



RETURN OFFERS TO :
RETOURNER LES OFFRES À :
Bid Receiving - Réception des soumissions:

REQUEST FOR A STANDING OFFER
DEMANDE D'OFFRE À COMMANDES

RHQ Finance/Procurement
AR Finance/Approvisionnement
Correctional Service Canada
1045 Main Street, 2nd Floor
Moncton, NB E1C 1H1

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of the
Correctional Service of Canada, hereby requests a
Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service
correctionnel Canada, autorise par la présente, une
offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments — Commentaires :

Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

| | |
|--|---|
| Title — Sujet: Blood Borne/Sexually Transmitted Infectious Diseases/Harm Reduction and Addiction Education, Prevention, and Support Services for federal institutions in Nova Scotia | |
| Solicitation No. — N° de l'invitation 21201-19-3069167 | Date: December 28th, 2018 |
| Client Reference No. — N° de Référence du Client 21201-19-3069167 | |
| GETS Reference No. — N° de Référence de SEAG PW-18-00857840 | |
| Solicitation Closes — L'invitation prend fin at /à : 2 :00 pm/14h00 On / Le : January 18th, 2019/ 18 janvier, 2019 | Time Zone Fuseau horaire AST/HNA |
| Delivery Required — Livraison exigée : See herein – Voir aux présentes | |
| F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre: | |
| Address Enquiries to — Soumettre toutes questions à: Lise Bourque Regional Contract Officer – Agent de contrat régional | |
| Telephone No. – N° de téléphone: 506-851-6977 | Fax No. – N° de télécopieur: 506-851-6327 |
| Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente. | |
| Security – Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité. | |
| Instructions: See Herein Instructions : Voir aux présentes | |

| | |
|--|---------------|
| Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur | |
| _____ | |
| Name / Nom | Title / Titre |
| _____ | |
| Signature | Date |
| (Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre) | |



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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

2. Summary

Correctional Service Canada has a requirement to provide prevention interventions such as educational learning opportunities and support services in order to reduce the transmission of infectious diseases to federal inmates in Nova Scotia in an as and when requested basis.

The first objective is to provide federal inmates in Nova Scotia client-centered education and support services on the topics of harm reduction associated with addiction and substance use in order to prevent the negative consequences of substance use and improve health **on an as and when requested basis.**

The second objective is to provide prevention interventions such as educational learning opportunities and support services to clients in order to reduce the transmission of infectious diseases such as HIV and Hepatitis and to help clients when required in the management of infectious diseases **on an as and when requested basis.** The services will be delivered in collaboration with the Health Care Teams directly to inmates through non-judgmental and non-coercive strategies in order to enhance the clients' skills and knowledge to live safer and healthier lives.

The program delivery and curriculum development, for each institution, shall consist of the following:



- a. Visit and provide supportive and promotional materials for the annual AIDS Walk in federal institutions in Nova Scotia. The Offeror will provide two staff and/or volunteers to attend and assist with AIDS Walk Day activities with inmates.
- b. Deliver a half-day Hepatitis and HIV/AIDS related workshop, and provide awareness resources such as posters/brochures. Contents of workshops will provide an overview of Hepatitis and HIV in Nova Scotia, Canada, and the world. These workshops may be for the purposes of delivery of the Peer Education and Counseling Training program modules as well as ongoing education of Peer Education Counselors and volunteers. The Peer Education and Counseling course is a program developed by CSC which will be available to the contractor for program delivery. One-half-day workshop constitutes of 3 hours.
- c. Deliver separate one-half-day workshops on the Prevention of Blood borne and Sexually Transmitted Infectious Diseases to inmates. Contents of workshops will provide an overview of the low and high risk factors for contraction of these infectious diseases, how to prevent transmission of infection, and testing information. One-half-day workshop consists of 3 hours.
- d. Provide separate one-half-day workshops on harm reduction initiatives and safe drug usage including the impact of addiction and problematic substance use in order to reduce blood borne illnesses such as HIV/AIDS and Hepatitis C decrease the rates of deaths due to drug overdoses and reduce Stigma. One-half-day workshop consists of 3 hours.
- e. Provide separate one-on-one individual support meetings to the HIV/Hepatitis positive inmates at each of the institutions. Duration of these sessions will be three hours and will accommodate up to three inmates per session. Every attempt shall be made to utilize these support sessions; however, if there are no HIV/Hepatitis positive offenders who request support, these sessions may be used for educational/awareness purposes.
- f. Provide separate group support meetings to clients with addictions, including self-management strategies at each of the institutions. Duration of these sessions will be three hours and will accommodate up to ten clients per session. Every attempt shall be made to utilize these support sessions; however, if there are no offenders who request support, these sessions may be used for educational/awareness purposes.
- g. At the request of the Project Authority, participate in activities and committees related to quality improvement, patient safety, and accreditation within the institution(s), Regional Headquarters.
- h. Provide resource materials for each sessions that are innovative and interactive to educate and engage all participants with various learning abilities and styles in collaboration with the Project Authority to ensure that all material is appropriate to the correctional environment and meets security requirements.
- i. With each invoice, provide a written report of each session detailing the following:
 1. Date of each session/workshop delivery
 2. The number of participants
 3. A summary of activities and subjects covered

With the final invoice, the following additional information must be included:

4. Feedback including positives and areas of improvements
 5. Recommendations for future program deliveries
 6. A final report summarizing the entire project
- a. The Contractor must perform the work at:
 - Nova Institution for Women



- Springhill Institution

b. Travel

The Offeror will not be paid for travel time or travel expenditures required to complete the tasks and meet objectives of this statement of work.

Travel to the following locations will be required for performance of the work under this Request for Standing Offer:

| Institutions | Address |
|----------------------------|---|
| Nova Institution for Women | Nova Institution 180 James Street Truro, NS B2N 6R8 |
| Springhill Institution | Springhill Institution 330 McGee Street Springhill, NS B0M 1X0 |

From April 1, 2019 to March 31st, 2020 with the option of four (4) 1 year periods.

3. Revision of Departmental Name

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

4. Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.GC.ca/index-eng.html>) website.

5. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

6. Procurement Ombudsman

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



PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2018-05-22) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Offers

Offers must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, transmission of offers by facsimile or e-mail to CSC will not be accepted.

3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;



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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

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

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

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

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

Offerors are requested to submit their Financial Offer in an envelope separate from their technical offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

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

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

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

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

- 1.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.2 Financial Evaluation

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

2.1 SACC Manual Clause M0031T (2007-05-25) Basis of Selection – Mandatory Technical Criteria Only

2.2 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

1.1 Integrity Provisions – Declaration of Convicted Offenses

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



1.2 Integrity Provisions – Required documentation

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

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

List of Names:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Federal Contractors Program for Employment Equity – Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive or to set aside a Standing Offer if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

1.4 Status and Availability of Resources

SACC Manual clause M3020T (2016-01-28) Status and Availability of Resources

1.5 Language Requirements - Bilingual

By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer will be fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.



1.6 Education and Experience

SACC Manual clause M3021T (2012-07-16) Education and Experience

1.7 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

- 1.1 Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- 1.2 Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
- 1.3 For additional information on security requirements, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc.pwgsc.gc.ca/index-eng.html>) website.
2. For additional information on security requirements, Offerors should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc.pwgsc.gc.ca/index-eng.html>) website.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 The following security requirements (SRCL and related clauses provided by ISP) apply to and form part of the Standing Offer.

2.2 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2.3 The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

2.4 The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

2.5 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

2.6 The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

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

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

3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.



4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1, 2019 to March 31, 2020.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) one year periods, from April 1, 2020 to March 31, 2024 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Lise Bourque
Title: Regional Contract Officer
Correctional Service of Canada
Branch or Directorate: RHQ/Finance/Material Management
Address: 1045 Main Street, 2nd Floor, Moncton, NB E1C 1H1

Telephone: 506-851-6977
Facsimile: 506-851-6327
E-mail address: Lise.Bourque@csc-scc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Title: _____
Organization: _____
Address: _____

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



6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
Atlantic Region, health Services

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5000.00(Applicable Taxes included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$11,184.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B (2016-04-04) Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List ;
- h) Annex D, Mandatory Criteria ;
- i) the Offeror's offer dated _____ (insert date of offer)



12. Certifications and Additional Information

12.1 Compliance

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

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.



B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

2.2 Replacement of Specific Individuals

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

3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [*Public Service Superannuation Act*](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.



5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 17,432.00. Customs duties are *included* and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four 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.

5.3 Terms of Payment

SACC Manual Clause H1001C (2008-05-12) Multiple Payment

5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

6. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. The original and (1) copy must be forwarded to the address shown on page 1 of the Call-up for certification and payment.

7. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the



insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

7.2 The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
(Contracting officers must insert the applicable options below and renumber accordingly.)
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice



234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

8. Ownership Control

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

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

9. Closure of Government Facilities

- 9.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 9.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

10. Tuberculosis Testing

- 10.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 10.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 10.3 All costs related to such testing will be at the sole expense of the Contractor.



11. Compliance with CSC Policies

- 11.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 11.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 11.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

12. Health and Labour Conditions

- 12.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 12.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 12.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 12.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

13. Identification Protocol Responsibilities

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

- 13.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 13.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 13.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 13.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.



14. Dispute Resolution Services

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

15. Contract Administration

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

16. Privacy

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

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

17. Information Guide for Contractors

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

18. Government Site Regulation

SACC Manual Clause A9068C (2010-01-11) – Government Site Regulations



ANNEX A - STATEMENT OF WORK

Title: Blood Borne/Sexually Transmitted Infectious Diseases/Harm Reduction and Addiction Education, Prevention, and Support Services for federal institutions in Nova Scotia

Correctional Service Canada has a requirement to provide prevention interventions such as educational learning opportunities and support service in order to reduce the transmission of infectious diseases on an as and when requested basis to federal inmates in Nova Scotia. The work will involve the following:

1.1 Background

Correctional Service Canada (CSC) is the federal government agency responsible for administering sentences of a term of two years and more, as imposed by the Courts. CSC is responsible for managing institutions of various security levels and supervising offenders under conditional release in the community.

CSC operates under three levels of management: National, Regional, and Institutional/District Parole Offices. The National Headquarters in Ottawa performs overall planning and policy development for the Service, while each of the five Regional Headquarters implement CSC activities within their respective Regions.

CSC's Health Services Sector enables CSC to attain its mission and mandate by providing clients with efficient and effective health services that encourage client's responsibility, by promoting healthy reintegration and contributing to safe communities.

Based on a CSC evaluation report on Health Services (2017), compared to the Canadian population, inmates demonstrate a higher prevalence of mental and physical health concerns. Many factors could explain this difference. As stated in the *Chronic health conditions reported by male inmates newly admitted to the Canadian federal penitentiaries (2015)*, inmates engage in more high-risk health behaviours and are more likely to be involved in activities that can result in physical injuries. Furthermore, socioeconomic factors associated with poorer health are more common among the inmate population. The most common health conditions reported by newly admitted male inmates in Canada were head injury (34.1%), back pain (19.3%), asthma (14.7%) and hepatitis C virus (HCV) infection (9.4%) Stewart L. (2015). Compared with their non-Aboriginal counterparts, Aboriginal inmates had higher rates of head injury and HCV infection. Additionally, most inmates have a mental disorder as defined by the DSM-5, 91.7% of incarcerated men versus 43.7% of men in the general population have a mental health or an addiction disorder, Kouyoumdjian, Schuler, Matheson, & Hwang, (2016).

Substance use disorders are highly prevalent in correctional systems, in CSC, almost 70% of offenders have a substance use issue, with 37% in the moderate-to severe range (Kelly & Farrell MacDonald, 2015b). Rates among women offenders were slightly higher, with between 77-80% having a substance use issue and 55% in the moderate-to-severe range (Farrell MacDonald, 2014a). Women offenders comprise of 5% of the total population of federal offenders in Canada. Incarcerated women are more likely to have a diagnosis of a major psychiatric disorder than men are.

CSC's Health Services views time in custody as an important opportunity to intervene and improve the health of our population. CSC has worked hard to limit the transmission of infectious diseases in our penitentiaries. From 2007 to 2017, the prevalence of HIV in federal institutions declined from 2.02% to 1.2% and the prevalence of HCV declined from 31.6% to 7.8%. Consistent with its transformation agenda, CSC recognizes that health outcomes are a shared responsibility between service providers and inmates. Inmates must be involved in taking responsibility and proactive measures to safeguard their health, which includes the importance of adopting harm reduction practices, healthy living education, addiction awareness and support, education on the prevention of infectious diseases in order to improve the client's health while in custody as there are potential benefits for all Canadians.

CSC Health Services has recently adopted a patient Centered Care Model, putting the patient at the center, intervening to empower the patient by improving his confidence and increasing his health related knowledge to persuade him to reduce risk taking behaviours and adopt healthy lifestyles.



Correctional Service Canada is mandated to support clients in preventing and managing chronic health conditions. Health promotion interventions such as providing education, awareness and support on topics such as; harm reduction practices, drug addictions and transmission of infectious diseases are key activities in preventing and managing health conditions.

Many people who experience addiction or substance use issues also experience stigma and discrimination. There is still much to learn about the complexities of substance use and addiction. It is also CSC's policy to provide clients access to outside service organizations in the eventuality of continuity of care and community support after release. Community connections and involvement in meaningful activities can contribute to individuals becoming less likely to have substance use or addiction related issues.

1.2 Objectives:

The first objective is to provide federal inmates in Nova Scotia client-centered education and support services on the topics of harm reduction associated with addiction and substance use in order to prevent the negative consequences of substance use and improve health on an as and when requested basis.

The second objective is to provide prevention interventions such as educational learning opportunities and support services to clients in order to reduce the transmission of infectious diseases such as HIV and Hepatitis and to help clients when required in the management of infectious diseases on an as and when requested basis. The services will be delivered while working in collaboration with the Health Care Teams directly to inmates through non-judgmental and non-coercive strategies in order to enhance the clients' skills and knowledge to live safer and healthier lives.

1.3 Tasks:

When services are required, the Project Authority will make the determination to issue a call-up. The Offeror on an "as and when requested" basis will carry out the details in the call up as described below:

- a. Provide evidence-based infectious disease education and prevention services to the general inmate population, and individual support/management to Hepatitis and HIV positive inmates residing at the above-mentioned institutions.
- b. Provide evidence-based education and prevention services to the general inmate population and individual support/management to reduce blood borne illnesses and sexually transmitted Infections in the context of substance use and other high-risk health behaviors to inmates residing at the above-mentioned institutions.
- c. Coordinate the dates of the activities listed below with the respective Health Care Teams of the above-mentioned institutions with at least 30 days' advance notice and provide information to the Project Authority of any items that will be required or brought into the institution to ensure that security requirements are met.

1.4 Deliverables:

The program delivery and curriculum development, for each institution, shall consist of the following:

- a. Visit and provide supportive and promotional materials for the annual AIDS Walk in federal institutions in Nova Scotia. The Offeror will provide two staff and/or volunteers to attend and assist with AIDS Walk Day activities with inmates.
- b. Deliver a one-half-day Hepatitis and HIV/AIDS related workshop, and provide awareness resources such as posters/brochures. Contents of workshops will provide an overview of Hepatitis and HIV in Nova Scotia, Canada, and the world. These workshops may be for the purposes of delivery of the Peer Education and Counseling Training program modules as well as ongoing education of Peer Education Counselors and volunteers. The Peer Education and



Counseling course is a program developed by CSC which will be available to the contractor for program delivery. One-half-day workshop constitutes of 3 hours.

- c. Deliver two separate one-half-day workshops on the Prevention of Blood borne and Sexually Transmitted Infectious Diseases to inmates. Contents of workshops will provide an overview of the low and high risk factors for contraction of these infectious diseases, how to prevent transmission of infection, and testing information. One-half-day workshop consists of 3 hours.
- d. Provide two separate one-half-day workshops on harm reduction initiatives and safe drug usage including the impact of addiction and problematic substance use in order to reduce blood borne illnesses such as HIV/AIDS and Hepatitis C decrease the rates of deaths due to drug overdoses and reduce Stigma. One-half-day workshop consists of 3 hours.
- e. Provide two separate one-on-one individual support meetings to the HIV/Hepatitis positive inmates at each of the institutions. Duration of these sessions will be three hours and will accommodate up to three inmates per session. Every attempt shall be made to utilize these support sessions; however, if there are no HIV/Hepatitis positive offenders who request support, these sessions may be used for educational/awareness purposes.
- f. Provide four separate group support meetings to clients with addictions, including self-management strategies at each of the institutions. Duration of these sessions will be three hours and will accommodate up to ten clients per session. Every attempt shall be made to utilize these support sessions; however, if there are no offenders who request support, these sessions may be used for educational/awareness purposes.
- g. At the request of the Project Authority, participate in activities and committees related to quality improvement, patient safety, and accreditation within the institution(s), Regional Headquarters.
- h. Provide resource materials for each sessions that are innovative and interactive to educate and engage all participants with various learning abilities and styles in collaboration with the Project Authority to ensure that all material is appropriate to the correctional environment and meets security requirements.
- i. With each invoice, provide a written report of each session detailing the following:
 1. Date of each session/workshop delivery
 2. The number of participants
 3. A summary of activities and subjects covered

With the final invoice, the following additional information must be included:

4. Feedback including positives and areas of improvements
5. Recommendations for future program deliveries
6. A final report summarizing the entire project

1.5 Location of work:

- a. The Contractor may perform the work at:
 - Nova Institution for Women
 - Springhill Institution
- b. Travel

The Offeror will not be paid for travel time or travel expenditures required to complete the tasks and meet objectives of this statement of work.



Travel to the following locations will be required for performance of the work under this Request for Standing Offer:

| Institutions | Address |
|----------------------------|---|
| Nova Institution for Women | Nova Institution 180 James Street Truro, NS B2N 6R8 |
| Springhill Institution | Springhill Institution 330 McGee Street Springhill, NS B0M 1X0 |

1.6 Language of Work:

The Offeror may perform the one on one sessions in English or French as per the choice of the individual and deliver the group sessions or workshops primarily in English with the availability of materials in both English and French and the ability to answer questions in French if required.

Cancellation of Sessions

Due to the nature of the environment in which the programs will be delivered, the scheduled dates of the sessions will be subject to change due to urgent institutional circumstances such as institutional lockdowns, closures due to inclement weather, security requirements, or other emergency situations at no cost to the CSC. In these cases, the Project Authority or his/her representative will advise the Offeror and sessions will be rescheduled. In the event that the Offeror must cancel a session, the session date must be rescheduled and replaced within three weeks if the need for the session remains.

Work Schedule

In the event that an institution is in lock down mode or in the event of a strike, it is agreed by both parties that the Offeror will be responsible to call the institution the day of a session to ensure that the institution is open. If in the event the Offeror calls and is advised that the institution is open, but by the time the contractor has arrived the institution is in lockdown, the Offeror will then be paid as per the basis of payment. The Offeror will be supplied with a list of all telephone numbers for institutions they will be visiting.

Authorization

No work can be started until authorization is given to do so by the Project Authority. All work will be performed subject to the inspection and acceptance by the Project Authority.



ANNEX B- Proposed Basis of Payment

The following basis of payment will apply to any call-up issued against this Standing Offer.

1.0 Professional Services provided with a Firm Price:

For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive fee set out in this Annex, Applicable Taxes extra.

1.1 For the period from April 1st 2019 to March 31th 2020

| | (A) All-inclusive fee | (B) Estimated qty | Extended Price (A x B) |
|--|---|-------------------------|---------------------------|
| 1. Deliverables | | | |
| Attend and assist with Annual AIDS Walk event (3 hours/event) Nova Institution Springhill Institution | Price per event including material \$ _____ | 1 | \$ _____ |
| | \$ _____ | 1 | \$ _____ |
| Deliver half-day Hepatitis and HIV/AIDs Awareness workshop. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ | 1 | \$ _____ |
| | \$ _____ | 1 | \$ _____ |
| Deliver half-day workshop on Blood borne and Sexually Transmitted Infectious Disease Prevention (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| Deliver half-day workshop on addiction and safe drug usage, including harm reduction strategies. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| Provide one-on-one HIV/ Hepatitis Support session or Education/Awareness session (3 hours/session) Nova Institution Springhill Institution | Price per session including material \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| Provide one-on-one Addiction and Self-Management Support session or Education/Awareness session (3 hours/session) Nova Institution Springhill Institution | Price per session including material \$ _____ | 4 | \$ _____ |
| | \$ _____ | 4 | \$ _____ |
| Participate in activities/committees related to quality improvement, patient safety, and accreditation. | Price per hour \$ _____ | 10 | \$ _____ |
| | | | |
| TOTAL ESTIMATED COST 2019-2020 (Sum of all extended prices) | | | \$ _____ |



2.0 Options to Extend the Standing Offer Period:

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article <To Be Inserted at Contract Award> of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive fee in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

3.0 Professional Services provided with a Firm Price:

For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive fee set out in this Annex, Applicable Taxes extra.

3.1 For the period from April 1st 2020 to March 31th 2021

| | (A) All-inclusive fee | (B) Estimated qty | Extended Price (A x B) |
|---|---|----------------------|---------------------------|
| 1. Deliverables | | | |
| Attend and assist with Annual AIDS Walk event. (3 hours/event) Nova Institution Springhill Institution | Price per event including material \$ _____ \$ _____ | 1 1 | \$ _____ \$ _____ |
| Deliver half-day Hepatitis and HIV/AIDs Awareness workshop. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ \$ _____ | 1 1 | \$ _____ \$ _____ |
| Deliver half-day workshop Blood borne and Sexually Transmitted Infectious Disease Prevention (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ \$ _____ | 2 2 | \$ _____ \$ _____ |
| Deliver half-day workshop on addiction and safe drug usage, including harm reduction strategies per institution (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ \$ _____ | 2 2 | \$ _____ \$ _____ |
| Provide one-on-one HIV/ Hepatitis Support session or Education/Awareness sessions (3 hours/session) Nova Institution Springhill Institution | Price per session including material \$ _____ \$ _____ | 2 2 | \$ _____ \$ _____ |
| Provide one-on-one Addiction and Self- Management Support session or Education/Awareness session (3 hours/session) Nova Institution Springhill Institution | Price per session including material \$ _____ \$ _____ | 4 4 | \$ _____ \$ _____ |
| Participate in activities/committees related to quality improvement, patient safety, and accreditation. | Price per hour \$ _____ | 10 | \$ _____ |
| TOTAL ESTIMATED COST 2020-2021 (Sum of all extended prices) | | | \$ _____ |



4. Professional Services provided with a Firm Price:

For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive fee set out in this Annex, Applicable Taxes extra.

For the period from April 1st 2021 to March 31st, 2022

| | (A) All-inclusive fee | (B) Estimated qty | Extended Price (A x B) |
|--|--|---------------------------------------|---------------------------|
| 1. Deliverables | | | |
| Attend and assist in Annual AIDS Walk event. (3 hours/event) Nova Institution Springhill Institution | Price per event including material | | |
| | \$ _____ | 1 | \$ _____ |
| | \$ _____ | 1 | \$ _____ |
| | Deliver half-day Hepatitis and HIV/AIDs Awareness workshop. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material | |
| | \$ _____ | 1 | \$ _____ |
| | \$ _____ | 1 | \$ _____ |
| Deliver half-day workshop on Blood borne and Sexually Transmitted Infectious Disease Prevention. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material | | |
| | \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| | Deliver half-day workshop on addiction and safe drug usage, including harm reduction strategies. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material | |
| | \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| Provide one-on-one HIV/ Hepatitis Support session or Education/Awareness session (3 hours/session) Nova Institution Springhill Institution | Price per session including material | | |
| | \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| | Provide one-on-one Addiction and Self-Management Support session or Education/Awareness session (3 hours/session) Nova Institution Springhill Institution | Price per session including material | |
| | \$ _____ | 4 | \$ _____ |
| | \$ _____ | 4 | \$ _____ |
| Participate in activities/committees related to quality improvement, patient safety, and accreditation. | Price per hour | | |
| | \$ _____ | 10 | \$ _____ |
| TOTAL ESTIMATED COST 2021-2022 (Sum of all extended prices) | | | \$ _____ |



5.0 Professional Services provided with a Firm Price:

For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive fee set out in this Annex, Applicable Taxes extra.

For the period from April 1st 2022 to March 31th 2023

| | (A) All-inclusive fee | (B) Estimated qty | Extended Price (A x B) |
|--|---|-------------------------|---------------------------|
| 1. Deliverables | | | |
| Attend and assist in Annual AIDS Walk event. (3 hours/event) Nova Institution Springhill Institution | Price per event including material \$ _____ | 1 | \$ _____ |
| | \$ _____ | 1 | \$ _____ |
| Deliver half-day Hepatitis and HIV/AIDs Awareness workshop. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ | 1 | \$ _____ |
| | \$ _____ | 1 | \$ _____ |
| Deliver half-day on Blood borne and Sexually Transmitted Infectious Disease Prevention workshop. 3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| Deliver half-day workshop on addiction and safe drug usage, including harm reduction strategies. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| Provide one-on-one HIV/ Hepatitis Support sessions or Education/Awareness sessions (3 hours/session) Nova Institution Springhill Institution | Price per session including material \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| Provide one-on-one Addiction and Self-Management Support session or Education/Awareness session (3 hours/session) Nova Institution Springhill Institution | Price per session including material \$ _____ | 4 | \$ _____ |
| | \$ _____ | 4 | \$ _____ |
| Participate in activities/committees related to quality improvement, patient safety, and accreditation. | Price per hour \$ _____ | 10 | \$ _____ |
| | | | |
| TOTAL ESTIMATED COST 2022-2023 (Sum of all extended prices) | | | \$ _____ |



6.0 Professional Services provided with a Firm Price:

**For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive fee set out in this Annex, Applicable Taxes extra.
For the period from April 1st 2023 to March 31th 2024**

| | (A) All-inclusive fee | (B) Estimated qty | Extended Price (A x B) |
|--|--|-------------------------|---------------------------|
| 1. Deliverables | | | |
| Attend and assist with Annual AIDS Walk event. (3 hours/event) Nova Institution Springhill Institution | Price per event including material \$ _____ | 1 | \$ _____ |
| | \$ _____ | 1 | \$ _____ |
| Deliver half-day Hepatitis and HIV/AIDS Awareness workshop. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ | 1 | \$ _____ |
| | \$ _____ | 1 | \$ _____ |
| Deliver half-day on Blood borne and Sexually Transmitted Infectious Disease Prevention workshop. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| Deliver half-day workshop on addiction and safe drug usage, including harm reduction strategies. (3 hours/workshop) Nova Institution Springhill Institution | Price per workshop including material \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| Provide one-on-one HIV/ Hepatitis Support session or Education/Awareness session (3 hours/session) Nova Institution Springhill Institution | Price per session including material \$ _____ | 2 | \$ _____ |
| | \$ _____ | 2 | \$ _____ |
| Provide one-on-one Addiction and Self- Management Support session or Education/Awareness session (3 hours/session) Nova Institution Springhill Institution | Price per session including material \$ _____ | 4 | \$ _____ |
| | \$ _____ | 4 | \$ _____ |
| Participate in activities/committees related to quality improvement, patient safety, and accreditation. | Price per hour \$ _____ | 10 | \$ _____ |
| | | | |
| TOTAL ESTIMATED COST 2023-2024 (Sum of all extended prices) | | | \$ _____ |



ANNEX C - SECURITY REQUIREMENTS CHECK LIST

ATL3195



| |
|--|
| Contract Number / Numéro du contrat 21201-19-3069167 |
| Security Classification / Classification de sécurité |

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





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| |
|--|
| Contract Number / Numéro du contrat 21201-19-3069167 |
| Security Classification / Classification de sécurité |

PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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Government of Canada / Gouvernement du Canada

| |
|--|
| Contract Number / Numéro du contrat 21201-19-3069167 |
| Security Classification / Classification de sécurité |

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

| Category Catégorie | PROTECTED PROTÉGÉ | | | CLASSIFIED CLASSIFIÉ | | | NATO | | | | COMSEC | | | | | | | |
|--|----------------------|---|---|------------------------------|--------|---------------------------|--|--|-------------|---|----------------------|---|---|--------------|--------|------------|--|--|
| | A | B | C | CONFIDENTIAL CONFIDENTIEL | SECRET | TOP SECRET TRÈS SECRET | NATO RESTRICTED NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL NATO CONFIDENTIEL | NATO SECRET | COMSEC TOP SECRET COMSEC TRÈS SECRET | PROTECTED PROTÉGÉ | | | CONFIDENTIAL | SECRET | TOP SECRET | | |
| | | | | | | | | | | | A | B | C | | | | | |
| N/A <i>RW</i> | | | | | | | | | | | | | | | | | | |
| Information / Assets Renseignements / Biens | | | | | | | | | | | | | | | | | | |
| Production | | | | | | | | | | | | | | | | | | |
| IT Media / Support TI | | | | | | | | | | | | | | | | | | |
| IT User / Utilisateur électronique | | | | | | | | | | | | | | | | | | |

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



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| |
|--|
| Contract Number / Numéro du contrat B1201-19-3069167 |
| Security Classification / Classification de sécurité |

| PART D - AUTHORIZATION / PARTIE D - AUTORISATION | | | |
|---|---|---|--|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Renée Gagnon | | Title - Titre A/Regional Manager Public Health | Signature |
| Telephone No. - N° de téléphone (506) 851-2380 | Facsimile No. - N° de télécopieur (506) 851-4077 | E-mail address - Adresse courriel renee.gagnon@csc-ccc.gc.ca | Date 2018-11-09 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Robert Wattie - Contract Security Analyst | | Title - Titre Contract Security Analyst | Signature |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date 2018-11-28 |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui RW |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) Lise Bourque | | Title - Titre Regional Contract Officer | Signature |
| Telephone No. - N° de téléphone 506-851-6977 | Facsimile No. - N° de télécopieur 506-851-6327 | E-mail address - Adresse courriel lise.bourque@csc-ccc.gc.ca | Date NOV 16, 2018 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| David Vrooman Contract Security Officer, Contract Security Division david.vrooman@tbs-cpsc.gc.ca Tel/Tél: 613-957-1263 / Fax/Téléc: 613-954-4171 | | Title - Titre | Signature Vrooman, David |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date Digitally signed by Vrooman, David Date: 2018.12.11 12:53:32 -05'00' |



ANNEX D - EVALUATION CRITERIA

1.0 Technical Evaluation:

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

- Mandatory Technical Criteria

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

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.

II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.

III. References must be presented in this format:

- a. Name;
- b. Organization;
- c. Current Phone Number; and
- d. Email address if available

1.6 Response Format

I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

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

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.



- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

ANNEX D - MANDATORY TECHNICAL CRITERIA

| | | FOR EVALUATION PURPOSES ONLY | | | |
|----|--|------------------------------|-----|---------|----------|
| | Mandatory Requirement | Page # | Met | Not Met | Comments |
| 1 | <p>The Offerors' company or organization must have a mandate to provide support, education and awareness on HIV/AIDS, Blood borne and sexually transmitted illnesses (BBSTIs) and addiction through the programs and services that they deliver.</p> <p>The Offeror must send a copy of their mandate to show proof of the above mandatory requirement with their offer.</p> | | | | |
| 2. | <p>The Offeror must have at least 3 years' experience in delivering HIV/AIDS, BBSTIs and Addictions programs.</p> <p>The Offeror must provide proof of the above mandatory requirement with their offer by providing a resume detailing their experience.</p> | | | | |