



RETURN OFFERS TO :
Bid Receiving :

Correctional Service of Canada
Material Management Directorate
250, montée St-François
Laval (Québec) H7C 1S5
Telephone No.: 450-661-9550 ext. 3210-3223

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GEN-QUE307Soumissions@CSC-SCC.GC.CA
(10MB maximum per e-mail)

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(450) 664-6615 - Bid Office

**REQUEST FOR A STANDING
OFFER**

Regional Individual Standing Offer (RISO)

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

Comments :

“ THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT ”

Vendor/Firm Name and Address :

Telephone n° :

Fax n° :

Email : _____

GST # or SIN or P.B.N. :

Title : Professional services for the Integrated Correctional Program Model (ICPM)	
Solicitation N° : 21301-19-3018121	Date: February 1st, 2019
Client Reference N° : 21301-19-3018121	
GETS Reference N° : PW-19-00862384	
Solicitation Closes : At : 14:00 On : February 20 th , 2019	Time Zone EDT
F.O.B. : Plant: Destination: X Other:	
Address Enquiries to: Gabrielle St-Hilaire Castonguay Acting Contracting and Procurement Regional Officer Gabrielle.St-Hilaire.Castonguay@csc-scc.gc.ca	
Telephone N°: (450) 661-9550, ext. 3916	Fax N°: (450) 664-6626
Destination of Goods, Services and Construction: Multiple as per call-up.	
Delivery Required : See herein	Instructions : See herein
Security – Sécurité This request for a Standing Offer includes provisions for security.	

Name and title of person authorized to sign on behalf of Vendor/Firm	

Name	Title

Signature	Date

(Sign and return cover page with offer)	



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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

The Correctional Service of Canada (CSC) is looking for a Contractor that specializes in group and individual intervention to provide intervention services to federal offenders in community with various needs. The Contractor will intervene with offenders with the following problematics: sexual delinquency, substance addiction, general or domestic violence or structured criminal behavior.

The Contractor must provide services from his professional office.

More than one Standing Offer may be issued for this process.

The period of this Standing Offer is from the award until March 31st, 2021, with the possibility of three (3) additional twelve (12)-months periods.

This procurement is not subject to any trade agreement.

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 fifteen (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: two hundred forty (240) days

Offers will remain open for acceptance for a period of not less than two hundred forty (240) days from the closing date of the Request for a Standing Offer.

2. Submission of Offers

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

Offers must be sent either by Priority Post, Post-Canada or be submitted at the Bid Receiving Office and must be presented only to Correctional Service Canada (CSC) by the date, time and place indicated on page 1 of the Request for a Standing Offer.

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 with FPS, offerors must provide the information required below before the issuance of a Standing Offer. If the answers to the questions and, as applicable, the information 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 requirements 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 the province of Quebec.

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: **two (2) 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

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Annex B - Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately, as applicable.

The rates specified in the financial proposal, when quoted by the Offeror, must include provision of all of the services described in Annex A - Statement of Work.

The Offeror's all-inclusive hourly rates in response to the RFSO and resulting contract(s) will apply to where the Work is to be performed as specified in the RFSO and the resulting contract(s).



Section III: Certifications

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

Section IV: Additional Information

Offeror's Proposed Site or Premises Requiring Safeguard Measures / IT Authorization for Storage or Processing

As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance.

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

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

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Bid (if applicable)

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

An Offer must comply with the requirements of the Request for a Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. A maximum of fourteen (14) Standing Offers may be awarded for this process.

The responsive offer with the lowest evaluated global price per region will be recommended for the Standing Offer's award. Please note that, for the purpose of the evaluation, the lowest global price will be calculated by adding the firm all-inclusive hourly rates for the duration of the Standing Offer and the option years.

In the event of a tie regarding the lowest global price per region between Offerors, the Standing Offer will be awarded to the Offeror with the most experience in the **mandatory technical criteria M2**, in Canada, according to the curriculum vitae.

Note that the Standing Offer's award is subject to compliance with the budget ceiling established for this process.



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 ten (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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)" 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

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.



If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

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

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

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 REQUIREMENTS

1. Security Requirement

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;
- (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirement as indicated in Part 7A - Standing Offer;
- (e) the Offeror must provide the addresses of proposed sites or premises of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.

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.

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

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.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # 21301-19-3018121

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**, including an IT Link at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. 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).

2.2 Offeror's Site or Premises Requiring Safeguarding Measures / IT Authorization for Storage or Processing

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

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

The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Offeror and individual(s) hold a valid security clearance at the required level.



Technical Document - IT Security Requirements

Contract N°:	21301-19-3018121
Date :	2018-09-27

IT Security Requirements

The IT Security Requirements are derived from the [Operational Security Standard: Management of Information Technology Security \(MITS\)](#).

The requirements below apply to the above-noted contract and all contractors and external partners therein who access information of PROTECTED level sensitivity and use **PROTECTED IT Equipment** (refer to Appendix A: Definitions).

1. Any suspected loss or theft of PROTECTED IT Equipment containing PROTECTED information must be reported by the Contractor to the Project Authority immediately.
2. All PROTECTED IT Equipment must be located in a space that meets the requirements of an Operations Zone as defined in the [Operational Security Standard on Physical Security](#) and [G1-026 Guide to the Application of Physical Security Zones](#).
3. All PROTECTED information in the Contractor's custody stored, processed and/or shared electronically must be encrypted using a product that meets Government of Canada (GC) encryption standards as defined in [Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information](#) and protected by a strong password (minimum 8 characters, uppercase letters, lowercase letters and numbers).
4. All PROTECTED information in the Contractor's custody must be stored in Canada only. Storage of all Government of Canada (GC) information outside Canada is prohibited. Only Canadian-based cloud storage services that are specifically-authorized by CSC may be used to store PROTECTED information; all other cloud services are prohibited.
5. Current antivirus software must be installed and enabled with the most current virus definitions, updates and maintained on all PROTECTED IT Equipment on which it is possible to install antivirus software.
6. The Operating System (OS) and applications used on PROTECTED IT Equipment must be vendor-supported, i.e. current security patches must be available and the product must not have reached end of life, and the latest security patches must be installed.
7. Each authorized user who accesses PROTECTED IT Equipment must use their own unique account with user-level privileges and protect it using a strong password. Computer accounts must not be shared. Computer accounts with Administrator-level privileges must be used for system administration tasks only and must not be used for general user tasks, e.g. surfing the Internet, checking email, accessing OMS.
8. Security event logging must be enabled and logs kept for a minimum of 1 month on all PROTECTED IT Equipment on which event logging is possible.
9. A password protected screen saver set to 15 minutes or less must be enabled on all PROTECTED IT Equipment connected to or including a digital display or monitor.
10. All PROTECTED IT Equipment that is connected to the Internet must reside behind a network router that is securely-configured using industry best practices, e.g. NAT-enabled firewall, password-protected and documented configuration, security logging enabled, maintained and reviewed, and filtered access.



11. When PROTECTED IT Equipment is no longer required to store or process PROTECTED information, the information stored on the equipment must be securely destroyed in accordance with [IT Media Sanitization](#). Any PROTECTED information stored on approved Canadian-based cloud storage services must also be deleted when no longer needed.
12. All PROTECTED IT Equipment must have its internal data storage devices, e.g. hard drives, removed and secured with the Contractor prior to the equipment being removed from the Contractor's premises for service.
13. If it has been determined that PROTECTED IT Equipment is no longer serviceable, any internal data storage devices, e.g. hard drives, contained in the equipment must be surrendered to the Project Authority for destruction. If the internal storage cannot be removed from its host equipment, the host equipment itself must be surrendered to the Project Authority for destruction.
14. When PROTECTED information is displayed on the screens of PROTECTED IT Equipment or viewed in printed format, it must not be viewable by unauthorized persons.
15. Unless otherwise prohibited, any remote access to PROTECTED IT Equipment using Contractor-provided and/or CSC-provided standard remote access software must be secured using industry best practices, e.g. encrypted connection, two-factor authentication, controlled/restricted access, security logging, split tunneling disabled. All parties using the remote access must also meet all requirements listed in this document.

Additional Security for Connectivity (and other External Partners)

In addition, for contracts where a connectivity requirement has been identified in the SRCL, i.e. "yes" to question 11e, the following IT Security requirements must be met:

16. All PROTECTED IT equipment used to access Offender Management System (OMS), its ancillary applications or CSC's email system must meet the following requirements:
 - a. The BIOS is protected with a strong password.
 - b. The BIOS is configured to allow booting only from the system drive, e.g. C: drive.
 - c. All wireless capability is disabled.
 - d. The system is locked or shut down when not in use.
17. All PROTECTED IT equipment used to access OMS, its ancillary applications or CSC's email system must never have the following installed and/or used on the equipment unless specifically-authorized by CSC:
 - a. Tools that could circumvent security controls.
 - b. Peer-to-peer (P2P) software used to communicate with other systems over the Internet
 - c. Client-server software such as web servers, proxy servers or file servers.
 - d. Web-based email services.
 - e. Remote-control software.
 - f. Cloud services, including storage (see Requirement 4).



Departmental Security – Physical and Personnel

In addition to the aforementioned items, compliance with the following items below is assumed through Designated Organization Screening (DOS) and Document Safeguarding Capability (DSC) verifications conducted by Canadian Industrial Security Directorate (CISD):

- Each Contractor, Contractor's agents, subcontractors, volunteers or any other parties requiring access to PROTECTED information must hold a valid RELIABILITY STATUS security clearance, granted by the CISD of Public Works and Government Services Canada (PWGSC) and have a legitimate need-to-know for the information provided.
- When not in use, all Portable Data Storage Devices containing PROTECTED information must be secured in a security container that meets GC security standards within an Operations Zone.
- All documentation produced or completed by the Contractor which contains PROTECTED information must have its sensitivity labeled in the upper right hand corner on the face of each page of the document. Also, all Portable Data Storage Devices must be labelled with the highest sensitivity level of the information contained therein, e.g. PROTECTED B.



Appendix A: Definitions

PROTECTED IT Equipment - All Information Technology (IT) equipment and devices (such as, but not limited to, servers, desktop computers, Portable Data Storage Devices) that are used to access, store and/or process information of PROTECTED level sensitivity.

Portable Data Storage Device (PDS) - Devices that are portable and contain storage or memory into which users can store information are considered portable data storage devices. Examples of portable data storage devices include:

- USB devices (e.g. memory sticks, external hard drives);
- eSATA (External Serial Advanced Technology Attachment) devices;
- Tablets, laptops, smart devices (e.g. BlackBerry), and cameras; and
- Portable media – tapes, optical discs (e.g. CDs and DVDs).

Appendix B: References

- Operational Security Standard: Management of Information Technology Security (MITS)
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12328>
- Operational Security Standard on Physical Security
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12329>
- G1-026 - Guide to the Application of Physical Security Zones
<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-026-eng.htm>
- Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information
<https://www.cse-cst.gc.ca/en/publication/itsp-40-111>
- IT Media Sanitization
<https://www.cse-cst.gc.ca/en/publication/itsp-40-006v2>
- G1-001 - Security Equipment Guide
http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home_e.htm



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 **the award until March 31st, 2021 inclusively**.

4.2 **Extension of the Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **three (3) additional periods of twelve (12) months** each, 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4.3 **Option to Extend – Transition Period**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of ninety (90) days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions of the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least thirty (30) calendar days before the contract expiry date. The extension will be evidenced, for administrative purposes only, through a contract amendment.



5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Gabrielle St-Hilaire Castonguay
Title: Acting Contracting and Procurement Regional Officer
Correctional Service of Canada
Branch or Directorate: Material Management Directorate
Telephone: (450) 661-9550, ext. 3916
Facsimile: (450) 664-6626
E-mail address: Gabrielle.St-Hilaire.Castonguay@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 (*will be completed upon the Standing Offer's award*)

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

5.3 Offeror's Representative (*to complete*)

The Offeror's Representative for the Standing Offer is :

Name: _____
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, Quebec Region, Quebec East-West District.

8. Call-up Procedures

9. 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.

10. Limitation of Call-ups *(will be completed upon the Standing Offer's award)*

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

11. Financial Limitation *(will be completed upon the Standing Offer's award)*

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (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.

12. 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 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010B; (2018-04-04), General Conditions – Professional Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment ;
- g) Annex C, Security Requirement Check List;
- h) Annex E, Insurance Requirements ;
- i) Annex F, National Correctional Program Standards
- j) the Offeror's offer dated _____. *(will be completed upon the Standing Offer's award)*



13. Certifications and Additional Information

13.1 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.

13.3 SACC Manual Clauses

M3020C (2016-01-28) Status of Availability of Resources – Standing Offer

14. 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 Quebec.



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

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.

2.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

2.3 Replacement of Specific Individuals

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.

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.

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 (*will be completed upon the Standing Offer's award*)**

Canada's total liability to the Contractor under the Contract must not exceed \$ _____, and Applicable Taxes are extra.

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.

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 **Single Payment**

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

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



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 other than the ones identified in the “Program Implementation Phase” in Annex A – Statement of Work.

5.6 Direct deposit request

All new suppliers have to sign up for Direct Deposit to receive their payment. All « **IFMMS Supplier Record Requests / Revisions** » CSC / SCC 1400-03 (R-2014-06) form, must be sent to GEN-QUE307Fournisseurs@CSC-SCC.GC.CA.

6. Invoicing Instructions

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.

The original and one (1) copy must be forwarded to the Project Authority, identified in the call-up.

7. Certifications - Contract

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

8. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified 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 is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

9. 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.

10. Closure of Government Facilities

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.

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.

11. Tuberculosis Testing

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.

Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.

12. Compliance with CSC Policies

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.

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.

Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.



13. Health and Labour Conditions

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.

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.

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.

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."

14. 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:

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;

During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

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

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.

15. 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.

16. 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.

17. Privacy

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.

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.

18. 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.



ANNEX A – STATEMENT OF WORK

CSC is looking for a Contractor that specializes in group and individual intervention with the capacity to provide intervention services to federal offenders within the collectivity presenting various needs. The Contractor will intervene with offenders presenting the following problematics: sexual delinquency, substance abuse, general or domestic violence, or structured criminal behaviour.

The Contractor must demonstrate expertise in the capacity to proceed with risk assessment of offenders to provide a structured intervention program to a clientele with a criminal file, in a group or on individual setting.

Offered services include the following:

1.1 Background

In April 2014, CSC implemented an entirely new correctional program model in Quebec. The **Integrated Correctional Program Model (ICPM)** is considered the new generation of correctional programs. Through this program model, the specific needs and risks of offenders are targeted on an ongoing basis, but the program's multi-target streams also target offender needs and risks in a more general manner under the same program. Since the majority of federally sentenced offenders have needs in more than one domain, the integrated, multi-target nature of ICPM programs gives offenders a deeper understanding of the link between their multiple, personal risk factors and how to apply the same skills to successfully manage these risks.

The sixth organizational priority of the CSC is to maintain productive relationships with various partners involved in public safety. Hence, CSC provides an opportunity for contractors to offer their services to deliver this new program to federal offenders.

1.2 Objectives

The Contractor must provide one or several of the following national correctional programs: the Community Program (for offenders who have never participated in a program in an institution) and the Community Maintenance Program of the Multi-target Integrated Correctional Program Model (ICPM), for sex offenders, for Aboriginals and for Inuit. The number of required sessions is detailed in Annex A, section **Programme Delivery**

1.3 Tasks

When requested by CSC, the Contractor must offer CSC's national correctional programs. The Contractor must guarantee that the service delivery will be offered in the official language (English or French) chosen by the offender. Moreover, the Contractor will comply with CSC's national standards regarding correctional programs. CSC will provide all updates related to these standards.

CSC will provide to the Contractor or its employees the training required to offer the requested programs. The teaching material will be distributed to the Contractor prior the training. The Community Program and the Multi-target Community Maintenance Program training lasts two (2) consecutive weeks. To this must be added another week of training for the sex offender's component, that is non-consecutive to the training for the Community programme and the Multi Target Community maintenance programme. Finally, a three (3) days training is devoted to the actuarial tools used with sex offenders. This last training period could be consecutive to the one-week sex offender's component training. According to the needs, the Contractor will complete the following specific trainings:

- The one (1) week Multi-target Community Maintenance Program (ICPM) for Aboriginals training



- The two (2) consecutive weeks of the Programme for Inuit training

Other correctional programmes can be implemented during the period covered by the standing offer. The Contractor could therefore be required to participate to the additional training sessions related to these new programmes.

The contractor must commit to participate to these training sessions at the first opportunity that will be offered.

The contractor or its employee that already completed trainings will not have to redo those already followed.

PROGRAM IMPLEMENTATION PHASE

As part of the **program implementation phase**, CSC will pay travel expenses (meals and accommodation) required to participate to the training of up to a maximum of \$200 per training day per participant, payable upon receipt of the invoices. Subject to the approbation of CSC, a maximum of three (3) employees, including the Contractor, shall be trained during the implementation phase. **Note that the participants will not be paid by CSC during the training.**

Thereafter, the Contractor will assume any travel expenses (meals and accommodations) incurred to participate in the training, due to replacement of an employee or other reasons.

Following the training, participants must complete a certification process. This process includes, among other things, filming delivery of some of the program sessions.

The contractor must carry out the following activities:

1.3.1 Preparation process (two (2) hours/offender), including:

- ✓ reading the offender's file;
- ✓ initial interview or transition interview, as the case may be;
- ✓ signature of the consent form;
- ✓ administration of pre-tests;
- ✓ case discussion with the Case Management Team (CMT);
- ✓ drafting objectives;
- ✓ compiling CSC performance measures and other relevant information in the CSC's computer system.

1.3.2 Group program delivery (four (4) hours), including:

- ✓ A maximum of one (1) hour is allocated to prepare each group, including the reading of notes and session preparation;
- ✓ A maximum of two (2) hours are allocated for group delivery, including end of module individual interviews for the Community program, post-program interviews for all the programs and the administration of post tests;
- ✓ A maximum of one (1) hour per session are allocated to produce brief casework records and clinical discussions if necessary.

1.3.3 Preparation of abbreviated reports or interim reports:

- ✓ A maximum of two (2) hours are allocated for the production of each abbreviated or interim report.



1.3.4 Preparation of the end-of-cycle or final report:

- ✓ A maximum of three (3) hours are allocated for the production of each final report, including post-tests scores and data entry in the OMSR.

1.3.5 Other activities including:

- ✓ Individual support interviews or rescheduled missed session meetings (**Motivational Module Support or recuperation session**) as required, with prior authorization from the Community Program Manager (maximum one (1) hour);
- ✓ Meetings requested by CSC;
- ✓ Improvement and training as requested by the Community Program Manager in community. Travel expenses (meals and accommodation) to participate to the training will be paid by CSC up to a maximum of \$ 200.00 per training day, per participant, payable upon receipt of invoices.

SERVICE SCHEDULE: The programs apply to ongoing admissions. The Contractor must not interrupt services for a period exceeding four (4) weeks. Hence, the Contractor will assign a replacement who meets the mandatory criteria set out in Appendix D.

The contractor must be able to provide evening and/or daytime programs, according to CSC specifications. The work schedule of the Contractor must facilitate offender's participation. The programs must be offered between 8:00 a.m. and 9:00 p.m., Monday to Thursday, and between 8:00 a.m. and 4:00 p.m. on Friday.

CASE REFERRAL:

Case referral will be done by the Parole Officer through a program application in the Offender Management System (OMS) at the Central Office of the District that will act as liaison with the Contractor.

CSC will provide the most up-to-date information available to the Contractor in writing, as set out in the *Privacy Act*, namely:

- ✓ Correctional Plan or Intake Assessment;
- ✓ Criminal Profile;
- ✓ Most recent Correctional Plan Progress Report completed;
- ✓ Most recent psychological and/or psychiatric assessment, if available;
- ✓ All relevant Community Assessments;
- ✓ PBC decision;
- ✓ Available program reports;
- ✓ All other relevant information.

CSC will provide the Contractor with access to the Offender Management System (OMS). CSC will make available an electronic link between its computer system and the one of the Contractor. In which case, the Contractor will have to search for the documentation required for his file and be able to forward all of its reports to CSC via secure email. CSC must provide the training required for the Contractor to use the OMS, but the Contractor will be responsible for the training time.

CASE CONFERENCE:

The Contractor must participate to a case conference with the Parole Officer in the following circumstances:

- ✓ The release status is modified;
- ✓ The Program Officer put an end to the offender's participation to the program
- ✓ The offender quits the program;



- ✓ The Program Officer believes that other measures would be better suited to the offender's needs;
- ✓ Any circumstance suggesting that the offender could compromise their own safety or that of other individuals;
- ✓ Any indication that the offender is in breach of his conditions or presents an increased risk;
- ✓ Any other situation deemed relevant by the Parole Officer or the Contractor.

The Contractor must notify CSC within twenty-four (24) working hours following a program session of any incident, tardiness or absence involving a participant referred by CSC.

PROGRAMME DELIVERY

For all cases referred by CSC, prior to participating in group sessions, a minimum of one individual session will be held to assess the referred offender and to conduct the series of tests required to begin the program, as outlined in the Program Facilitator Manual that will be submitted during the initial training.

The **Community Program** lasts seventeen (17) sessions or twenty-one (21) sessions for sex offenders with a minimum of one (1) session to a maximum of four (4) sessions offered per week, if the offender's schedule allows it. These sessions are provided to a group of offenders. They can exceptionally be offered on an individual basis if the number is insufficient and if the Community Program manager approves it.

The multi target Community **Maintenance Program and the Inuit Program** last twelve (12) sessions. It lasts thirteen (13) sessions for the Aboriginals and the sex offenders and fifteen (15) sessions for the Inuit with one (1) session offered per week. Additional cycles can be added and the frequency will be established according to the offenders needs.

These programs are preceded with an initial interview and pretests, and end with a final interview and post tests. Groups can include up to ten (10) offenders.

In the event that an offender misses a group session, a **make-up session** (individual or in a group if several offenders miss the same session) must be offered to them before the next group session. A maximum of one (1) hour will be paid for this make-up session. The Community Program manager will approve this make-up session.

In addition to their group participation, individual sessions can also be offered to offenders who have difficulty with integration, responsivity or any other problem that increases the risk the offender presents. However, these individual sessions require prior authorization from the Community Program Manager. A maximum of one (1) hour will be paid for this individual meetings.

The Contractor is also responsible for compiling pre-test and post-test data. These documents will be sent to CSC for inclusion in the offender's file. It is mandatory that the Contractor enter these data in the CSC computer system as soon as access is granted to the Contractor.

The programs offered by the Contractor will automatically terminate upon expiration of the offender's warrant, suspension and/or revocation of release, if the offender moves to a city far from the region in which the Contractor's premises are located, or in the event of the offender's disappearance, arrest or even death.

1.4 Deliverables

The Contractor will provide CSC with abbreviated reports, end-of-cycle reports or final reports required according to the National Correctional Programmes Standards (Guidelines 726-1) (annexed)



The Contractor must submit the program reports to CSC in the offender's preferred official language (English or French).

ABBREVIATED REPORT, END-OF-CYCLE REPORT OR FINAL REPORT:

The Contractor agrees to submit a performance report for each participant:

- ✓ Within eight (8) working days following completion of the program;
- ✓ In accordance with CSC standards and requirements;
- ✓ The report content will cover all of the points indicated in the national program standards;
- ✓ The post-tests will be compiled in accordance with standards and the results will be entered in CSC's computer system;
- ✓ A report is required as soon as an offender has participated in at least one session;
- ✓ An abbreviated report will be prepared if an offender participates in at least half of the sessions but does not complete the program. The tests will be included in file. A maximum of two (2) hours will be granted to prepare this report;
- ✓ A final report must be prepared if the offender completed or participated in more than half the program. A maximum of three (3) hours are allocated to the production of this report, including the compilation of CSC performance measures and all relevant data inputs to the CSC's computer system

1.5 Workplace

- a) The Contractor must perform the work at his premises.

CSC requires services in the following regions:

- Saguenay (including Petit-Saguenay but excluding Ville de Saguenay)
 - Lac St-Jean (including Alma, Roberval, Dolbeau)
 - Beauce (including St-Georges, Thetford-Mines)
 - Gaspésie (including Gaspé, Bonaventure, Ste-Anne des Monts, Maria)
 - Bas-St-Laurent (including Rivière-du-Loup, Dégelis, Trois-Pistoles but excluding Rimouski)
 - Îles-de-la-Madeleine
 - Côte-Nord (including Sept-Iles, Baie-Comeau, Port-Cartier)
 - Bois-Francs (including Drummondville, Victoriaville)
 - Mauricie (including La tuque but excluding Trois-Rivières)
 - Abitibi (including Val D'or, Amos but excluding Rouyn)
 - Témiscamingue (including Ville-Marie, Temiscaming)
 - Outaouais (including Maniwaki but excluding Gatineau)
 - Hautes-Laurentides (including Mont-Laurier, L'Annonciation, Ferme-Neuve)
 - Nord-du-Québec (including Matagami, Kuujuaq)
- ✓ The Contractor must check the region (s) in which he is willing to provide the services and indicate his practice addresses below. It should be noted that the Contractor's practice addresses must be located in the region (s) selected by the Contractor.



Address1:

Address 2 :

Address 3 :

b) Travel

No travel is planned to perform the work under this contract, with the exception of the planned training in accordance with the National Program Standards and agreed with CSC.

1.6 Language of work

The Contractor must perform all work in the offender's official language (English or French), including the written reports.



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:

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

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive **firm hourly rate** below in the performance of this Contract, HST or GST extra.

IMPORTANT: The Contactor must indicate his professional fees for the fixed period, as well as for each of the three (3) option years.

2.0 Rates

SAGUENAY SECTOR (including Petit-Saguenay but excluding Ville de Saguenay)

TABLE 1: 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	352	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



LAC ST-JEAN SECTOR (including Alma, Roberval, Dolbeau)

TABLE 2: 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	771	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BEAUCE SECTOR (including St-Georges, Thetford-Mines)

TABLE 3: 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	771	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



GASPESIE SECTOR (including Gaspé, Bonaventure, Ste-Anne-des-Monts)

TABLE 4: 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	352	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BAS-ST-LAURENT SECTOR (including Rivière-du-Loup, Dégelis, Matane but excluding Rimouski)

TABLE 5 : 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	771	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



ÎLES-DE-LA-MADELEINE

TABLE 6 : 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	352	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



CÔTE-NORD SECTOR (including Sept-Îles, Baie-Comeau, Port-Cartier)

TABLE 7 : 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	771	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BOIS-FRANCS SECTOR (including Drummondville, Victoriaville)

TABLE 8 : 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	771	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



MAURICIE SECTOR (including La Tuque, but excluding Trois-Rivières)

TABLE 9 : 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	352	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



ABITIBI SECTOR (including Val D'or, Amos but excluding Rouyn)

TABLE 10 : 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	352	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



TEMISCAMINGUE SECTOR (including Ville-Marie, Temiscaming)

TABLE 11 : 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	352	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



OUTAOUAIS SECTOR (including Maniwaki, but excluding Gatineau)

TABLE 12 : 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	352	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



HAUTES-LAURENTIDES SECTOR (including Mont-Laurier, l'Annonciation, Ferme-Neuve)

TABLE 13 : 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	771	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



NORD-DU-QUÉBEC SECTOR (including Matagami, Kuujuaq)

TABLE 14 : 24 months from the award to March 31st, 2021

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 60\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	352	Hours	_____ \$ /hour	_____ \$
Réunions	20	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	87 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>17 400.00 \$</u>
Estimated costs – 24 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



3.0 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 Hourly Rate(s), 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.

SAGUENAY SECTOR (including Petit-Saguenay but excluding Ville de Saguenay)

TABLE 15: FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



LAC ST-JEAN SECTOR (including Alma, Roberval, Dolbeau)

TABLE 16 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BEAUCE SECTOR (including St-Georges, Thetford-Mines)

TABLE 17 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



GASPESIE SECTOR (including Gaspé, Bonaventure, Ste-Anne-des-Monts)

TABLE 18 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BAS-ST-LAURENT SECTOR (including Rivière-du-Loup, Dégelis, Matane but excluding Rimouski)

TABLE 19 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



ÎLES-DE-LA-MADELEINE

TABLE 20 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



CÔTE-NORD SECTOR (including Sept-Îles, Baie-Comeau, Port-Cartier)

TABLE 21 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BOIS-FRANCS SECTOR (including Drummondville, Victoriaville)

TABLE 22 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



MAURICIE SECTOR (including La Tuque, but excluding Trois-Rivières)

TABLE 23 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



ABITIBI SECTOR (including Val D'or, Amos but excluding Rouyn)

TABLE 24 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



TEMISCAMINGUE SECTOR (including Ville-Marie, Temiscaming)

TABLE 25 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



OUTAOUAIS SECTOR (including Maniwaki, but excluding Gatineau)

TABLE 26 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



HAUTES-LAURENTIDES SECTOR (including Mont-Laurier, l'Annonciation, Ferme-Neuve)

TABLE 27 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



NORD-DU-QUÉBEC SECTOR (including Matagami, Kuujuaq)

TABLE 28 : FIRST OPTION YEAR – 12 months from April 1st, 2021 to March 31st, 2022

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 63\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



SAGUENAY SECTOR (including Petit-Saguenay but excluding Ville de Saguenay)

TABLE 29: SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



LAC ST-JEAN SECTOR (including Alma, Roberval, Dolbeau)

TABLE 30 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BEAUCE SECTOR (including St-Georges, Thetford-Mines)

TABLE 31 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



GASPESIE SECTOR (including Gaspé, Bonaventure, Ste-Anne-des-Monts)

TABLE 32 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BAS-ST-LAURENT SECTOR (including Rivière-du-Loup, Dégelis, Matane but excluding Rimouski)

TABLE 33 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



ÎLES-DE-LA-MADELEINE

TABLE 34 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



CÔTE-NORD SECTOR (including Sept-Îles, Baie-Comeau, Port-Cartier)

TABLE 35 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BOIS-FRANCS SECTOR (including Drummondville, Victoriaville)

TABLE 36 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



MAURICIE SECTOR (including La Tuque, but excluding Trois-Rivières)

TABLE 37 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



ABITIBI SECTOR (including Val D'or, Amos but excluding Rouyn)

TABLE 38 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



TEMISCAMINGUE SECTOR (including Ville-Marie, Temiscaming)

TABLE 39 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



OUTAOUAIS SECTOR (including Maniwaki, but excluding Gatineau)

TABLE 40 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



HAUTES-LAURENTIDES SECTOR (including Mont-Laurier, l'Annonciation, Ferme-Neuve)

TABLE 41 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



NORD-DU-QUÉBEC SECTOR (including Matagami, Kuujuaq)

TABLE 42 : SECOND OPTION YEAR – 12 months from April 1st, 2022 to March 31st, 2023

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 66\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



SAGUENAY SECTOR (including Petit-Saguenay but excluding Ville de Saguenay)

TABLE 43: THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



LAC ST-JEAN SECTOR (including Alma, Roberval, Dolbeau)

TABLE 44 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BEAUCE SECTOR (including St-Georges, Thetford-Mines)

TABLE 45 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



GASPESIE SECTOR (including Gaspé, Bonaventure, Ste-Anne-des-Monts)

TABLE 46 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BAS-ST-LAURENT SECTOR (including Rivière-du-Loup, Dégelis, Matane but excluding Rimouski)

TABLE 47 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



ÎLES-DE-LA-MADELEINE

TABLE 48 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



CÔTE-NORD SECTOR (including Sept-Îles, Baie-Comeau, Port-Cartier)

TABLE 49 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



BOIS-FRANCS SECTOR (including Drummondville, Victoriaville)

TABLE 50 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



MAURICIE SECTOR (including La Tuque, but excluding Trois-Rivières)

TABLE 51 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



ABITIBI SECTOR (including Val D'or, Amos but excluding Rouyn)

TABLE 52 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



TEMISCAMINGUE SECTOR (including Ville-Marie, Temiscaming)

TABLE 53 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



OUTAOUAIS SECTOR (including Maniwaki, but excluding Gatineau)

TABLE 54 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



HAUTES-LAURENTIDES SECTOR (including Mont-Laurier, l'Annonciation, Ferme-Neuve)

TABLE 55 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	386	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.



NORD-DU-QUÉBEC SECTOR (including Matagami, Kuujuaq)

TABLE 56 : THIRD OPTION YEAR – 12 months from April 1st, 2023 to March 31st, 2024

- Preparation process (maximum of two (2) hours)
- Group program delivery (maximum of four (4) hours)
- Preparation of abbreviated reports or interim reports (maximum of two (2) hours)
- Preparation of the end-of-cycle or final report: (maximum of three (3) hours)
- Individual support interviews or rescheduled missed session meetings (maximum of one (1) hour)
- Meetings requested by CSC (maximum of three (3) hours)
- Case Conferences (maximum of half (0,5) an hour)

A maximal ceiling of 69\$ an hour is fixed

Description	Estimated number* (24 months)	Unit	Rate (HST excluded)	Total (Hst excluded)
Professional fees	176	Hours	_____ \$ /hour	_____ \$
Réunions	10	Hours	_____ \$ /hour	_____ \$
Travel and subsistence cost for training during the implementation phase and for additional training	20 (maximum)	Day	<u>200.00 \$ / day</u> (maximum)	<u>4 000.00 \$</u>
Estimated costs – 12 months (only delivered services will be paid)				_____ \$

* The above-estimated usage is based on usage in previous years for the Quebec Region and is provided for assessment purposes only. The bidder shall provide a rate for each task.

Hourly rates:

ONLY those services actually rendered shall be paid for. Hourly rates apply to on-site productive work time, which includes but is not limited to mobilization, demobilization and clean-up. Hourly rates do not apply to meal times and unauthorized breaks. No payment shall be made for travel time to the site. In other words, time paid must be calculated based on arrival and departure times at the institution.

Expenses:

ONLY those expenses invoiced at the above bid rate shall be paid. Bid rates include EVERYTHING that is necessary to perform the work, in accordance with expected services. This include, but is not limited to, administration fees and expenses; profit; transportation of labor, equipment and materials; and any other necessary service delivery expenses.

4.0 Applicable Taxes

- (a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.



ANNEX C –SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat 21301-19-3018121
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		2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Nous désirons aller en appel d'offre pour répondre aux besoins en programmes MP/CI des délinquants résidant dans les régions de Roberval, Beauce, Rivière-du-loup, Gaspésie, Côte Nord, Rive-sud de Trois-Rivières (Drummondville et/ou Victoriaville), Amos et/ou Abitibi-Témiscamingue, Outaouais, Hautes-Laurentides, là où nos agents de programmes sont moins ou aucunement disponibles. Des programmes sont essentiels à la réinsertion sociale des délinquants de même qu'au maintien de la sécurité du public.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Security Classification / Classification de sécurité
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PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments: / Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

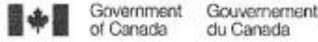
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

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

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



QUE3104



Contract Number / Numéro du contrat 21301-19-3018121
Security Classification / Classification de sécurité SANS CLASSIFICATION

PART D - AUTHORIZATION / PARTIE D - AUTORISATION				
13. Organization Project Authority / Chargé de projet de l'organisme				
Name (print) - Nom (en lettres moulées) Dominique Dulac		Title - Titre Directrice de District Associés Int.		Signature
Telephone No. - N° de téléphone (418) 266-8627 poste 2637	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel DOMINIQUE.DULAC@CSC-SCC.GC	Date 2018-09-19	
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 2018-09-27	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?				<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui RW
16. Procurement Officer / Agent d'approvisionnement				
Name (print) - Nom (en lettres moulées) Hanon Paulin		Title - Titre ARAC		Signature
Telephone No. - N° de téléphone 418 664-6622	Facsimile No. - N° de télécopieur 418 664-6626	E-mail address - Adresse courriel hanon.paulin@csc-scc.gc.ca	Date 2018-09-24	
17. Contracting Security Authority / Autorité contractante en matière de sécurité				
Name (print) - Nom (en lettres moulées) Paul Lepinski		Title - Titre Agent à la Sécurité des contrats Contract Security Officer Programme de la Sécurité des contrats Contract Security Program		Signature Paul Lepinski
E-mail address - Adresse courriel		Date 2018-10-23 13:15:23 -0400		

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Security Classification / Classification de sécurité SANS CLASSIFICATION
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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. (*does not apply*)

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. (*does not apply*)

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. *(does not apply)*

- LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.
- It is **imperative** that the proposal address each of these criteria to demonstrate that the requirements are met.
- References could be requested to attest experience listed.

➤ Mandatory Technical Criteria

N°	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>The proposed resource (s) must be a member of a professional order related to the mental health field in accordance with Bill 21 OR hold a permit to practice psychotherapy OR have taken steps to obtain such a permit.</p> <p><u>(Provide proof delivered by the regulation organisation at the bid submission).</u></p>		
M2	<p>The proposed resource must possess significant experience in interviewing, motivating and/or counselling people during individual or group sessions in order to change human behavior. <i>Note: ** Significant experience refers to one (1) year of experience acquired during an internship or job generally associated with performing one or more of these activities.</i></p> <p><u>(provide proof by providing a curriculum vitae at the bid submission).</u></p>		



ANNEX E – INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1.1 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.

1.2 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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- 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.
- 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*

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.



Correctional Service
Canada

Service correctionnel
Canada

ANNEXE F – NATIONAL ESSENTIAL HEALTH SERVICES FRAMEWORK

See PDF document attached
« *NATIONAL CORRECTIONAL PROGRAM STANDARDS* »