps, in accordance with practice and labour law.

Experienced investigators have acquired knowledge of relevant human rights, labour and employment law issues through years of exposure to real issues that arise in the course of investigations that they conduct and through resultant self-study. Consequently, we submit that the significant practical know-how of experienced investigators outweighs having mandatory training in these areas – the quality of which is entirely subjective. The field of administrative investigations is still quite new and therefore there is no formal accreditation in the field. Law firms offer two and three day courses about how to conduct investigations which vary in quality and offer only a certificate of attendance, not a measure of acquired learning.

Our comments are motivated by concerns related not only to our firm meeting this requirement but also the quality of the RFSO itself. Many of the firms that are currently listed on the NMSO for investigative services have acquired a lot of invaluable knowledge through on-the-job training and many years of experience. Based on our awareness of the investigator community, a number of otherwise very qualified firms will be unable to meet this mandatory training requirement. Declaring those who do not meet these criteria as “non-responsive” will result in eliminating people who have many years of experience in favour of people that have simply taken basic workshops. It will eliminate experienced investigators for want of minimal training that did not even exist in the early days of doing such investigations, when these highly experienced investigators began their work in the field.

The largest and most meaningful attribute for investigators is a proven track record in conducting recent, thorough and relevant investigations. However, out of the maximum 189 points, only 90 points are allotted to experience and the remaining 99 points relate to a combination of training, education and designations/licenses. Investigation work is very difficult; it is not something that someone just steps into after attending a workshop. Each case is unique and complex. Experienced people are better qualified to deal with the intricacies of investigations. The current point allotment disadvantages the most experienced and qualified candidates in favour of inexperienced candidates with possibly unrelated higher education and/or minimal training.

If the goal of the RFSO process is to improve the quality of investigators on the NMSO, some of these weightings (training, education and designations/licenses vs. experience) will actually accomplish the opposite effect by giving preferential point allocation to new trainees rather than experienced investigators. We submit that the points should be weighted towards those with experience, as opposed to awarding more points to someone based on whether they have taken training and/or have an unrelated designation or license.

We therefore respectfully request that PWGSC eliminate the requirement for the mandatory training related to human rights, labour and employment law [(i.e., bullets 2) and 3)] and limit it to administrative investigative techniques [bullet 1] in both the harassment and wrong-doing streams.

#### **ANSWER 023**

MTA2, MTB2 and MTC2 remain unchanged. No minimum acceptable duration is required for the facilitated or completed courses/training/workshops.

#### **QUESTION 024**

##### **POINT RATED TECHNICAL CRITERIA**

###### RTA2 & RTB2 Relevant training

In the amendment dated December 14, 2017, the author of question 002 pointed out that a number of the courses/training/workshops are not relevant for those suppliers who are only interested in applying to the Harassment Stream. We concur that training in the areas of principles of ethical reasoning, self-management, mental health issues, Occupational Health and Safety training/violence in the workplace, anti-corruption and audit training are not relevant to the harassment stream. Similarly, these areas do not appear to relate to wrong-doing investigations.

It would appear that the references to training in “principles of ethical reasoning” and “self-management” may have been taken from the *Training Syllabus for Private Investigators* offered by the Ontario provincial government. With respect, the type of work carried out by investigators under the NMSO bears very little resemblance to that of private investigators and we therefore believe that PWGSC is following the wrong path in formulating requirements for the NMSO based on the provincial model.

Answer 002 of the amendment dated December 14, 2014 states that the areas of relevant training under RTA2 (and RTB2 and RTC2) are not mandatory. Although we recognize this is true, it is also true that 3 points will be awarded for each type of training. The inclusion of training that is not directly relevant to conducting harassment investigations will place bidders that are only interested in applying to the Harassment Stream at a clear and unfair disadvantage since it will result in reducing the number of points that they can be awarded.

We would therefore respectfully request that the following types of training be removed from RTA2 with respect to the harassment and wrongdoing streams and that the points for the remaining types of training be adjusted accordingly (e.g., by reallocating the points): principles of ethical reasoning, self-management, mental health issues, Occupational Health and Safety training/violence in the workplace, anti-corruption and audit training. Suggestions for alternate forms of training include: investigative techniques, interviewing skills, Treasury Board policies on harassment prevention and Treasury Board policies on accommodation in the workplace.

**ANSWER 024**

RTA2 and RTB2 remain as they are in the RFSO.

**QUESTION 025**

Is it acceptable to provide hard copies of proof of training? (copies of diplomas, certificates etc.). We ask because photocopying these documents would be much easier and less time-consuming than scanning them onto a CD or USB key.

**ANSWER 025**

No it is not acceptable. We appreciate the extra effort that is required. Please provide the copies in both hard and soft copy as requested in 3.1 Offer Preparation Instructions.

**QUESTION 026**

*RTA4 & RTB4 Professional designation/license*

Most of the fields listed are completely unrelated to one's ability to conduct harassment and wrong-doing investigations with the exception of human resources and possibly mediation. Investigators are fact-finders, not psychologists or social workers. Engineering has no bearing whatsoever to any of the streams. Accounting, audit and finance may have some connection to wrong-doing disclosures but have no connection to the harassment stream. As noted above, the work done by licensed private investigators has very little in common with the administrative investigations conducted in the federal public service under Treasury Board Policy. We respectfully request that you remove private investigations, engineering, accounting, audit and finance from the harassment stream and that you remove private investigations and engineering from the wrong-doing stream.

**ANSWER 026**

RTA4 and RTB4 will remain as they are in the RFSO.

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**QUESTION 027**

***RTA3 & RTB3 Formal education***

The point rating for education discriminates against those bidders who may not have formal post-secondary education but who have valuable related work experience. We respectfully request that you allocate points for high school education, as well as for certificate programs offered by colleges, universities, professional associations or private institutions. Without recognition of these other types of education and life experience, people without the types of education listed in the RFSO will automatically lose out on up to 30 points.

**ANSWER 027**

Five (5) points will be allocated for high-school diploma.

**QUESTION 028**

I am very confused about the various amendments to MTA2.

In the amendment dated December 22/17, you state "Please note that MTA2 was revised". The wording in this criterion is significantly different than the December 14/17 amendment.

Also, I have triple checked the original RFSO, as well as the December 14th & 22nd amendments. I could not find the wording that is quoted under the DELETE paragraph in any of these documents.

Please confirm whether the wording for MTA2 included in the December 22nd amendment came into effect today and whether it is accurate.

**ANSWER 028**

Please see revised answer to Q 012.

<b>PART B – MODIFICATIONS TO RFSO</b>
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For items 1 - 6, see previous amendments.

**ITEM 7) ATTACHMENT 1 to Part 4, TECHNICAL EVALUATION CRITERIA FOR INVESTIGATIVE SERVICES**

Please see changes in yellow highlight.

**DELETE AND REPLACE WITH THE FOLLOWING:**

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#### ATTACHMENT 1 to Part 4

### TECHNICAL EVALUATION CRITERIA FOR INVESTIGATIVE SERVICES

#### Stream 1 - Harassment Complaints Stream 2 - Disclosures of Wrongdoing Stream 3 - Work Place Violence

#### GENERAL INSTRUCTIONS APPLY TO ALL STREAMS:

- An Offeror and/or their resource(s) may qualify for one, two or three streams.
- For validation purposes, PWGSC reserves the right to contact references provided in the Offer.
- Each resource identified in the Offer will be evaluated on their own merit.

#### Mandatory Technical Criteria:

- The Offer must meet the Mandatory Technical Criteria (MT) of the stream for which a resource is being proposed.
- The Offer which fails to meet the Mandatory Technical Criteria (MT) will be declared non-responsive.
- Each mandatory technical criterion should be addressed separately.

#### Point Rated Technical Criteria:

- The Offer which meets all the Point Rated Technical Criteria (RT) will be evaluated and scored as specified below.
- The Offer which fails to obtain the required minimum number of points specified will be declared non-responsive.
- Each point rated technical criterion should be addressed separately.

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## STREAM 1 – HARASSMENT COMPLAINTS

### 4.1.1.1 Mandatory Technical Criteria (MT)

(A) HARASSMENT COMPLAINTS			
	DESCRIPTION	MET/NOT MET	DETAILS, CROSS REFERENCE TO PROPOSAL
MTA1	<p>In order to provide investigative services relating to complaints of harassment, the Offer must meet the mandatory technical criteria specified below.</p> <p><b>MANDATORY EXPERIENCE:</b> The Offer must demonstrate that, <b>within the last ten (10) years</b>, each proposed resource has completed a minimum of <b>five (5) Projects</b> of Investigative Services as lead, sole investigator or as co-investigator relating to harassment in the workplace, in either the private or public sector.</p> <p>In order for a project to be evaluated, the Offer must include as a minimum, the following information:</p> <ol style="list-style-type: none"> <li>Duration of the project (start date to completion date);</li> <li>Nature of the investigation (brief description);</li> <li>Description of the resource's role (brief description of the responsibilities and duties involved in completing the project); and</li> <li>Name of the client (public or private sector entity) and project authority name.</li> </ol> <p>The Offer should include current telephone number and/or e-mail address of the project authority, if available.</p>		
MTA2	<p><b>MANDATORY TRAINING:</b> The Offer must demonstrate that, each proposed resource has <b>facilitated or completed</b> at a minimum courses/training/workshops in two out of the <u>three</u> following areas:</p> <ol style="list-style-type: none"> <li>Administrative Investigative Techniques;</li> <li>Canadian Human Rights Law;</li> <li>Relevant Canadian Labour Law and Employment Law, including the Canada Labour Code Part II.</li> </ol>		



	<b>Proof of training must be submitted with the Offer (copies of Degrees, Diplomas, Certificates, etc.).</b>		
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#### 4.1.1.2 Point Rated Technical Criteria (RT)

(A) HARASSMENT COMPLAINTS			
RTA1. RELEVANT EXPERIENCE	POINTS ALLOCATED	SCORE	
<p>The Offer should demonstrate that, <b>within the last ten (10) years</b>, each proposed resource has completed additional Investigative Services Projects as lead, sole investigator or as co-investigator relating to harassment in the workplace, in either the private or public sector.</p> <p>These projects must be <u>over</u> and <u>above</u> those listed in <b>MTA1</b>.</p> <ul style="list-style-type: none"> <li>• Two projects</li> <li>• Three projects</li> <li>• Four projects</li> <li>• Five projects</li> <li>• Six or more projects</li> </ul>	30 40 50 70 90		
<p>In order for a project to be evaluated, the Offer should include as a minimum, the following information:</p> <ul style="list-style-type: none"> <li>a) Duration of the Project (start date to completion date);</li> <li>b) Nature of the investigation (brief description);</li> <li>c) Description of the offeror's role (brief description of the responsibilities &amp; duties involved in completing the project); and</li> <li>d) Name of the client (public or private sector entity) and project authority name.</li> </ul> <p>The Offer should include current telephone number and/or e-mail address of the project authority, if available.</p>			<b>90</b>
			<b>Maximum points</b>

**THE FOLLOWING POINT RATED CRITERIA APPLIES TO ALL STREAMS.  
THIS SECTION NEEDS TO BE COMPLETED ONLY ONCE FOR EACH RESOURCE.**

RTA2. RELEVANT TRAINING	POINTS ALLOCATED	SCORE
<p>The Offer should demonstrate, for each proposed resource which courses/training/workshops were <b>facilitated or completed</b> from the following areas:</p> <p>3 points for each course/training/workshop.</p> <p>These courses/training/workshops must be <u>over and above</u> those listed in <b>MTA2</b>.</p>		
<ul style="list-style-type: none"> <li>• Legal Training</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Arbitration</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Alternative dispute resolution/mediation</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Cross-cultural &amp; Diversity Issues</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Counselling/coaching</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Sociology</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Industrial Psychology</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Principles of ethical reasoning</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Self-management</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Mental health issues</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Occupational Health and Safety / Violence Prevention</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Anti-corruption</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Audit training</li> </ul>	3	
<p><b>Proof of training must be submitted with the Offer (copies of Diplomas, Certificates, etc.).</b></p>		

RTA3. FORMAL EDUCATION	POINTS ALLOCATED	SCORE
Highest level of education achieved for each proposed resource:		
High School	5	
College/CEGEP	15	
Bachelor	20	
Master	25	
PhD	30	
<b>Maximum points:</b>	<b>30</b>	
<b>Proof of education must be submitted with the Offer (copies of Degrees, Diplomas, Certificates, etc.).</b>		
<b>RTA4. PROFESSIONAL DESIGNATION/LICENCE</b>	<b>POINTS ALLOCATED</b>	<b>SCORE</b>
Professional Designation/Licence obtained for each proposed resource.		
10 points for each professional designation, accreditation or licence in any of the following fields to a maximum of 30 points:		
• Private investigations		
• Administration		
• Management		
• Human Resource		
• Psychology		
• Social Work		
• Law		
• Engineering		
• Accounting		

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• Audit		
• Finance		
• Mediation		
<b>Maximum points:</b>	<b>30</b>	
<b>Proof of professional designation/license must be provided with the Offer.</b>		
<b>Overall maximum points for all four rated technical criteria (RTA1, RTA2, RTA3 and RTA4):</b>	<b>189</b>	
<b>Minimum points required for the Offer to be considered responsive (60%):</b>	<b>113</b>	

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#### 4.1.1.1 Mandatory Technical Criteria (MT)

### STREAM 2 – DISCLOSURES OF WRONGDOING

<b>(B) DISCLOSURES OF WRONGDOING</b>			
	<b>DESCRIPTION</b>	<b>MET/NOT MET</b>	<b>DETAILS, CROSS REFERENCE TO PROPOSAL</b>
<b>MTB1</b>	<p>In order to provide investigative services relating to disclosures of wrongdoing, the Offer must meet the mandatory technical criteria specified below.</p> <p><b>MANDATORY EXPERIENCE:</b> The Offer must demonstrate that, <b>within the last ten (10) years</b>, each proposed resource has completed a minimum of <b>five (5) Projects</b> of Investigative Services as lead, sole investigator or as co-investigator relating to disclosures of wrongdoing, in either the private or public sector.</p> <p>In order for a project to be evaluated, the Offer must include as a minimum, the following information:</p> <ul style="list-style-type: none"> <li>a) Duration of the project (start date to completion date);</li> <li>b) Nature of the investigation (brief description);</li> <li>c) Description of the resource's role (brief description of the responsibilities and duties involved in completing the project); and</li> <li>d) Name of the client (public or private sector entity) and project authority name.</li> </ul> <p>The Offer should include current telephone number and/or e-mail address of the project authority, if available.</p>		
<b>MTB2</b>	<p><b>MANDATORY TRAINING:</b> The Offer must demonstrate that, each proposed resource has <b>facilitated or completed</b> at a minimum courses/training/workshops in two out of the <u>three</u> following areas:</p> <ul style="list-style-type: none"> <li>1) Administrative Investigative Techniques;</li> <li>2) Canadian Human Rights Law;</li> <li>3) Relevant Canadian Labour Law and Employment Law.</li> </ul> <p><b>Proof</b> of training must be submitted with the Offer (copies of Degrees, Diplomas, Certificates, etc.).</p>		

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#### 4.1.1.2 Point Rated Technical Criteria (RT)

(B) DISCLOSURES OF WRONGDOING		
RTB1. RELEVANT EXPERIENCE	POINTS ALLOCATED	SCORE
<p>The Offer should demonstrate that, <b>within the last ten (10) years</b>, each proposed resource has completed additional Investigative Services Projects as lead, sole investigator or as co-investigator relating to disclosures of wrongdoing, in either the private or public sector.</p> <p>These projects must be <u>over</u> and <u>above</u> those listed in <b>MTB1</b>.</p> <ul style="list-style-type: none"> <li>• Two projects</li> <li>• Three projects</li> <li>• Four projects</li> <li>• Five projects</li> <li>• Six or more projects</li> </ul> <p>In order for a project to be evaluated, the Offer must include as a minimum, the following information:</p> <ul style="list-style-type: none"> <li>a) Duration of the project (start date to completion date);</li> <li>b) Nature of the investigation (brief description);</li> <li>c) Description of the resource's role (brief description of the responsibilities and duties involved in completing the project); and</li> <li>d) Name of the client (public or private sector entity) and project authority name.</li> </ul> <p>The Offer should include current telephone number and/or e-mail address of the project authority, if available.</p>	<p>30</p> <p>40</p> <p>50</p> <p>70</p> <p>90</p>	
<b>Maximum points</b>	<b>90</b>	

**THE FOLLOWING POINT RATED CRITERIA APPLIES TO ALL STREAMS.  
THIS SECTION NEEDS TO BE COMPLETED ONLY ONCE FOR EACH RESOURCE.**

RTB2. RELEVANT TRAINING	POINTS ALLOCATED	SCORE
<p>The Offer should demonstrate, for each proposed resource which courses/training/workshops were <b>facilitated or completed from</b> the following areas: 3 points for each course/training/workshop.</p>		
<p>These courses/training/workshops must be <u>over and above</u> those listed in <b>MTB2</b>.</p>		
<ul style="list-style-type: none"> <li>• Legal Training</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Arbitration</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Alternative dispute resolution/mediation</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Cross-cultural &amp; Diversity Issues</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Counselling/coaching</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Sociology</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Industrial Psychology</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Principles of ethical reasoning</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Self-management</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Mental health issues</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Occupational Health and Safety / Violence Prevention</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Anti-corruption</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Audit training</li> </ul>	3	
<p><b>Proof of training must be submitted with the Offer (copies of Degrees, Diplomas, Certificates, etc.).</b></p>		
<p style="text-align: right;"><b>Maximum points:</b></p>	<b>39</b>	

	POINTS ALLOCATED	SCORE
<b>RTB3. FORMAL EDUCATION</b>		
Highest level of education achieved for each proposed resource:		
High School	5	
College/CEGEP	15	
Bachelor	20	
Master	25	
PhD	30	
<b>Maximum points:</b>	<b>30</b>	
<b>Proof of education must be submitted with the Offer (copies of Degrees, Diplomas, Certificates, etc.).</b>		
<b>RTB4. PROFESSIONAL DESIGNATION/LICENCE</b>	<b>POINTS ALLOCATED</b>	<b>SCORE</b>
Professional Designation/Licence obtained for each proposed resource.		
10 points for each professional designation, accreditation or licence in any of the following fields to a maximum of 30 points:		
• Private investigations		
• Administration		
• Management		
• Human Resource		
• Psychology		
• Social Work		
• Law		
• Engineering		
• Accounting		



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• Audit		
• Finance		
• Mediation		
<b>Maximum points:</b>	<b>30</b>	
<b>Proof of professional designation/license must be provided with the Offer.</b>		
<b>Overall maximum points for all four rated technical criteria (RTB1, RTB2, RTB3 and RTB4):</b>	<b>189</b>	
<b>Minimum points required for the Offer to be considered responsive (60%):</b>	<b>113</b>	

**4.1.1.1 Mandatory Technical Criteria (MT)**

**STREAM 3 – WORK PLACE VIOLENCE**

(C) WORK PLACE VIOLENCE			
	DESCRIPTION	MET/NOT MET	DETAILS, CROSS REFERENCE TO PROPOSAL
<b>MTC1</b>	<p>In order to provide investigative services relating to incidents of work place violence, the offer must meet the mandatory technical criteria specified below.</p> <p><b>MANDATORY EXPERIENCE:</b> The Offer must demonstrate that, <b>within the last ten (10) years</b>, each proposed resource has completed a minimum of <b>five (5) Projects</b> of Investigative Services as lead, sole investigator or as co-investigator relating to work place violence, in either the private or public sector.</p> <p>In order for a project to be evaluated, the Offer must include as a minimum, the following information:</p> <ul style="list-style-type: none"> <li>a) Duration of the project (start date to completion date);</li> <li>b) Nature of the investigation (brief description);</li> <li>c) Description of the resource's role (brief description of the responsibilities and duties involved in completing the project); and</li> <li>d) Name of the client (public or private sector entity) and project authority name.</li> </ul> <p>The Offer should include current telephone number and/or e-mail address of the project authority, if available.</p>		
<b>MTC2</b>	<p><b>MANDATORY TRAINING:</b> The Offer must demonstrate that, each proposed resource has <b>facilitated or completed</b> at a minimum courses/training/workshops in relevant Labour Law and Employment Law in Canada, including the Canada Labour Code Part II and the <b>Canada Occupational Health and Safety Regulations Part XX-Violence Prevention in the Work Place, and in one</b> out of the two following areas:</p> <ul style="list-style-type: none"> <li>1) Administrative Investigative Techniques;</li> <li>2) Canadian Human Rights Law.</li> </ul> <p><b>Proof</b> of training must be submitted with the Offer (copies of Degrees, Diplomas, Certificates, etc.).</p>		

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#### 4.1.1.2 Point Rated Technical Criteria (RT)

( C ) WORK PLACE VIOLENCE		
RTC1. RELEVANT EXPERIENCE	POINTS ALLOCATED	SCORE
<p>The Offer should demonstrate that, <b>within the last ten (10) years</b>, each proposed resource has completed additional Investigative Services Projects as lead, sole investigator or as co-investigator relating to work place violence, in either the private or public sector.</p> <p>These projects must be <u>over and above</u> those listed in <b>MTC1</b>.</p> <ul style="list-style-type: none"> <li>• Two projects</li> <li>• Three projects</li> <li>• Four projects</li> <li>• Five projects</li> <li>• Six or more projects</li> </ul>	<p>30</p> <p>40</p> <p>50</p> <p>70</p> <p>90</p>	
<p>In order for a project to be evaluated, the Offer must include as a minimum, the following information:</p> <ol style="list-style-type: none"> <li>a) Duration of the project (start date to completion date);</li> <li>b) Nature of the investigation (brief description);</li> <li>c) Description of the resource's role (brief description of the responsibilities and duties involved in completing the project); and</li> <li>d) Name of the client (public or private sector entity) and project authority name.</li> </ol> <p>The Offer should include current telephone number and/or e-mail address of the project authority, if available.</p>	<p><b>90</b></p>	
	<b>Maximum points</b>	

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**THE FOLLOWING POINT RATED CRITERIA APPLIES TO ALL STREAMS.  
THIS SECTION NEEDS TO BE COMPLETED ONLY ONCE FOR EACH RESOURCE.**

RTC2. RELEVANT TRAINING	POINTS ALLOCATED	SCORE
<p>The Offer should demonstrate, for each proposed resource which courses/training/workshops were <b>facilitated or completed from</b> the following areas: 3 points for each course/training/workshop. These courses/training/workshops must be <u>over and above</u> those listed in <b>MTC2</b>.</p>		
<ul style="list-style-type: none"> <li>• Legal Training</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Arbitration</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Alternative dispute resolution/mediation</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Cross-cultural &amp; Diversity Issues</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Counselling/coaching</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Sociology</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Industrial Psychology</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Principles of ethical reasoning</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Self-management</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Mental health issues</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Occupational Health and Safety / Violence Prevention</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Anti-corruption</li> </ul>	3	
<ul style="list-style-type: none"> <li>• Audit training</li> </ul>	3	
<p><b>Proof of training must be submitted with the Offer (copies of Degrees, Diplomas, Certificates, etc.).</b></p>		
<p><b>Maximum points:</b></p>	<b>39</b>	

<b>RTC3. FORMAL EDUCATION</b>	<b>POINTS ALLOCATED</b>	<b>SCORE</b>
Highest level of education achieved for each proposed resource:		
High School	5	
College/CEGEP	15	
Bachelor	20	
Master	25	
PhD	30	
<b>Maximum points:</b>	<b>30</b>	
<b>Proof of education must be submitted with the Offer (copies of Degrees, Diplomas, Certificates, etc.).</b>		
<b>RTC4. PROFESSIONAL DESIGNATION/LICENCE</b>	<b>POINTS ALLOCATED</b>	<b>SCORE</b>
Professional Designation/Licence obtained for each proposed resource.		
10 points for each professional designation, accreditation or licence in any of the following fields to a maximum of 30 points:		
• Private investigations		
• Administration		
• Management		
• Human Resource		
• Psychology		
• Social Work		
• Law		
• Engineering		
• Accounting		
• Audit		

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• Finance		
• Mediation		
<b>Maximum points:</b>	<b>30</b>	
<b>Proof of professional designation/license must be provided with the Offer.</b>		
<b>Overall maximum points for all four rated technical criteria (RTC1, RTC2, RTC3 and RT4):</b>	<b>189</b>	
<b>Minimum points required for the Offer to be considered responsive (60%):</b>	<b>113</b>	

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