



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, Ontario
 K1A 0P8
 Attention: **Jennifer Yee**

Request For Proposal
Demande de proposition

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: Minitère des Sécurité publique et Protection civile Canada

Nous offrons par la présente de fournir au Canada, représenté par le ministre de la 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 MUST WAIT TO HAVE THEIR PROPOSALS TIME STAMPED IF THEY ARE HAND DELIVERING TO THE MAILROOM

Entrance is on Gloucester at shipping door, behind the building

Instructions: See Herein
Instructions: Voir aux présentes

Vender/Firm Name and Address
Raison sociale et adresse du Fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution
 Public Safety and Emergency Preparedness
 Canada
 Contracting and Procurement Section
 269 Laurier Avenue West
 13th Floor, Office 13B-37
 Ottawa, Ontario
 K1A 0P8

Youth Gang and Community Violence Training

Title – Sujet Youth Gang and Community Violence Training	
Solicitation No. – N° de l’invitation 201804099	Date 2018-01-08
Solicitation Closes – L’invitation prend fin At – à 02:00 PM On – le January 29	Time Zone Fuseau horaire EST
Delivery Required – Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Jennifer Yee	
Telephone No. – N° de telephone (613) 998-9823	FAX No. – N° de FAX (613) 954-1871
Destination – of Goods, Services and Construction: Destination – des biens, services et construction: Public Safety Canada 269 Laurier Avenue West, Ottawa, Ontario K1A 0P8	
Security – Sécurité No security provisions	

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



**PROPOSAL TO THE DEPARTMENT OF PUBLIC SAFETY CANADA
VENDOR INFORMATION AND AUTHORIZATION**

Vendor Name and Address

Legal Status (incorporated, registered, etc)

GST or HST Registration Number and/or Business Identification Number (Revenue Canada)

Name and Title of Person authorized to sign on behalf of Vendor

Print Name: _____ Title: _____

Signature: _____ Date: _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title: _____

Telephone: _____ Fax: _____

Email: _____

Each proposal must include a copy of this page properly completed and signed.



PART 1 – GENERAL INFORMATION

1. Requirement Summary

Public Safety Canada has a requirement for professional services to deliver services as identified in PART 4, Statement of Work.

2. Terms and Conditions of the resulting Contract

The general terms and conditions and clauses contained in Part 7 form part of this Request for Proposal document and any resulting contract, subject to any other express terms and conditions.

3. Period of Work

The period of the Contract is from date of contract award to **August 31, 2018**.

4. Contracting Authority

Jennifer Yee
Contracting and Procurement Officer
Public Safety Canada
269 Laurier Avenue West, 13th Floor
Ottawa, Ontario K1A 0P9
Tel: 613-998-9823
Fax: 613-954-1871
Email: ps.contractunit-unitedecontrats.sp@canada.ca

The Contracting Authority is responsible for all matters of a contractual nature.

5. Inspection/Acceptance

All work to be performed and all deliverables to be submitted for the proposed Contract shall be subject to inspection by and acceptance of the Project Authority designated therein.

6. Intellectual Property

The intellectual property shall vest with Canada under the following exception:

6.4 Where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is:

6.4.1 to generate knowledge and information for public dissemination;

7. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestion, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



PART 1 – GENERAL INFORMATION

8. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 10 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone, or in person.

9. Security

There is no security requirement identified.



PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

1. Enquiries - solicitation stage

All enquiries or issues concerning this procurement must be submitted in writing to the Contracting Authority named in Part 1, as early as possible within the bidding period.

Enquiries and issues must be received by the Contracting Authority no later than five (5) business days prior to the bid closing date specified on the cover page of this RFP document to allow sufficient time to provide a response. Enquiries or issues received after that time may not be able to be answered prior to the bid closing date. To ensure consistency and quality of information provided to Bidders, the Contracting Authority will provide, simultaneously to all bidders to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.

It is the responsibility of the Bidder to obtain clarification of the requirements contained herein, if necessary, prior to submitting a bid.

A **request for a time extension** to the bid closing date will be considered provided it is received in writing by the PS Contracting Authority at least five (5) working days before the closing date shown on page 1 of this RFP document. The request, if granted, will be communicated by Buy and Sell at least three (3) working days before the closing, showing the revised closing date. The request, if rejected, will be directed to the originator at least three (3) working days before the closing date by the PS Contracting Authority.

2. Right to Negotiate or Cancel

Rights of Canada

Canada reserves the right to:

- (a) Reject any or all bids received in response to the bid solicitation;
- (b) Enter into negotiations with bidders on any or all aspects of their bids;
- (c) accept any bid in whole or in part without negotiations;
- (d) Cancel the bid solicitation at any time;
- (e) reissue the bid solicitation;
- (f) if no responsive bids are received and the requirement is not substantially modified, reissue the bid Solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- (g) Negotiate with the sole responsive Bidder to ensure best value to Canada.

3. Proposal Validity Period

Proposals submitted in response to this Request for Proposal will remain open for acceptance for a period of not less than one hundred and twenty (120) days from the closing date of the bid solicitation, unless otherwise indicated by Canada in such bid solicitation.

4. Terms and Conditions of Request for Proposal and Resulting Contract

The proposal must be signed by the Bidder or by an authorized representative of the Bidder. The signature indicates that the Bidder agrees to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modification or other terms and conditions included in the bidder's proposal will be applicable to the resulting contract notwithstanding the fact that the Bidder's proposal may become part of



PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

the resulting contract. **Provision of Signed Page 1 of this RFP may serve as an acceptance to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP.**

4.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada (PWGSC).

The Manual is available on the PWGSC Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/all>

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

The standard instructions and conditions 2003 (2017-04-27) Standard Instructions – Goods or Services – Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

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 2003, Standard Instructions – Goods or Services – Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

5. Status and Availability of Resources

The Bidder's signature indicates that, should the Bidder be authorized to provide the services under any contract resulting from this solicitation, the persons proposed in its bid shall be available to commence performance of the Work required by the Project Authority and at the time specified herein or agreed to with the Project Authority.

If the Bidder has proposed any person in fulfilment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that it has the written permission from such person to propose the services of such person in relation to the Work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

The Project Authority reserves the right to interview any personnel resources proposed to be assigned to the contract and at no cost to the Department to confirm the knowledge and experience claimed.

6. Internal Approvals

6.1 Bidders should note that all Contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount. Notwithstanding that a Bidder may have been recommended for Contract award, issuance of any Contract will be contingent upon internal approval in accordance with Canada's policies. If such approval is not given, no Contract will be awarded.



PART 2 – BIDDER INSTRUCTIONS AND CONDITIONS

7. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

1. Proposal Preparation Instructions:

Canada requests that Bidders provide their offer in separately bound sections as follows:

- Section I: Technical Offer (4 hard copies and 1 soft copies on CD OR USB)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (Part 6 – Certifications) (1 hard copy)

NOTE: Failure to include a financial and/or technical proposal at time of submission will result in the bid being deemed non-compliant and will not be evaluated

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 offer only. No prices must be indicated in any other section of the offer. 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>). To assist Canada in reaching its objectives, bidders 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.

Bids submitted by e-mail or fax will NOT be accepted.

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

1.1 Section 1: Preparation of Technical Proposal:

In the Technical Proposal, the Bidder should demonstrate its understanding of the requirements of the Statement of Work **Part 4**, and how the requirements of **Part 5 will be met**.

Four (4) printed copies and One (1) electronic version of the Technical Proposal are required. THE TECHNICAL PROPOSAL MUST NOT EXCLUDE ANY REFERENCE TO FINANCIAL INFORMATION RELATIVE TO THE COSTING OF THE PROPOSAL.

1.2 Section 2: Preparation of Financial Proposal:

1.2.1 **Only a single copy of the financial proposal is required.**

Bidders are requested to submit their financial proposal (single copy) in an envelope **separate from** their technical proposal.

1.2.2 The Financial Proposal must include the pricing table provided in **Part 5** to this solicitation.



PART 3 – PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION PROCEDURES

1.3 Section 3: Certifications (Part 6): one (1) copy

Only a single copy of the completed and signed certifications is required.

2. Submission of Proposals

Your proposal is to be addressed as follows and **must be received on or before 2:00 PM EDT, (January 29, 2018).** Please ensure that all envelopes/boxes, etc are marked **URGENT**.

Jennifer Yee
Contracting and Procurement Section
Public Safety Canada
340 Laurier Avenue West, 1st Floor Mailroom
Ottawa, Ontario, K1A 0P9
Tel: 613-998-9823
Fax: 613-954-1871
Email: ps.contractunit-unitedecontrats.sp@canada.ca

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

3. Evaluation Procedures:

Proposals will be evaluated in accordance with the Evaluation Procedures and Criteria specified in Part 5.

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. Failure to submit a financial and/or technical proposal with the bidder's submission shall result in the bid being deemed non-compliant and will not be evaluated.
- (b) An evaluation team *maybe* composed of representatives of Canada.

The evaluation team reserves the right but is not obliged to perform any of the following:

- a) Seek clarification or verify any or all information provided by the Bidder with respect to this RFP;
- b) Contact any or all of the references supplied and to interview, at the sole costs of the Bidder, the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirement, on 48 hours notice, to verify and validate any information or data submitted by the Bidder.

Contractor Selection Method is outlined in Part 5 Article 5.



PART 4 – STATEMENT OF WORK

1. TITLE

Community Intervention Professionals to Provide Training to Indigenous Communities to Develop Community-Specific Strategies to Address Community and Gang-Related Violence

2. OBJECTIVE

The Government of Canada is committed to reducing crime and enhancing safety of communities through effective prevention. With respect to prevention, Public Safety Canada currently has a requirement for community intervention professionals to provide community and gang related violence training to Indigenous communities. The objectives of the training session are to assist Indigenous communities in the development of community-specific strategies to address gang-related violence to put programs and services into action.

3. BACKGROUND

Public Safety Canada (PS) is committed to reducing crime and enhancing the safety of our communities through effective prevention, policing, and corrections. With respect to prevention, PS is responsible for the administration of the National Crime Prevention Strategy (NCPS). The Strategy aims to reduce offending among at-risk groups of the population by funding evidence-based interventions and knowledge dissemination projects. Its current priorities are to address early risk factors among children, youth, and young adults that are at risk of offending, respond to priority crime issues (youth gangs, drug-related crimes), facilitate exit from prostitution, prevent recidivism among high-risk groups, and foster prevention in Indigenous communities.

PS works with Indigenous peoples, governments and organizations to develop unique and innovative solutions to the challenges that Indigenous peoples encounter within the criminal justice system and community corrections. PS also provides support to communities and organizations that would like to address the issue of community safety. The latter is accomplished partly through the development of Community Safety Action Plans¹ that aim to help communities respond holistically to community factors leading to integrated, comprehensive responses that can move communities from fixing problems after the fact to proactively building communities that are healthy and safe.

4. SCOPE OF WORK

Through the community safety planning process, Indigenous communities have increased their capacity to work with experts and to develop concrete, community-driven solutions. In this context, a number of Indigenous communities have also identified gang-related violence as negatively impacting community safety. Given the complex and multi-faceted nature of gang-related violence, PS has a need for experts on gang-related violence who focus on community-driven solutions to work with select Indigenous communities to address these issues. To support these objectives, PS requires the services of a Contractor to provide training to Indigenous communities to assist them in the development of community-specific strategies to address gang-related violence.

The initial training session will be held in Prince Albert, Saskatchewan. The objectives of the training session will be to (1) provide two interested Indigenous communities with the materials (i.e., tools,

¹ The [Aboriginal Community Safety Development Contribution Program](#) supports the development of community safety plans as part of the Government of Canada's concrete action on missing and murdered Aboriginal women.



PART 4 – STATEMENT OF WORK

resources, information, etc.) to develop and follow through on a community-specific strategy to address gang and community violence; (2) work with an existing PS contracted Indigenous facilitator and the selected communities to develop and expand the directions and solutions to address gang violence that were already developed in their community's Community Safety Action Plans; and (3) provide mentoring and support, through the support and guidance of a PS contracted Indigenous facilitator, for the selected communities as they develop a series of interventions to address gang-related violence.

The purpose of this training session to be held in Prince Albert, Saskatchewan is to help initiate and support a selected number of Indigenous communities (2) as they develop community-specific interventions to address gang-related violence. Particular attention is to be paid to community voice and ownership. As per the pillars and principles of the Indigenous Community Development Framework², the aim of the training is for the *communities* to develop the strategy, its priorities, and action items. The training will be in the form of a capacity building session, enabling the participants to brainstorm and develop feasible and realistic interventions, adapted to their unique capacities and circumstances. The design of the training session will blend the contractor's expertise and the ability of the participants to receive the required information/training to support the development of future interventions. Based on the success of the training session and/or interest from other Indigenous communities additional training sessions may be requested as an option.

4. TASKS

The Contractor must perform the following tasks:

Initiation / Needs Analysis

- 4.1 Attend a kick-off meeting with the PS Project/Technical Authority, the PS contracted Indigenous facilitator, and other stakeholders to discuss the objectives and requirements of the contract and the Contractor's provisional approach. The meeting will take place within one (1) week of contract award by teleconference.
- 4.2 Review key internal and external documents identified or provided by the PS Project/Technical Authority and PS contracted Indigenous facilitator (*as applicable*) to obtain contextual information (e.g., Community Safety Plans, Indigenous Community Development Framework materials).
- 4.3 Identify additional information (*as required*) to conceptualize the aim, objectives, scope and requirements of the contract.
- 4.4 Identify the approach and methodology to successfully complete the contract. The latter should be those that are outlined in the good practice for gang violence interventions. The most rigorous methods feasible should be undertaken and every effort should be made to have plans for action that are adapted and localized to the selected communities' needs and realities.

Work Planning

- 4.5 Upon receipt of approval of the approach by the PS Project/Technical Authority, develop a detailed Work Plan that identifies:
 - i. tasks to be performed,
 - ii. deliverables to be produced,

² This Framework was adopted by Indigenous and Northern Affairs Canada and the First Nations and Inuit Health Branch of Health Canada.



PART 4 – STATEMENT OF WORK

- iii. roles & responsibilities of the resources proposed to perform the work,
 - iv. schedule for the performance of each element of work and submission of each deliverable,
 - v. cost associated with the performance of each element of the work and each deliverable.
- 4.6 Submit the detailed Work Plan to the PS Project/Technical Authority for review, feedback and approval within two (2) weeks of the kick-off meeting.

Design/Preparation

- 4.7 Upon receipt of approval the detailed Work Plan by the PS Project/Technical Authority, perform design/preparatory activities, including:
- i. In coordination with a PS contracted Indigenous facilitator, review, obtain, revise and/or develop the information, material and tools required to develop and implement the training session.
 - ii. With the support of the PS contracted Indigenous facilitator, complete a preliminary assessment of the selected communities (2) identifying specific gang risk factors, risk triggers plus interviewing key stakeholders and community advocates who can assist in the creation of a community-driven process.
 - iii. Proactively inform the PS Project/Technical Authority of any significant modifications to the project that could affect the outcome and any difficulties that would present in implementing the approved work plan.

Execution

- 4.8 Upon receipt of approval the PS Project/Technical Authority to commence execution activities, perform implementation activities, including:
- i. In Prince Albert, Saskatchewan, to complete an all-inclusive 'on the ground' assessment with the selected communities to supplement the preliminary assessment previous conducted (as discussed in 4.7 above). It is anticipated that this will take 1-2 days.
 - ii. Based on the information collected and knowledge gained, prepare a preliminary proactive community work plan of possible suggestions and courses of action, developed in coordination with the PS contracted Indigenous facilitator and the communities, for the delivery of a two-day training session to be held in Prince Albert, Saskatchewan with the selected communities (2).
 - iii. In Prince Albert, Saskatchewan, provide a two-day training session which will articulate current best practices, universal common denominators related to gang violence and its aftermath, viable systems and process to address the core of the said violence and finally align community input and concerns while building an operational template for action that includes possible community-specific interventions which are aligned with their current resource and capacity realities.
 - iv. Following the two-day training session in Prince Albert, Saskatchewan, support each community in their delivery of a final proactive community work plan. These work plans should be informed by the analysis conducted from the assessments and the information/feedback generated from the two-day training session. Each work plan should come in the form of a detailed report that summarizes and analyzes what was delivered, the



PART 4 – STATEMENT OF WORK

potential gaps and barriers that the community may face, and next steps for the community to take.

- v. Participate in a Learning Event with Public Safety Canada to be held in person in Ottawa, Ontario (or remotely via webinar) following the two-day training session. Through a formal presentation (1.5 hours with question period), the Contractor will highlight the approach taken with the selected communities (2) to develop community-specific strategies to address gang-related violence, comment on what was learned throughout this training process and provide recommendations for moving forward.
- vi. Liaise through e-mail, teleconference, and in-person meetings, as needed, with PS staff, PS contracted Indigenous facilitator, communities and other relevant stakeholders; and provide active support to communities while in Prince Albert, Saskatchewan.

Close-Out

- 4.9 Submit final documentation in the form of a consolidated report to the PS Project/Technical Authority for review, feedback and approval. This consolidated report should include the approach and methodology taken to implement this training session; all of the final proactive community work plans; the lessons learned throughout this training process; and recommendations for moving forward with a similar process in the future.
- 4.10 Provide knowledge transfer to the PS Project/Technical Authority and other stakeholders identified by the PS Project/Technical Authority.

5. DELIVERABLES

5.1 The Contractor must produce the following deliverables:

No.	Deliverable	Content	Format	Due Date
5.1.1	Approach & Methodology	high-level approach & training methodology proposed to successfully complete the contract	Email	within 1 week of contract award
5.1.2	Work Plan	tasks, deliverables, resource assignment, schedule and activity-based costing	MS Word	within 2 weeks of kick-off meeting
		At the central Canadian location, to complete an all-inclusive 'on the ground' assessment with the selected communities to supplement the preliminary assessment previously conducted (as discusses in 4.7 above). It is anticipated that this will take 1-2 days.	In-Person	within 2 weeks of kick-off meeting
5.1.3	Preliminary Proactive Community Work Plans	based on the information collected and knowledge gained (through preliminary and on the ground assessments), prepare a preliminary proactive community work plan of possible suggestions and courses of action for each participating community	MS Word	as per the work plan schedule



PART 4 – STATEMENT OF WORK

5.1.4	Training Session Delivery	deliver a two-day training session that leads to development of community-specific operational template for action that includes possible community-specific interventions	In-Person	as per the work plan schedule
5.1.5	Detailed Community-Specific Reports	summarizes and analyzes what was delivered in the two-day training session, the potential gaps and barriers that the community may face, and next steps for the community to take (each participating community will receive a unique report)	MS Word	as per the work plan schedule
5.1.6	Presentation	prepare and deliver a presentation to Public Safety Canada (in person in Ottawa, Ontario or remotely via webinar) highlighting the approach taken with the selected communities to develop community-specific strategies to address gang-related violence, comment on what was learned throughout this training process and provide recommendations for moving forward	PPT	as per the work plan schedule
5.1.7	Consolidated Final Report	summarizes the approach and methodology taken to implement this training session; all of the final community work plans; the lessons learned throughout this training process; and recommendations for moving forward in the future with a similar process in the future	MS Word	as per the work plan schedule

- 5.2 All deliverables must be submitted in draft form at least two (2) days before the delivery date identified in the detailed Work Plan to allow input by the PS Project/Technical Authority. The Contractor may be required to submit revised drafts with required changes. Deliverables will only be considered final upon written confirmation by the PS Project/Technical Authority.
- 5.3 The work conducted for this contract must be carried out to the specifications of the contractual agreement and to the satisfaction of the PS Project/Technical Authority. If the PS Project/Technical Authority is not satisfied with the nature and quality of the work performed/received, he/she reserves the right to reject and/or request alterations/improvements to the work provided by the Contractor.
- 5.4 The Contractor must provide all electronic copies of deliverables using the Microsoft Office suite of software (version 2010).

6. LOCATION OF WORK

- 6.1 It is anticipated that the initiation/needs analysis, work planning, design/preparation and close-out work will be carried out at the Contractor’s facilities and the training session will take place in Prince Albert, Saskatchewan for the selected communities (2).



PART 4 – STATEMENT OF WORK

- 6.2 Any local travel that is required for activities, meetings, etc., may be reimbursed according to the Treasury Board of Canada guidelines, which may be consulted at <http://publiservice.tbsct.gc.ca/travel/travel E.html>

7. LANGUAGE OF WORK

- 7.1 All communications with PS Project/Technical Authority, other PS staff and the Canadian public will be performed in English.
- 7.2 All deliverables must be submitted in English.
- 7.3 PS will arrange for the translation of Contractor-produced deliverables, as required.

8. PUBLIC SAFETY CANADA SUPPORT

- 8.1 As required to perform the contract work and at the discretion of the PS Project/Technical Authority, PS will endeavour to provide Contractor personnel with:
- i. Access to the PS Project/Technical Authority, or designate, who will be responsible for coordinating the overall project, providing as-required direction, guidance, and support to the Contractor, and accepting and approving deliverables on behalf of PS; and
 - ii. Provision of timely review, feedback on and approval of deliverables (*approximately 5-10 business days unless otherwise specified*).



PART 5 – EVALUATION CRITERIA

1. Evaluation Procedures

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

The evaluation team reserves the right, but is not obliged, to perform any of the following:

Seek clarification or verify any or all information provided by the Bidder with respect to this RFP.

2 Experience:

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 purposes of this evaluation. **The Bidder must provide complete details as to where, when, month and year, and how, through which activities / responsibilities, the stated qualifications / experience were obtained.**

Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

When completing the resource grids the specific information which demonstrates the requested criteria should be in the grid. The reference to the page and project number should also be provided so that the evaluator can verify this information. It is not acceptable that the grids contain all the project information from the résumé, only the specific answer should be provided.

Bidders are advised that the month(s) of experience listed for a project in which the timeframe overlaps that of another referenced project will only be counted once PER RESOURCE. For example: Project #1 timeframe is July 2001 to December 2001; Project #2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Bidders are also advised that the experience is as of the closing date of the Request for Proposal. For example, if a given requirement states "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP.



PART 5 – EVALUATION CRITERIA

PROPOSALS NOT MEETING THE MANDATORY REQUIREMENTS BELOW WILL BE GIVEN NO FURTHER CONSIDERATION

3 MANDATORY REQUIREMENTS

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 addressed separately.

The Bidder 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.



PART 5 – EVALUATION CRITERIA

Item	Mandatory Technical Criterion	Bidder's Response	
M1	The Bidder must sign the first page of this Request for Proposal indicating their acceptance of all terms and conditions set out herein.	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>
M2	<p>The Bidder must propose at least 1 senior-level resource who will serve as the Principal Trainer to complete the work as described in Annex A, Statement of Work. For any other proposed resources, the bidder must identify each resource by full name and role for completing the work.</p> <p>For each proposed Team Member, including the Principal Trainer, the Bidder must provide a detailed résumé for EACH of resource that clearly describes their relevant work experience, academic qualifications, professional certifications, publications and/or training material. The resume shall be up-to-date and shall be submitted as an Appendix to the proposal in alphabetical name sequence.</p> <p>The Bidder should bold-face or highlight the relevant areas in each resource's résumé.</p>	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>
M3	<p>The Bidder must demonstrate that the Principal Trainer has delivered a minimum of ten (10) community-focused training sessions (each lasting at least two days in duration) within the last ten (10) years focusing on the area of gangs and violence.</p> <p>Note that to meet this criterion, it is not sufficient to simply refer to the Principal Trainer's Curriculum Vitae (CV). The Bidder should explain in detail how, where, and when the experience was obtained.</p>	MEETS <input type="checkbox"/>	DOESN'T MEET <input type="checkbox"/>

As per SACC manual clause 2003, the following definition applies for the purpose of the evaluation of mandatory criteria:

Definition of Bidder*

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

PROPOSALS NOT MEETING THE ABOVE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.



PART 5 – EVALUATION CRITERIA

4 Point Rated Technical Criteria

Proposals will be evaluated and scored in accordance with specific evaluation criteria detailed in this section.

The Bidder should provide all relevant details for each project listed including but not limited to:

- Project title and brief description of tasks
- duration in time (e.g. months; years) and dates;
- your roles and responsibilities;
- Project budget
- description of the work, including scope;

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.

NOTE: If the bidder’s technical proposal does not score (35/65) or more of the rated technical criteria, the bidder’s proposal will be deemed non-compliant.

	Description of Criteria	Max Pts	Points Breakdown	Bidder's Response
R1	<p>The Bidder should demonstrate that the proposed Principal Trainer has experience in the delivery of community-based training sessions (each lasting at least two days in duration) on the topic of best practices in implementing interventions for gang involvement and violence.</p> <p>This may include training sessions previously identified in M3.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of training. Each training must be accompanied by a brief explanation (maximum of 1 page) of why it meets the criterion, using the following format:</p> <p>a. Title of Work (full bibliographic reference);</p> <p>b. Training Purpose (including specifics on why the training is community-based, and the training questions it aims to answer with respect to gang and community</p>	25 Points	<p>Points will be awarded as follows:</p> <p>Up to 5 points per training session to a maximum of 25points.</p> <p>1 training session = 5 points 2 training sessions = 10 points 3 training sessions = 15 points 4 training sessions = 20 points 5 training sessions = 25 points</p>	



PART 5 – EVALUATION CRITERIA

	Description of Criteria	Max Pts	Points Breakdown	Bidder's Response
	violence); c. Description of training (including duration); d. Analytical methods used.			
R2	<p>The Bidder should demonstrate that the proposed Team Member(s) have training experience in community-based gang and violence prevention.</p> <p>The experience of multiple team members can be used to satisfy this criterion.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a list of training experiences. Each training experience must be accompanied by a brief explanation (maximum of 1 page) of why it meets the criterion, using the following format:</p> <p>a. Title of Training (full reference);</p> <p>b. Training Purpose (including specifics on how the training addresses issues related to gang and community violence);</p> <p>c. Description of training;</p> <p>d. Assessment methods used.</p>	25 points	<p>Points will be awarded as follows:</p> <p>Up to 5 points per training session to a maximum of 25points.</p> <p>1 training session = 5 points 2 training sessions = 10 points 3 training sessions = 15 points 4 training sessions = 20 points 5 training sessions = 25 points</p> <p>Note The total points awarded for this requirement will be determined by adding the total points achieved by all resources and dividing by the number of resources proposed in order to obtain an average score.</p> <p>For example:</p> <p>Three proposed resources:</p> <p>Resource 1 – 15 points Resource 2 – 20 points Resource 3 – 25 points</p> <p>Bidders awarded score = 20 points</p>	
R3	<p>Approach and Methodology</p> <p>The bidder should submit a comprehensive approach and methodology that it will use to complete all aspects of the project.</p> <p>Sufficient detail should be provided to allow for a complete understanding of the approach to the work.</p> <p>This should include the advantages of the methodology/approach.</p>	20 points	<p>Points will be awarded as follows:</p> <p>20 points - Excellent methodology and approach</p> <p><u>Clear and complete with convincing details on all of the points below:</u></p> <ul style="list-style-type: none"> proposed data source (or data sources) to be analysed; proposed ways to obtain the data for assessment; clear and concise outline of approach; proposed advantages of the 	



PART 5 – EVALUATION CRITERIA

	Description of Criteria	Max Pts	Points Breakdown	Bidder's Response
			<p>methodology/ approach.</p> <p>15 points - Very Good methodology and approach <u>Clear and complete with convincing details on at least 3 out of 4 of the points listed below:</u></p> <ul style="list-style-type: none"> • proposed data source (or data sources) to be analyzed; • proposed ways to obtain the data for analysis; • clear and concise outline of methodological approach; • proposed advantages of the methodology/ approach. <p>10 points - Average methodology and approach <u>Clear and complete with convincing details on at least 2 out of 4 of the points listed below:</u></p> <ul style="list-style-type: none"> • proposed data source (or data sources) to be analyzed; • proposed ways to obtain the data for analysis; • clear and concise outline of methodological approach; • proposed advantages of the methodology/ approach. <p>0 points - Poor methodology and approach Either a methodology and approach is not submitted or the approach and methodology submitted is <u>incomplete with insufficient detail provided on 3 or more of the points listed below:</u></p> <ul style="list-style-type: none"> • proposed data source (or data sources) to be analyzed; • proposed ways to obtain the data for analysis; • clear and concise outline of methodological approach; • proposed advantages of the methodology/ approach. 	
R4	<p>Work Plan</p> <p>The bidder should provide a detailed work plan that:</p>	20 points	<p>Points will be awarded as follows:</p> <p>20 points - Excellent Work Plan: realistic details and explanations of work</p>	



PART 5 – EVALUATION CRITERIA

	Description of Criteria	Max Pts	Points Breakdown	Bidder's Response
	<p>(a) shows a logical organization of tasks to be completed and scheduling for the project as per the Statement of Work; and</p> <p>(b) provides details on team composition, the responsibilities of the team members and expected efforts per task; and</p> <p>(c) demonstrates that the level of effort is appropriate for the tasks outlined in the Statement of Work.</p>		<p>phase definitions, activities, deadlines and deliverables resulting in a complete understanding of the work plan, its practicality and achievability. Level of effort is very well distributed amongst resource(s).</p> <p>15 points - Solid Work Plan: sufficient detail presented on work phase definitions, activities, deadlines and deliverables to provide a substantiated and rational plan whose likelihood of successful implementation is high. Level of effort is well distributed amongst resource(s).</p> <p>10 points - Weak Work Plan: incomplete and/or insufficient detail provided on work phase definitions, activities, deadlines and deliverables; some inconsistencies or lack of realism. Level of effort is acceptably distributed among resource(s).</p> <p>0 points - Poor Work Plan: Either no work plan is submitted or, the work plan submitted has an absence or near absence of work phase definitions, specific activities, deadlines and deliverables; unrealistically presented methods/ outcomes/ outputs/timing. Level of effort is unrealistically divided between resource(s) or is not presented.</p>	
			Maximum points	90 points
			Minimum required points	54 points

Note: Any proposal that does not obtain the minimum required points for rated criterias R1 to R4 will be deemed non-compliant and will not be considered any further.

5. Contractor Selection Method Basis of Selection - Highest Combined Rating of Technical Merit 60% and Price 40%

5.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Article 4 for the point rated technical criteria.



PART 5 – EVALUATION CRITERIA

- 5.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 5.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): **PSi = LP / Pi x 40**. Pi is the evaluated price (P) of each responsive bid (i).
- 5.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): **TMSi = OSi x 60**. OSi is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Article 4, determined as follows: total number of points obtained / maximum number of points available.
- 5.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRi = PSi + TMSi**
- 5.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Article 1.2 will be recommended for award of a contract.
- 5.7 The table below illustrates an example where the selection of the contractor is determined by a 60/40 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	88	82	92
Bid Evaluated Price	C\$60,000	C\$55,000	C\$50,000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	$88 / 100 \times 60 = 52.8$	$50,000 / 60,000 \times 40 = 33.33$	86.13
Bidder 2	$82 / 100 \times 60 = 49.2$	$50,000^* / 55,000 \times 40 = 36.36$	85.56
Bidder 3	$92 / 100 \times 60 = 55.2$	$50,000^* / 50,000 \times 40 = 40$	95.20

* represents the lowest evaluated price. In this example above, Bidder 3 is the Bidder that has obtained the highest combined rating of Technical Merit and Price.



PART 5 – EVALUATION CRITERIA

6. FINANCIAL PROPOSAL

The Bidder must complete the following tables and supply the per diem rate in Canadian dollars that will be applicable to each resource and provide a detailed breakdown of the total quoted price that the Bidder plans to utilize to fulfill the requirements of the contract in the following format:

6.1 Pricing Schedule

From Contract award date to August 31, 2018

6.1.1 Professional Services – (Table 1)

Resource Name and Role	Level of Effort	Firm per diem rate*	Total
	24		
Limitation of Expenditure:			

*** The bidder must propose 24 days combined level of effort for all proposed resources.**

The level of effort for the work is 24 days. The proposed level of effort is for the purpose of the evaluation only and does not constitute a commitment from Public Safety of the level of effort required to perform the work identified in Annex A, Statement of Work. Public Safety reserves the right to negotiate with the successful vendor and award a contract based on a level of effort that will be determined during the negotiation.

* **Per Diem rates** are firm and all inclusive of overhead, profit and expenses such as travel and time to the NCR facilities.

Please note the following: Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days_worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$Days_worked = \frac{Hours_Worked}{7.5_hours_per_day}$$

Limitation of Expenditure: The limitation of expenditure is a predetermined amount of money representing Canada’s total liability to the contractor. The contractor is expected to do its best to satisfactorily complete all the work indicated in the contract to which this basis of payment applies without exceeding the limitation of expenditure. If the contractor cannot perform a part of the work without exceeding the limitation of expenditure, it is not legally required to perform this part of the work unless a negotiated increase to the limitation of expenditure has been previously included in the contract in writing by the Contracting authority.



PART 5 – EVALUATION CRITERIA

6.1.2 Travel & Living Expenses (Table 2)

Travel & Living Expenses	TOTAL
Travel and Living expenses: at actual cost without mark-up	\$5,000.00

Travel and Living expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B,C and D of the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

OPTION TO ADD ADDITIONAL SESSIONS

6.1.3 Professional Services – (Table 3)

Resource Name and Role	Level of Effort	Firm per diem rate*	Total
	24		
Limitation of Expenditure:			

6.1.4 Travel & Living Expenses – (Table 4)

Travel & Living Expenses	TOTAL
Travel and Living expenses: at actual cost without mark-up	\$5,000.00



PART 5 – EVALUATION CRITERIA

6.1.5 TOTAL

Professional Services (Table 1)	\$
Travel & Living Expenses (Table 2)	\$
Option to add sessions - Professional Services (Table 3)	\$
Option to add sessions - Travel & Living Expenses (Table 4)	\$
TOTAL (SUM OF ALL TABLES) – EVALUATED PRICE (EXCLUDING TAXES)	\$

6.2 The Bidder’s financial proposal must be submitted in Canadian Funds, GST/HST excluded, FOB Destination, customs duties and excise tax included.

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

**NOTE: Prices must only appear in the Financial Bid and in no other part of the bid
Bidders should note the basis of payment is defined in Part 7 – Resulting Contract Clauses**

The Bidder’s financial proposal must be submitted in Canadian Funds, GST/HST excluded, FOB Destination, customs duties and excise tax included. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable. The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded. FOB destination, Customs duties and Excise taxes included.



PART 6 - CERTIFICATIONS

Part 6 Certifications

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify the bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Required with Bid

The certification included in Articles 1.1 and 1.2 to Part 6, Certifications, must be duly completed and submitted by the Bidder as part of its bid. Should this not be part of the Bidder's proposal, the Contracting Authority reserves the right to request the certification prior to evaluations. Failure to provide the certification within the prescribed timeframe may result in disqualification.

1.1. CERTIFICATION 1A – ACCEPTANCES OF TERMS AND CONDITIONS

I, the undersigned, as the Bidder and/or an authorized representative of the Bidder, hereby certify that by signing the proposal submitted in response to **RFP 201804099** that I agree to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modifications or other terms and conditions included in our Proposal will be applicable to the resulting contract notwithstanding the fact that our proposal may become part of the resulting contract.

Name (block letters): _____

Title: _____

Signature: _____

Telephone number: () _____

Fax number: () _____

Date: _____

1.2 CERTIFICATION 1B Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

2. Certifications Precedent to Contract Award



PART 6 - CERTIFICATIONS

The certifications included below, should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed or submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.1 CERTIFICATION 2

CERTIFICATION OF EDUCATION / EXPERIENCE:

“The bidder hereby certifies that all the information provided in the résumés and supporting material submitted with the bid, particularly as this information pertains to education, achievements, experience and work history, has been verified by the bidder to be true and accurate. Furthermore, the bidder warrants that the individuals proposed by the bidder for the requirement are capable of satisfactorily performing the work described herein.”

Name of Bidder

Name of duly authorized representative of Bidder

Signature of duly authorized representative of Bidder

Date

2.2 CERTIFICATION 3- Certification of Availability and Status of Personnel

2.2.1 Availability of Personnel:

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this solicitation, the persons proposed in its proposal shall be available to commence performance of the Work as required by the Project Authority and at the time specified herein or agreed to with the Project Authority.

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder must submit one copy of the following certification for each non-employee proposed.

(signature)

(Name and Title)

(Date)



PART 6 - CERTIFICATIONS

2.2.2 This section is to be completed only if bidder is proposing any person in fulfillment of this requirement who is not an employee of the bidder.

One copy of this certification must be submitted for each non-employee proposed.

AVAILABILITY AND STATUS OF PERSONNEL

"I, _____ (name of proposed candidate), certify that I consent to my résumé being submitted on behalf of _____ (name of firm) in response to the Request for Proposal _____ (RFP number)."

Signature of Proposed Personnel

Date

2.3 CERTIFICATION 4- 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://publiservice.gc.ca/services/fcp-pcf/index_f.htm)" list (http://publiservice.gc.ca/services/fcp-pcf/index_f.htm) 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.

2.4 CERTIFICATION 5- CONFLICT OF INTEREST

Canada may have engaged the assistance of private sector contractors in the preparation of this solicitation. Responses to this solicitation from any such contractor or with respect to which any such Bidder or any of its subcontractors, employees, agents or representatives are in any manner directly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. The Bidder represents and certifies that is has not received, nor requested, any information or advice from any such contractor or from any other company or individual in any way involved in the preparation of this solicitation or in the definition of the technical requirement. The Bidder further warrants and certifies that there is no conflict of interest as stated above.

Signature

Date

2.5 CERTIFICATION 6 – FORMER PUBLIC SERVANT

Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions

Youth Gang and Community Violence Training



PART 6 - CERTIFICATIONS

For the purposes of this clause,

"former public servant" means a 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 and includes:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up 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 Public Service.

"Pension" means a pension payable pursuant to the *Public Service Superannuation Act, R.S., 1985, c. P-36* as indexed pursuant to the *Supplementary Retirement Benefits Act, R.S., 1985, c. S-24*.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES () NO ()**

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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,; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Goods and Services Tax or Harmonized Sales Tax.



PART 6 - CERTIFICATIONS

STATEMENT:

I, the undersigned, as a director of the Bidder, hereby certify that the information provided on this form and in the attached proposal are accurate to the best of my knowledge.

Name (block letters): _____

Title: _____

Signature: _____

Telephone number: () _____

Fax number: () _____

Date: _____

The above-named individual will serve as intermediary with Public Service Canada

2.6 Basis for Canada's Ownership of Intellectual Property

Public Safety Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the main purpose of the Crown Procurement Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

The Bidder concurs with the foregoing.

Name of Bidder

Name of duly authorized representative of Bidder

Signature of duly authorized representative of Bidder

Date



PART 7 – RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the bidder's technical proposal in response to RFP **201804099**

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

2.1 General Conditions

2010B – (2016-04-04), General Conditions – Professional Services (Medium Complexity)

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

2.2 Supplemental General Conditions

4007 – (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information

3. Security Requirement

This document is UNCLASSIFIED, however;

3.1 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

3.2 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.

4. Term of Contract

4.1 Period of Contract

The Work is to be performed from date of contract award **to August 31, 2018.**

4.1.1 Option To Add Additional Sessions

The Contractor grants to Canada the irrevocable option to add additional sessions during the term of the Contract under the same conditions. The Contractor agrees that, for the additional sessions, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Youth Gang and Community Violence Training



PART 7 – RESULTING CONTRACT CLAUSES

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

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jennifer Yee
Acquisition Advisor
Program Services
Public Safety Canada
269 Laurier, Ave. West
Ottawa, Ontario, K1A 0P8

Tel: 613-998-9823
Fax: 613-954-1871
Email: jennifer.yee@canada.ca

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

5.2 Project Authority

The Project Authority for the Contract is:

To be identified at Contract award.

Name of Project Authority
Title
Department
Branch / Directorate
Address
Telephone:
Facsimile:
E-mail address:

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

5.3 Contractor's Representative

To be determined.

Youth Gang and Community Violence Training



PART 7 – RESULTING CONTRACT CLAUSES

Name of Contractor's Representative
Title
Telephone:
Facsimile:
E-mail address:

6. Payment

6.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ *(to be inserted at contract award)*. Customs duty are not applicable and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.”

6.2 Canada's Total Responsibility

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(to be inserted at contract award)*. Customs duties are not applicable and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the Contract expiry date, or
 - (c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



PART 7 – RESULTING CONTRACT CLAUSES

6.3 Method of Payment – Monthly Payments

For the Work described in the Statement of Work in Annex A Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada

7. Payment Period

- 7.1. Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the general conditions.
- 7.2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.

8. SACC Manual Clauses

A9117C	(2007-11-30)	T1204 - Direct Request by Customer Department
C6000C	(2017-08-17)	Limitation of Price
A9014C	(2006-06-16)	Specific person(s)

9. Invoicing Instructions

- 9.1 The Contractor must submit invoices in accordance with the information required in Section 10 of, 2010B General Conditions – Professional Services.
- 9.2 Additional Invoicing Instructions.
- 9.3 An invoice for a payment cannot be submitted until all Work identified on the invoice is completed.
- 9.4 Each invoice must be supported by:
 - (a) a copy of time sheets to support the time claimed;
 - (b) a copy of the release document and any other documents as specified in the Contract;
- 9.5 Invoices must be distributed as follows:



PART 7 – RESULTING CONTRACT CLAUSES

(a) The original and one (1) copy must be forwarded to the following address for certification and payment:

Attn: Project Authority (to be identified at contract award)
Public Safety Canada
PS.InvoiceProcessing-TraitementDesFactures.SP@ps-sp.gc.ca

(b) One copy must be forwarded to the contract authority identified in article 5 of the contract entitled “Authorities”

10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the entire contract period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

11. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.)

12. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions 4007 (2010-08-16) – Canada to Own Intellectual Property Rights in Foreground Information)
- (c) the Supplemental General Conditions A9014C (2006-06-16) Specific Person(s)
- (d) the General Conditions 2010B – (2016-04-04), General Conditions – Professional Services (Medium Complexity)
- (e) Annex “A”, Statement of Work;
- (f) Annex “B”, Basis of Payment
- (g) the Contractor’s bid dated _____ (insert date of bid), as amended _____ (insert date(s) of amendment(s) if applicable) in response to RFP **201804099**

13. Work Permit and Licenses

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation.

The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor will provide a copy of any such permit, license, or certificate to Canada.



PART 7 – RESULTING CONTRACT CLAUSES

14. Conflict of Interest

In order to provide impartial and objective advice to Canada and to avoid any real or apparent conflict of interest, the Contractor represents and warrants that any proposed individual(s) assigned to perform any work under the contract must not be in a situation of conflict of interest that would render it unable to provide impartial assistance or advice to Canada, or affect or otherwise impair its objectivity in performing the work.

15. Conflict of Interest- Other Work

The Contractor, during and after the period of performance of the Contract agrees that:

- a) it must not bid for any contract to be let as a result of a solicitation where any work performed by the Contractor under this Contract creates a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), and must not participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for such a resulting contract; and
- b) it must not bid for any contract where the Contractor, in its work performed under this Contract, is required to assist Canada in evaluating the bids or in overseeing performance of a resulting contract, and must not participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for such a resulting contract; and
- c) if its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), the Contractor must not bid for any of that resulting contract(s) or participate as a subcontractor or consultant in the preparation of any other Bidder's tender or proposal for any resulting contract;

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts as described in this clause, in respect to which Canada determines, at its sole discretion, that the bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

16. Non-Permanent Resident

Non-Permanent Resident

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of this Contract. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

Or

Non-Permanent Resident (Foreign Contractor)

The Contractor must ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive



PART 7 – RESULTING CONTRACT CLAUSES

all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry.

The Contractor must ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

17. International Sanctions

17.1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-en.asp>

17.2. It is a condition of this Contract that the Consultant not supply to the Government of Canada any goods or services which are subject to economic sanctions.

17.3. By law, the Consultant must comply with changes to the regulations imposed during the life of the Contract. During the performance of the Contract, should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Consultant, the situation will be treated by the Parties as a force majeure. The Consultant shall forthwith inform Canada of the situation; the procedures applicable to force majeure shall then apply.

18. Canada Facilities, Equipment, Documentation & Personnel

18.1. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the work:

- a. Client department's premises;
- b. Client department's computer systems;
- c. Documentation; and
- d. Personnel for consultation.

18.2. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.

18.3. Subject to the approval of the Project Authority, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Client department's earliest convenience.

19. Insurance

The Contractor is responsible to decide if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the



PART 7 – RESULTING CONTRACT CLAUSES

Contractor will be at its own expense and for its own benefit and protection. It will not release the Contractor from or reduce its liability under the Contract.



ANNEX A – STATEMENT OF WORK

TO BE INSERTED UPON CONTRACT AWARD



ANNEX B – BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract.

(to be filled in at contract award):

Canadian Customs Duty and GST/HST extra.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days_worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$Days_worked = \frac{Hours_Worked}{7.5_hours_per_day}$$

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.

The estimated GST or HST is included in the total estimated cost. 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.