



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: **Denise Desserud**

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: Ministère 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

| | |
|--|--|
| Title – Sujet Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence. | |
| Solicitation No. – N° de l'invitation 201806141 | Date 2018-08-03 |
| Solicitation Closes – L'invitation prend fin At – à 02:00 PM On – le 2018-09-12 | Time Zone Fuseau horaire EDT |
| Delivery Required – Livraison exigée See Herein | |
| Address Enquiries to: - Adresser toutes questions à: Denise Desserud | |
| Telephone No. – N° de telephone (613) 990-2614 | 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 |

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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

Vendor Name and Address

Four horizontal lines for entering vendor name and address.

Legal Status (incorporated, registered, etc)

One horizontal line for entering legal status.

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

One horizontal line for entering registration numbers.

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

Print Name: Title: (Two horizontal lines)

Signature: Date: (Two horizontal lines)

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: (Horizontal line)

Telephone: Fax: (Horizontal line)

Email: (Horizontal line)

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

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 1 – GENERAL INFORMATION

1. Requirement Summary

Public Safety Canada has a requirement for professional services to deliver services as identified in Annex A, 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 for a three (3) year period from date of contract award.

3.1 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the services described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract for two (2) one (1) year periods. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

4. Contracting Authority

Denise Desserud
Senior Acquisition Advisor
Public Safety Canada
269 Laurier Avenue West, 13th Floor
Ottawa, Ontario K1A 0P9
Tel: 613-990-2614
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 the Contractor.

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

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 1 – GENERAL INFORMATION

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.

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.

10. Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canadian Free Trade Agreement (CFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), the Canada-European Union Free Trade Agreement (EFTA), the Canada-Honduras Free Trade Agreement (CHFTA), the Canada-Korea Free Trade Agreement (CKFTA), Canada-Ukraine Free Trade Agreement (CUFTA), and the Canada-Panama Free Trade Agreement (CPanFTA).

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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 (2018-05-22) 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

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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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.

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

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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 under Annex A of the Resulting Contract **Part 7**, 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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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, (September 12, 2018).** Please ensure that all envelopes/boxes, etc are marked **URGENT**.

Denise Desserud
Senior Acquisition Advisor
Public Safety Canada
340 Laurier Avenue West, 1st Floor Mailroom
Ottawa, Ontario, K1A 0P9
Tel: 613-990-2614
Fax: 613-954-1871
Email: denise.desserud@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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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 demonstrate prior collaboration with a network of subject matter experts in fields <i>relevant</i> to (not necessarily <i>specific</i> to) countering racialization to violence (for example, countering hate speech, crime prevention, gang intervention and exiting programs).</p> <p>To meet this criterion, the Bidder must provide:</p> <ol style="list-style-type: none"> a) a list of projects accompanied by a brief explanation of why it meets the criterion, using the following format: <ol style="list-style-type: none"> i. Title of project; ii. Project purpose; iii. Name of subject matter experts involved in the project, their titles, and their roles in the project; iv. the Bidder's relationship to each subject matters expert. | MEETS <input type="checkbox"/> | DOESN'T MEET <input type="checkbox"/> |
| M3 | <p>The Bidder must demonstrate prior experience managing systematic reviews of evidence (quantitative and/or qualitative) in fields <i>relevant</i> to (not necessarily <i>specific</i> to) countering racialization to violence (for example, countering hate speech, crime prevention, gang intervention and gang-exiting programs).</p> <p>Note that to meet this criterion, it is not sufficient to simply refer to the Principal Investigator's <i>curriculum vitae</i>. The Bidder must provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion, using the following format:</p> <ol style="list-style-type: none"> a. Title of work (full bibliographic reference); b. Systematic review purpose (including how topic relates to countering radicalization to violence); c. A detailed explanation of the Bidder's role in organizing, coordinating, planning, and decision-making of the systematic review of evidence; <p>Systematic reviews that are not yet published because they are in-progress may also be considered as long as they are described using the criterion above, while also specifying:</p> | MEETS <input type="checkbox"/> | DOESN'T MEET <input type="checkbox"/> |

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 5 – EVALUATION CRITERIA

| Item | Mandatory Technical Criterion | Bidder's Response | |
|------|---|-------------------|--|
| | d. Expected date of publication; e. Target audience. | | |

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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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 (60/100) or more of the rated technical criteria, and does not score (15/30) or more for R1, the bidder’s proposal will be deemed non-compliant.

| | Description of Criteria | Max Pts | Points Breakdown | Bidder's Response |
|----|--|-----------|--|-------------------|
| R1 | <p>Prior experience conducting systematic reviews</p> <p>The Bidder should demonstrate prior experience of managing, producing, and/or contributing to systematic reviews of evidence on topics relevant to (not necessarily specific to) countering racialization to violence (for example, countering hate speech, crime prevention, gang intervention and gang-exiting programs) in:</p> <ul style="list-style-type: none"> - peer-reviewed academic journals and/or, - policy-relevant publications. <p>To meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion, using the following format:</p> <p>a. Title of work (full bibliographic reference);</p> | 30 | <p>Points will be awarded as follows:</p> <p>30 points: 5 points per publication to a maximum of 30 points;</p> <p>Whereby: 1 publication = 5 points 2 publications = 10 points 3 publications = 15 points 4 publications = 20 points 5 publications = 25 points 6 publications or more = 30 points.</p> <p>Note: Bidders must achieve at least 15/30 points for R1. Failure to achieve 15/30 points minimum will result in non-compliance.</p> | |

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 5 – EVALUATION CRITERIA

| | Description of Criteria | Max Pts | Points Breakdown | Bidder's Response |
|-----------|---|-----------|--|-------------------|
| | <p>b. Systematic review purpose (including how topic relates to countering radicalization to violence);</p> <p>c. Description of literature reviewed, including criteria used for including /excluding studies in systematic review;</p> <p>d. Analytical methods used.</p> <p>Systematic reviews that are not yet published because they are in-progress may also be considered as long as they are described using the criterion above, while also specifying:</p> <p>e. Expected date of publication;</p> <p>f. Target audience.</p> | | | |
| R2 | <p>Quantitative analysis The Bidder should demonstrate prior experience in managing, producing, and/or contributing to research involving quantitative analyses, whereby the methodology, analysis, and results were peer-reviewed.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion, using the following format:</p> <p>a. Title of work (full bibliographic reference);</p> <p>b. Study purpose;</p> <p>c. Description of Study sample.;</p> <p>d. Analytical methods used;</p> <p>e. Description of Bidder's role in the</p> | 20 | <p>Points will be awarded as follows:</p> <p>20 points: 5 points per publication to a maximum of 20 points;</p> <p>Whereby: 1 publication = 5 points 2 publications = 10 points 3 publications = 15 points 4 publications or more = 20 points.</p> <p>Note: If the same publication meets the criteria for R2 and R3, this publication may be used in both R2 and R3.</p> | |

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 5 – EVALUATION CRITERIA

| | Description of Criteria | Max Pts | Points Breakdown | Bidder's Response |
|-----------|--|-----------|--|-------------------|
| | research project. | | | |
| R3 | <p>Qualitative analysis The Bidder should demonstrate prior experience in managing, producing, and/or contributing to research that involved qualitative analyses, whereby the methodology, analysis, and results were peer-reviewed.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion, using the following format:</p> <p>a. Title of work (full bibliographic reference);</p> <p>b. Study purpose;</p> <p>c. Description of qualitative data;</p> <p>d. Analytical methods used;</p> <p>e. Description of Bidder's role in the research project.</p> | 20 | <p>Points will be awarded as follows:</p> <p>20 points: 5 points per publication to a maximum of 20 points;</p> <p>Whereby: 1 publication = 5 points 2 publications = 10 points 3 publications = 15 points 4 publications or more = 20 points.</p> <p>Note: If the same publication meets the criteria for R2 and R3, this publication may be used in both R2 and R3.</p> | |
| R4 | <p>Knowledge translation The Bidder should demonstrate prior experience translating technical research findings into short summaries for non-expert audiences who may apply research findings.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of why it meets the criterion, using the following format:</p> <p>a. Title of work (full bibliographic reference);</p> | 20 | <p>Points will be awarded as follows:</p> <p>20 points: 5 points per publication to a maximum of 20 points;</p> <p>Whereby: 1 publication = 5 points 2 publications = 10 points 3 publications = 15 points 4 publications or more = 20 points.</p> | |

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 5 – EVALUATION CRITERIA

| | Description of Criteria | Max Pts | Points Breakdown | Bidder's Response |
|-----------|--|-----------|--|-------------------|
| | <p>b. Brief description of the original research being translated;</p> <p>c. Target audience (including potential benefits of being apprised of research findings).</p> <p>d. Description of Bidder's role in the publication.</p> | | | |
| R5 | <p>Audience Reach The Bidder should demonstrate prior experience in managing, producing, and/or contributing to publications that reach broad audiences.</p> <p>Note that to meet this criterion, it is not sufficient to simply provide a bibliographic list of publications. Each publication must be accompanied by a brief explanation of how it meets the criterion, using the following format:</p> <p>a. Title of work (full bibliographic reference);</p> <p>b. Study purpose;</p> <p>c. Demonstration of audience reach: For this criterion, the Bidder must provide one or more examples of a publication that reached a broad audience. To do this, the Bidder must use a quantitative measure of readership or citations. Commonly used measures of readership or citations are impact factors, number of "views" online, downloads, user engagements, and social media interactions. The Bidder must provide a rationale for using the selected measure of readership or citation, and explain how the measure quantitatively demonstrates audience reach by</p> | 10 | <p>Points will be awarded as follows:</p> <p>10 points — 5 points per publication for a maximum of 10 points;</p> <p>Whereby: 1 publication where the measure of readership or citation is greater than the average measure of readership or citations for their field, sub-field, or journal = 5 points</p> <p>2 or more publications where the measure of readership or citation is greater than the average measure of readership or citations for their field, sub-field, or journal = 10 points</p> | |

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 5 – EVALUATION CRITERIA

| Description of Criteria | Max Pts | Points Breakdown | Bidder's Response |
|--|---------|--------------------------------|-------------------|
| <p>comparing to the average measure of readership or citations for their specific field, sub-field, or journal.</p> <p>d. Description of Bidder's role in the publication.</p> | | | |
| | | Maximum points | 100 points |
| | | Minimum required points | 60 points |

5. Contractor Selection Method Basis of Selection - Highest Combined Rating of Technical Merit 70% and Price 30%

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.

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): **PS_i = LP / P_i x 30**. P_i 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): **TMS_i = OS_i x 70**. OS_i 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: **CR_i = PS_i + TMS_i**

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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 5 – EVALUATION CRITERIA

5.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 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 | $88 / 100 \times 70 = 61.6$ | $50,000 / 60,000 \times 30 = 24.99$ | 86.59 |
| Bidder 2 | $82 / 100 \times 70 = 57.4$ | $50,000^* / 55,000 \times 30 = 27.27$ | 84.67 |
| Bidder 3 | $92 / 100 \times 70 = 64.4$ | $50,000^* / 50,000 \times 30 = 30$ | 94.4 |

* 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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 5 – EVALUATION CRITERIA

6. FINANCIAL PROPOSAL

The Bidder must complete this pricing schedule and include it in its financial bid. The Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all inclusive fixed per-diem rate for the resource identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the [National Capital Act](#), R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder’s place of business and the NCR; and
- c. the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

*The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data. **The volumetric data will be used for evaluation purposes only.**

The Bidder must complete the following tables and supply the per diem rate in Canadian dollars that will be applicable to the proposed resource for each period of the contract.

6.1 Pricing Schedule

6.1.1 Professional Services – (Table 1)

| Initial Contract Period | | | |
|-----------------------------------|----------------------------|----------------------|-------|
| Resource Name and Role | Estimated Level of Effort* | Firm per diem rate** | Total |
| Project Manager | 15 days | | |
| Principal Investigator | 40 days | | |
| Senior Researchers | 40 days | | |
| Junior Researchers | 60 days | | |
| Peer Reviewers | 20 days | | |
| Editorial/Production | 20 days | | |
| Administrative | 10 days | | |
| Limitation of Expenditure: | | | |

6.1.2 Optional Period 1 – (Table 2)

| First Optional Period | | | |
|------------------------|----------------------------|----------------------|-------|
| Resource Name and Role | Estimated Level of Effort* | Firm per diem rate** | Total |
| Project Manager | 8 days | | |
| Principal Investigator | 20 days | | |
| Senior Researchers | 20 days | | |

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 5 – EVALUATION CRITERIA

| | | | |
|-----------------------------------|----------------|--|--|
| Junior Researchers | 30 days | | |
| Peer Reviewers | 10 days | | |
| Editorial/Production | 10 days | | |
| Administrative | 5 days | | |
| Limitation of Expenditure: | | | |

6.1.3 Optional Period 2 – (Table 3)

| Second Optional Period | | | |
|-----------------------------------|-----------------------------------|-----------------------------|--------------|
| Resource Name and Role | Estimated Level of Effort* | Firm per diem rate** | Total |
| Project Manager | 8 days | | |
| Principal Investigator | 20 days | | |
| Senior Researchers | 20 days | | |
| Junior Researchers | 30 days | | |
| Peer Reviewers | 10 days | | |
| Editorial/Production | 10 days | | |
| Administrative | 5 days | | |
| Limitation of Expenditure: | | | |

For all Contract periods:

*The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data. **The volumetric data will be used for evaluation purposes only.**

* **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:

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

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 5 – EVALUATION CRITERIA

6.1.4 Direct Expenses (Table 4)

| Other expenses | Amount | Mark-up | TOTAL |
|--|-----------------|---------|-------|
| <p>Direct Expenses: Materials, supplies, and other direct expenses incurred during the performance of the Work at actual cost with a Mark-up.</p> <p>All original supporting documentation is required for the reimbursement of all direct expenses and sub-contracts.</p> | \$10,000 | _____ % | |

6.1.5 Subcontracts (Table 5)

| Other expenses | Amount | Mark-up | Total |
|--|-----------------|---------|-------|
| <p>Subcontracts: at actual cost with mark-up. List any subcontracts proposed for any portion of the Contract describing the work to be performed and a cost breakdown with a Mark-up</p> <p>All original supporting documentation is required for the reimbursement of all direct expenses and sub-contracts.</p> | \$50,000 | _____ % | |

6.1.6 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.

| TABLE 6 | |
|------------------------------------|--------------|
| Travel and Living* expenses | TOTAL |
| Initial Contract Period | \$45,000.00 |
| Optional Period 1 | \$15,000.00 |
| Optional Period 2 | \$15,000.00 |

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 5 – EVALUATION CRITERIA

*** The amount estimated for travel and living expenses is for financial evaluation purposes only and is estimated for the entire period of the contract (including optional periods).**

6.1.7 TOTAL

| | |
|---|-----------|
| Professional Services Limitation of Expenditure (Table 1, 2 and 3) | \$ |
| Direct Expenses (Table 4) | \$ |
| Subcontracts (Table 5) | \$ |
| Travel (Table 6) | \$ |
| TOTAL (SUM OF ALL TABLES) – EVALUATED PRICE (EXCLUDING TAXES) | \$ |
| Applicable Taxes | |
| Total CAD | |

**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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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 201806141** 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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 6 - CERTIFICATIONS

2. Certifications Precedent to Contract Award

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)

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 6 - CERTIFICATIONS

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

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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 6 - CERTIFICATIONS

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.

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

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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 **201806141**

2. Task Authorization (“TA”)

a. **As and When Requested Task Authorizations** : The Work of the Work to be performed under the Contract on an “as-and-when-requested basis” using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract. The Contractor must not commence work until a validly issued TA has been issued by Canada and received by the Contractor. The Contractor acknowledges that any work performed before such issuance and receipt will be done at the Contractor's own risk.

b. **Form and Content of Task Authorization** :

- i. The Contracting Authority will provide the Contractor with a description of the task in a draft Task Authorization using the form specified in Annex C.
- ii. The draft Task Authorization will contain the details of the activities to be performed, and must contain the following information, if applicable :
 - A. a task number;
 - B. The date by which the Contractor's response must be received (which will appear in the draft Task Authorization, but not the issued Task Authorization);
 - C. the details of any financial coding to be used;
 - D. the category of resources and the number required;
 - E. a description of the work for the task outlining the activities to be performed and identifying any deliverables (such as reports);
 - F. the start and completion dates;
 - G. milestone dates for deliverables and payments (if applicable);
 - H. the number of person-days of effort required;
 - I. whether the work requires on-site activities and the location;
 - J. the language profile of the resources required;
 - K. the level of security clearance required of resources;
 - L. the price payable to the Contractor for performing the task, with an indication of whether it is a firm price or a maximum TA price (and, for maximum price task authorizations, the TA must indicate how the final amount payable will be determined; where the TA does not indicate how the final amount payable will be determined, the amount payable is the amount, up to the maximum, that the Contractor demonstrates was actually worked on the project, by submitting time sheets filled in at the time of the work by the individual resources to support the charges); and
 - M. any other constraints that might affect the completion of the task.

c. **Contractor's Response to Draft Task Authorization**: The Contractor must provide the Technical Authority, within 2 working days of receiving the draft Task Authorization (or within any longer time period specified in the draft TA), the proposed total price for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

Contract. The Contractor's quotation must be based on the rates set out in the Contract. The Contractor will not be paid for preparing or providing its response or for providing other information required to prepare and validly issue the TA.

d. Task Authorization Limit and Authorities for Validly Issuing Task Authorizations:

To be validly issued, a TA must be signed by the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor's own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client's ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.

e. Periodic Usage Reports:

- i. The Contractor must compile and maintain records on its provision of services to the federal government under validly issued TAs issued under the Contract. The Contractor must provide this data to Canada in accordance with the reporting requirements detailed below. If any required information is not available, the Contractor must indicate the reason. If services are not provided during a given period, the Contractor must still provide a "NIL" report. The Contractor must submit the periodic usage reports twice per year to the Contracting Authority. From time to time, the Contracting Authority may also require an interim report during a reporting period.
- ii. The quarterly periods are defined as follows:
 - A. April 1 to September 30
 - B. October 1 to March 31

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

- i. Each report must contain the following information for each validly issued TA (as amended):
 - A. the Task Authorization number and the Task Authorization Revision number(s), if applicable;
 - B. a title or a brief description of the task;
 - C. the name, Resource category and level of each resource involved in performing the TA, as applicable;
 - D. the total estimated cost specified in the TA (GST or HST extra);
 - E. the total amount (GST or HST extra) expended to date;
 - F. the start and completion date; and
 - G. the active status, as applicable (e.g., indicate whether work is in progress or if Canada has cancelled or suspended the TA, etc.).

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

- ii. Each report must also contain the following cumulative information for all the validly issued TAs (as amended):
 - A. the amount (GST or HST extra) specified in the contract (as last amended, if applicable) as Canada's total liability to the contractor for all validly issued TAs; and
 - B. the total amount, GST or HST extra, expended to date against all validly issued TA's.

- f. Refusal of Task Authorizations: The Contractor is not required to submit a response to every draft TA sent to it by Canada. However, in addition to Canada's other rights to terminate the Contract, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions if the Contractor in at least three instances has either not responded or has not submitted a valid response when sent a draft TA. A valid response is one that is submitted within the required time period and meets all requirements of the TA issued, including proposing the required number of resources who each meet the minimum experience and other requirements of the categories identified in the TA at pricing not exceeding the rates set out in Annex C. Each time the Contractor does not submit a valid response, the Contractor agrees Canada may at its option decrease the Minimum Contract Value in the clause titled "Minimum Work Guarantee" by 2%. This decrease will be evidenced for administrative purposes only through a contract amendment issued by the Contracting Authority (which does not require the agreement of the Contractor).

I. Pre-Cleared Resources:

The Contractor must:

- i. ensure that the specific individuals named in Annex C of this Contract or acceptable alternatives remain available in appropriate quantities for work under the Task Authorizations to be issued in accordance with this Contract, and must also ensure that these individuals maintain any professional qualifications and security levels associated with the corresponding resource categories of the bid solicitation for which they are available; and
- ii. avoid delays associated with the Contract's security requirements by initiating the assessment and security clearance of additional resources by Canada within 5 business days of Contract award and on an ongoing basis during the Contract Period, in the quantities specified for each resource category in the Annex C. Each such resource must meet the minimum qualifications applicable to the resource category for which they are available, as well as the security requirements identified in the Contract. If accepted by Canada, the Contract will be amended to list each such resource by name.

The resources identified in the Contract must be maintained and available in the quantities specified throughout the Contract Period. There is no limit to the number of resources that the Contractor may submit for consideration and assessment on an ongoing basis; however, the submission of alternatives does not relieve the Contractor from its obligation to provide, for a given task, specific individuals agreed to be provided to Canada in a validly issued TA or elsewhere as required by the terms of this Contract.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

- m. Consolidation of TAs for Administrative Purposes: The Contract may be amended from time to time to reflect all validly issued Task Authorizations to date, to document the Work performed under those TAs for administrative purposes.

3. Minimum Work Guarantee

- a. In this clause,
- i. **"Maximum Contract Value"** means the amount specified in the "Limitation of Expenditure" clause set out in the Contract (excluding Applicable Taxes); and
 - ii. **"Minimum Contract Value"** means 2 % of the Maximum Contract Value on the date the contract is first issued.
- b. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with sub-article (c), subject to sub-article (d). In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract Period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- c. In the event that Canada does not request work in the amount of the Minimum Contract Value during the Contract Period, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work performed.
- d. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract
- i. for default.
 - ii. for convenience as a result of any decision or recommendation of a tribunal or court that the contract be cancelled, re-tendered or awarded to another supplier; or
 - iii. for convenience within ten business days of Contract award.

4. 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>.

4.1 General Conditions

2035 – (2018-06-21), General Conditions - Higher Complexity – Services

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

Delete article 20 - Copyright

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

(a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

(b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

4.2 Contractor to Own Intellectual Property Rights in Foreground Information – SACC 4006 (2010-08-16)

4.3 GENDER-BASED ANALYSIS PLUS (GBA +)

In 1995, the Government of Canada committed to using GBA+ to advance gender equality in Canada, as part of the ratification of the [United Nations' Beijing Platform for Action](#).

Gender equality is enshrined in the *Charter of Rights and Freedoms*, which is part of the Constitution of Canada. Gender equality means that diverse groups of women, men and gender-diverse people are able to participate fully in all spheres of Canadian life, contributing to an inclusive and democratic society.

The Government recently renewed its commitment to GBA+ and is working to strengthen its implementation across all federal departments.

Public Safety Canada encourages Contractors to promote and implement GBA programming within their organization amongst their employees, agents, representatives or any of its subcontractor to support the Government of Canada in the achievement of gender equality which depends on closing key gaps between diverse groups of women, men and gender-diverse people.

5. 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

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

- 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.

6. Term of Contract

6.1 Period of Contract

- a. **Contract Period** : The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
- i. The "Initial Contract Period", which begins on the date the Contract is awarded and ends three (3) years later; and
 - ii. the period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- b. **Option to Extend the Contract** :
- i. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional year periods under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
 - ii. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.

7. Authorities

7.1 Contracting Authority

The Contracting Authority for the Contract is:

Denise Desserud
Senior Acquisition Advisor
Program Services
Public Safety Canada
269 Laurier, Ave. West
Ottawa, Ontario, K1A 0P8

Tel: 613-990-2614
Fax: 613-954-1871
Email: denise.desserud@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.

7.2 Project Authority

The Project Authority for the Contract is:

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

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.

7.3 Contractor's Representative

To be determined.

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

8. Payment

8.1 Basis of payment

One of the following types of basis of payment will form part of the approved TA:

A - Firm Fixed Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the approved TA, the Contractor will be paid the firm price stipulated in the approved TA, as determined in accordance with the basis of payment, in Annex B. Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

B - TA subject to a Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the approved TA, as determined in accordance with the basis of payment, in Annex B, to the limitation of expenditure specified in the approved TA.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

Canada's total liability to the Contractor under the approved TA must not exceed the limitation of expenditure specified in the approved TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the approved TA 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 TA Approval 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 TA Approval Authority. The Contractor must notify the TA Approval Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the approved TA, or
- (c) as soon as the Contractor considers that the approved TA funds are inadequate for the completion of the Work specified in the approved TA,

whichever comes first.

If the notification is for inadequate approved TA funds, the Contractor must provide to the TA Approval Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

C - TA subject to Ceiling Price

In consideration of the Contractor satisfactorily completing all of its obligations under the approved TA, 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 ceiling price identified in the TA. Customs duty is included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

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

8.2 Canada's Total Responsibility

Limitation of Expenditure - Cumulative Total of all Approved Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all approved Task Authorizations, inclusive of any amendments, must not exceed \$_____ CDN (*to be inserted at contract award*). Customs duties are included and the 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

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

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.

8.3 Methods of Payment - Approved TA

One, several or all of the following methods of payment will form part of the approved TA

a. Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if :

- i. 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;
- ii. all such documents have been verified by Canada;
- iii. the Work delivered has been accepted by Canada.

- b. **Monthly Payment** 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 :

- i. 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;
- ii. all such documents have been verified by Canada;
- iii. the Work performed has been accepted by Canada.

8.3 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

8.4 Payment Credits

- i. **Failure to Provide Resource:**

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

- A. If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of *10 days*.
- B. **Corrective Measures:** If credits are payable under this Article for *two consecutive months* or for *three months in any twelve-month period*, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and *20 working days* to rectify the underlying problem.
- C. **Termination for Failure to Meet Minimum Availability Level :** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor *3 months'* written notice of its intent, if any of the following apply :
 - 1. the total amount of credits for a given monthly billing cycle reach a level of *10%* of the total billing for that month; or
 - 2. the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

- ii. **Credits Apply during Entire Contract Period :** The Parties agree that the credits apply throughout the Contract Period.
- iii. **Credits represent Liquidated Damages :** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- iv. **Canada's Right to Obtain Payment :** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- v. **Canada's Rights & Remedies not Limited :** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- vi. **Audit Rights :** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

f. **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

- i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

9. Payment Period

- 9.1. 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.
- 9.2. 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.

10. SACC Manual Clauses

| | | |
|--------|--------------|---|
| A9117C | (2007-11-30) | T1204 - Direct Request by Customer Department |
| C6000C | (2007-05-25) | Limitation of Price |

11. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in Section 12 of, 2035 General Conditions - Services.

Additional Invoicing Instructions.

An invoice for a payment cannot be submitted until all Work identified on the invoice is completed.

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;

Invoices must be distributed as follows:

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



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”

12. 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.

14. 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.)

14. 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 General Conditions 2035 – (2018-06-21), General Conditions - Higher Complexity – Services
- (c) The Supplementary Conditions 4006 – (2010-08-16) – Contractor to own the Intellectual Property Rights in Foreground
- (d) Annex “A”, Statement of Work;
- (e) Annex “B”, Basis of Payment;
- (f) the signed Task Authorizations;
- (g) the Contractor's bid dated _____ (insert date of bid), as amended _____ (insert date(s) of amendment(s) if applicable) in response to RFP **201806141**

15. 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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

16 **Joint Venture**

- a. The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.
- b. With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
 - i. _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
 - ii. by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
 - iii. all payments made by Canada to the representative member will act as a release by all the members.
- c. All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- d. All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- e. The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- f. The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.

17. **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.

18. **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

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

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.

19. 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 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.

20. International Sanctions

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>

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.

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

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



PART 7 – RESULTING CONTRACT CLAUSES

as a force majeure. The Consultant shall forthwith inform Canada of the situation; the procedures applicable to force majeure shall then apply.

21. 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 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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



ANNEX B – TASK AUTHORIZATION FORM

1. TITLE

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.

2. OBJECTIVE

Public Safety Canada (PS) currently has a requirement for an expert research and evidence review production team to conduct systematic reviews of evidence and report findings on topics related to countering radicalization to violence.

3. BACKGROUND

The Government of Canada is committed to understanding and dealing effectively with radicalization that leads to violence. For this reason, the Government of Canada launched, in June 2017, the Canada Centre for Community Engagement and Prevention of Violence (the Canada Centre). Housed at PS, the Canada Centre is to provide leadership on Canada's response to radicalization to violence by coordinating talent and expertise, mobilizing and supporting community outreach and enhancing research in the area.

The Canada Centre will engage with and support the efforts of key stakeholders across federal departments and agencies from the Government of Canada, in addition to working with provincial, territorial and municipal partners, researchers, community organizations, frontline professionals working with individuals at risk, and other relevant partners.

The term "radicalization to violence" refers to a process where a person or group takes on extreme ideas or beliefs and begins to think they should use violence to support them. These acts of violence can take place in Canada or in other countries. Different people radicalize to violence for different reasons and it is not a problem facing one type of ideology, religion, culture or background. Radicalization to violence is a complicated problem that experts internationally are still trying to better understand. That said, often there are already important capabilities and forms of expertise at the local level or in closely related fields, such as crime prevention, efforts to combat hate, conflict, and other forms of violence. As such, it is important that efforts at countering radicalization to violence (CRV) are well-grounded in research and analysis from across the relevant forms of expertise. Internationally, there has been significant investment in CRV programs and research, through initiatives commonly referred to as 'preventing violent extremism' (PVE) or 'countering violent extremism' (CVE), or in closely related fields. As well, recently there is increasing focus on measurement and evaluation of CRV programs, as well as on more systematic efforts to review evidence – but both areas remain under-developed.

In order to support innovative, effective policies and programs for Canada, tailored to the needs of specific communities and areas of policy and practice, the Canada Centre requires a strong understanding of the state of research and evidence across a range of areas, and how that evidence meets scientific standards.

Given the potential impact of violent extremism and terrorism on individuals and communities in terms of direct victimization, trauma, fear, and distrust, there is urgency to invest in prevention. To maximize the impact of Canada's investment in prevention, these prevention efforts must be based on proven methods, hence the need to systematically assess the state of evidence in areas focused on –or related to– the prevention of radicalization to violence.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



ANNEX B – TASK AUTHORIZATION FORM

Hence, to strengthen the Canada Centre’s ability to shape policy, and support the development of innovative and effective resources and programs to prevent and counter radicalization to violence, there is a pressing need to assess what we know about radicalization to violence, what does and does not work to prevent it, and what are promising practices to consider.

Further, the broad, collaborative approach to CRV taken by the Government of Canada means that policy and program areas requiring evidence-based support cover a wide range, from those directly involved assessing and managing individuals potentially at high risk, to those working more broadly to support the safety and well-being of communities affected by violent extremism.

In this context, the Department of PS has a requirement to conduct new systematic reviews of available evidence to fill policy and program-relevant knowledge gaps to be defined by the Canada Centre. These reviews will be required to be conducted according to international best-practice standards, in an expedited manner, with findings presented in formats tailored to key audiences.

4. Scope

PS’s decision to commission a specific systematic review will be informed by issues that might arise concerning violent extremism in Canada (a) facing communities dealing with radicalization to violence, (b) amongst practitioner groups with a CRV-relevant role (e.g. health, social services, law enforcement, corrections, etc.) and/or (c) in relation to the Canada Centre’s evolving policy and program priorities, which include the development and implementation of a CRV national strategy. As a result, it is not possible to specifically identify which topics will need to be systematically reviewed, nor when these topics will be needed, nor exactly how many systematic reviews will be needed for the duration of this agreement.

It is expected that this work will require a Project Manager who will convene and manage a different multidisciplinary team of researchers as required for each systematic review. It is expected that each team will be convened according to the topic of the systematic review. It is assumed that each team will include several senior researchers of which one member will be designated as the Principal Investigator. The Project-Manager will assume overall responsibility for the entire project, including coordination of research team members and communication with the Project Authority. With the proper qualifications and experience, the Project-Manager may also act as the Principal Investigator.

5. TASKS

The tasks can be summarized as followed: to conduct expedited systematic reviews of evidence according to international best practice standards, on topics to be defined by PS, as well as publish the results in ways easily accessible to the full range of Government of Canada partners. The Contractor may be required to provide —but is not limited to— the following tasks. Specific tasks will be identified in each task authorization.

Contract Launch Meeting

- 5.0 Attend a contract kick-off meeting with the PS Project/Technical Authority and other stakeholders. The meeting will take place within one (1) week of contract award at PS’s facilities in Ottawa or by teleconference (as determined by the PS Project/Technical Authority).

Topic Scoping Phase

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



ANNEX B – TASK AUTHORIZATION FORM

- 5.1 Attend a task-authorization kick-off meeting with the PS Project/Technical Authority and other stakeholders to discuss the topic, aim, objectives, scope and/or requirements of the systematic review. The meeting will take place within one (1) week of receiving a Task Authorization at PS's facilities in Ottawa or by teleconference (as determined by the PS Project/Technical Authority).
- 5.2 Conduct a preliminary review of studies related to the identified topic in order to determine if the aim, objectives, scope and/or requirements of the systematic review need to be modified.
- 5.3 If necessary, submit suggested modifications to the aim, objectives, scope and/or requirements of the systematic review to the PS Project/Technical Authority for review, feedback and approval within two (2) weeks of the kick-off meeting.

Work Planning Phase

- 5.4 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. The Work Plan must contain the following information:
 - i. a work plan schedule;
 - ii. criteria for inclusion/exclusion to select studies for systematic review;
 - iii. a search strategy to identify studies for systematic review;
 - iv. procedures and conventions used for analysis of quantitative and/or qualitative results;
 - v. reporting and knowledge mobilization strategy, tailored to expected audience(s) (practitioners, policymakers, researchers, etc.);
 - vi. if required by the Canada Centre, procedures to fast-track the systematic review.

Execution Phase

Upon receipt of approval the PS Project/Technical Authority to commence execution activities, perform implementation activities, including:

- 5.5 Engage senior researchers.
- 5.6 Systematic coding and analysis of studies, including a focus on ranking studies based on the quality of the evidence.
- 5.7 Provide Canada Centre with early report about initial results.
- 5.8 Production, peer review and editing of full study results.
- 5.9 Submit the Draft Report to the PS Project/Technical Authority for review, feedback and approval according to the schedule outlined in the detailed Work Plan.
- 5.10 Submit the Final Report to the PS Project/Technical Authority.

Publication Phase

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



ANNEX B – TASK AUTHORIZATION FORM

- 5.11 At minimum, for each systematic review, submit two summarizing documents to the PS Project/Technical Authority for review, feedback and approval:
- i. One document containing the complete results of systematic review.
 - ii. A second document that provides a 2-page summary designed for key user audiences.
- 5.12 For each systematic review, the PS Project/Technical Authority may request a knowledge transfer event—in the form of a verbal presentation—to the PS Project/Technical Authority and other stakeholders identified by the PS Project/Technical Authority, either at PS’s facilities in Ottawa or by videoconference.

6. DELIVERABLES

The Contractor may be required to provide—but is not limited to—the following deliverables. Specific deliverables will be identified in each task authorization.

| No. | Deliverable | Content | Format | Due Date |
|-----|-----------------|--|---------|---|
| 6.1 | Topic Scoping | suggested modifications to the aim, objectives, scope and/or requirements of the systematic review. | MS Word | within 2 weeks of task authorization award |
| 6.2 | Work Plan | <ul style="list-style-type: none"> • criteria for inclusion/exclusion to select studies; • search strategy to identify studies; • procedures and conventions used for analysis of quantitative and/or qualitative results found in reviewed studies; • reporting and knowledge mobilization strategy; • procedures to fast-track the systematic review, if requested by the Canada Centre; • work plan schedule. | MS Word | within 3 week of kick-off meeting |
| 6.3 | Early Report | Initial results | MS Word | As per the work plan schedule in the task authorization |
| 6.4 | Draft Report | draft results of the systematic review | MS Word | as per the work plan schedule in the task authorization |
| 6.5 | Final Report | Results of the systematic review | MS Word | As per the work plan schedule in the task authorization |
| 6.6 | Complete Report | document with complete results of systematic review. | MS Word | as per the work plan schedule in the task authorization |

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



ANNEX B – TASK AUTHORIZATION FORM

| | | | | |
|-----|----------------|--|---------|---|
| 6.7 | Summary Report | summarized results written for key user audiences. | MS Word | as per the work plan schedule in the task authorization |
|-----|----------------|--|---------|---|

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.

The contractor must provide all electronic copies of deliverables using the Microsoft Office suite of software (version 2010).

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



ANNEX B – TASK AUTHORIZATION FORM

7. LOCATION OF WORK

The Contractor will be expected to conduct the work at their own facilities; however the contractor's resources must be available to participate in meetings at PS's facilities in Ottawa, ON as required. These meetings may either be in person or via teleconference as determined by the PS Project/Technical Authority.

Should travel be a requirement to complete the work noted in each task authorization, the contractor must request approval from the PS Project/Technical prior to proceeding with the travel arrangements. Any travel requirements will be identified in each task authorization.

8. LANGUAGE OF WORK

It is anticipated that the systematic reviews will be conducted in English. All deliverables must be submitted in English or French. PS will arrange for the translation of Contractor-produced deliverables, as required.

9. CONSTRAINTS

Contractor personnel must perform the systematic review according to internationally recognized best-practices, as well as recognized methodological standards in the social, behavioural and economic sciences.

10. PUBLIC SAFETY CANADA SUPPORT

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. relevant internal documentation,
- ii. scheduled access to departmental stakeholders, and
- iii. provision of timely review, feedback on and approval of deliverables (*approximately 5-10 business days unless otherwise specified*).

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



ANNEX B – TASK AUTHORIZATION FORM

| TASK AUTHORIZATION FORM | | |
|---|--|--|
| Contract Number / | | |
| Task Authorization (TA) No. | | |
| Contractor's Name and Address | | |
| | | |
| Original Authorization | | |
| Total Estimated Cost of Task (GST/HST extra) before any revisions: | | \$ |
| TA Revisions Previously Authorized (as applicable) - Révisions de l'AT autorisées précédemment (s'il y a lieu) | | |
| {Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc.). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed. } | | |
| TA Revision No. | | Authorized Increase or Decrease (GST/HST extra): \$ |
| TA Revision No. | | Authorized Increase or Decrease (GST/HST extra): \$ |
| TA Revision No. | | Authorized Increase or Decrease (GST/HST extra): \$ |
| New TA Revision (as applicable) | | |
| {Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00. } | | |
| TA Revision No. | | Authorized Increase or Decrease (GST/HST extra): \$ |
| Total Estimated Cost of Task (GST/HSTextra) after this revision: | | \$ |
| Contract Security Requirements (as applicable) | | |
| This task includes security requirements. | | |
| <input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract. | | |
| Remarks (as applicable) | | |
| | | |

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



ANNEX B – TASK AUTHORIZATION FORM

Required Work

{The content of sections A, B, C and D below must be in accordance with the Contract. }

SECTION A - Task Description of the Work required

| |
|--|
| |
|--|

SECTION B - Applicable Basis of Payment

| |
|--|
| |
|--|

SECTION C - Cost Breakdown of Task

| |
|--|
| |
|--|

SECTION D - Applicable Method of Payment

| |
|--|
| |
|--|

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



ANNEX B – TASK AUTHORIZATION FORM

Authorization

By signing this TA, the Project Authority or the PWGSC Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

Name of Project Authority

Signature _____ Date _____

Name of Technical Authority

Signature _____ Date _____

Name Public Safety Contracting Authority -

Signature _____ Date _____

Contractor's Signature

Name and title of individual authorized to sign for the Contractor

Signature _____ Date _____

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.



ANNEX C – 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.

Task Authorization: Systematic reviews of research and evidence related to countering radicalization to violence.