



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

Correctional Service Canada / Service correctionnel
Canada
Contracts and Materiel Services
3427 Faithfull Avenue
Saskatoon SK
S7K 8H6

ATTENTION: Claudette Chabot

REQUEST FOR A STANDING OFFER
DEMANDE D'OFFRE À COMMANDES

National Master Standing Offer (NMSO)
Offre à commandes maître nationale (OCMN)

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

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

Comments — Commentaires :

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel :

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

Title — Sujet: Reintegration Support for Indigenous Offenders in Urban Centres	
Solicitation No. — N° de l'invitation 21120-19-3149029-A	Date: April 5, 2019
Client Reference No. — N° de Référence du Client 21120-19-3149029-A	
GETS Reference No. — N° de Référence de SEAG 21120-19-3149029-A	
Solicitation Closes — L'invitation prend fin at / à : 14 :00 On / Le : May 6, 2019 / 6 mai, 2019	Time Zone Fuseau horaire CST Heure normale du centre
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Claudette Chabot Claudette.Chabot@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 306-659-9255	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Security – Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	
Instructions: See Herein Instructions : Voir aux présentes	
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
Name / Nom	Title / Titre
Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	



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PART 1 - GENERAL INFORMATION

Note: Solicitation 21120-19-3149029-A (PSAB) is being solicited concurrently with solicitation 21120-19-3149029-B (Non-PSAB) for the same requirement.

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

- (i) Correctional Service Canada (CSC) has a requirement to deliver services that support the reintegration needs of Indigenous offenders to urban centres.

To improve CSC's ability to reintegrate Indigenous offenders to urban areas. The intent is to increase CSC's capacity to acquire the services of Contractors in the release planning process. Contractors will identify and coordinate reintegration support for Indigenous offenders in urban areas, as this is one of the greatest challenges for Indigenous offenders returning to urban centres is identifying traditional Indigenous support and services.

The Contractor must provide outreach and engagement with Indigenous offenders, urban community contacts, and CSC personnel, including but not limited to Parole Officers and Aboriginal Community Liaison Officers. The Contractor will be responsible to provide intervention services in Aboriginal Intervention Centres (AIC) at CSC Institutions and the Okimaw Ohci Healing Lodge, and to support the reintegration of Indigenous offenders in urban centres.



The Contractor must provide services including but not limited to delivering trauma or addictions counselling or life skills training or providing support to either prevent affiliation or promote disaffiliation from a gang. The Contractor must also ensure that the offender's needs (i.e. trauma, addictions, life skills counselling or gang prevention/exit strategies) continue to be met during and after their transition to a community. This obligation may require making arrangements to support another service provider to meet with the offender in their community. Therefore, special attention should be given to this matter during the development of the release plan. It will not be sufficient to merely provide telephone support to an offender who has reintegrated to a community that is a significant distance from the Institution or Healing Lodge where they were incarcerated.

- The Contractor must assist with urban release planning for Indigenous offenders that includes life skills development or preventing affiliation and/or promoting disaffiliation from a gang, or trauma or addictions counselling.
- Urban reintegration success must be enhanced through short and long term planning with Contractors that includes assistance with obtaining culturally appropriate interventions for addictions, trauma or mental health issues, including preventing affiliation or promoting disaffiliation from a gang. Indigenous offenders will also receive assistance to learn life skills, including employment and budgeting skills, how to find transportation and housing, how/where to obtain identification and purchase/prepare nutritious food, and other kinds of life skills as needed.
- Reintegration support services must be provided in institutions to support the transition to the urban community, as well as within urban communities to provide ongoing support to Indigenous offenders upon release.

The Contractor must provide specialized expertise in at least one of the following stream areas:

Stream 1:

Delivering trauma, addictions counselling, or life skills training to Indigenous offenders.

Stream 2:

Providing support to Indigenous offenders to either prevent gang affiliation or promote disaffiliation.

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

Correctional Service of Canada

Regional Aboriginal Initiatives Administrators of the Correctional Service of Canada in the Pacific, Prairie, Ontario, Québec and Atlantic Regions.

- Period of the Standing Offer: The Work is to be performed from the date of Standing Offer award to May 31, 2020 with the option to renew for two (2) additional one-year periods.

- (ii) This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business.

This procurement is set aside from the international trade agreements under the provision each has for measures with respect to Aboriginal peoples or for set-asides for small and minority businesses.

3. Revision of Departmental Name

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



4. Security Requirements

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

5. Debriefings

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

6. Procurement Ombudsman

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

7. Multiple Standing Offers

Multiple Standing Offers may be awarded as a result of this Request for Standing Offer (SO). See list below for the minimum / maximum number of Standing Offers that may be awarded for each identified location.

Solicitation 21120-19-3149029-A (PSAB) is being solicited concurrently with solicitation 21120-19-3149029-B (Non-PSAB) for the same requirement. Preference will be given to the responsive/compliant bids for the PSAB solicitation 21120-19-3149029-A. Bids from the Non-PSAB solicitation (21120-19-3149029-B) will only be considered if no responsive bids per institution are received for the PSAB requirement and/or if the list of PSAB suppliers by the institution has been exhausted to fulfil the need for the number of required SO's per institution.

If more than one standing offer per identified location is awarded for use based on a reasonable expectation of business activity such that a single offeror would lack the capacity to meet the demands, then the ranking methodology will be that of 'Right of First Refusal'. See Part 7 A, Article 8 – Call Up Procedures, for further instruction.

	Institution Name / Aboriginal Intervention Centre (AIC)	Minimum number of SO's to be awarded per institutional site	Maximum number of SO's to be awarded per institutional site
1.	Nova Institution for Women - Truro, Nova Scotia	1	2
2.	Springhill and Dorchester Institutions - Nova Scotia and New Brunswick	1	2
3.	Joliette Institution for Women - Joliette, Quebec	1	2
4.	Archambault Institution - Sainte-Anne-des-Plaines, Quebec	1	2
5.	Joyceville Institution - Kingston, Ontario	1	2
6.	Grand Valley Institution for Women - Kitchener, Ontario	1	2



7.	Stony Mountain Institution - Winnipeg, Manitoba	1	3
8.	Saskatchewan Penitentiary - Prince Albert, Saskatchewan	1	3
9.	Okimaw Ohci Healing Lodge - Maple Creek, Saskatchewan	1	2
10.	Edmonton Institution for Women - Edmonton, Alberta	1	2
11.	Drumheller Institution - Drumheller, Alberta	1	2
12.	Pacific Institution - Abbotsford, British Columbia	1	2
13.	Fraser Valley Institution - Abbotsford, British Columbia	1	2

8. Phased Bid Compliance Process

"The Phased Bid Compliance Process applies to this requirement."



PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Offers

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

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

3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.



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

4. Enquiries - Request for Standing Offer

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

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

5. Applicable Laws

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

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



PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

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

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

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

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

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the Standing Offer.

The following credit card(s) are accepted:
Master Card _____



- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the Standing Offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

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



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.
- (c) CSC will use the Phased Bid Compliance Process.

1.1 Phased Bid Compliance Process

1.1.1.1 General

- (a) CSC is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by CSC at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and CSC does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from CSC.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CSC MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) CSC may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit CSC's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- (d) The PBCP does not limit CSC's rights under Standard Acquisition Clauses and Conditions (SACC) 2006 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor CSC's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).



- (e) CSC will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by CSC at the date and time they are delivered to CSC by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by CSC on the date and time it is received in CSC's email inbox at CSC's email address specified in the Notice or CAR. A Notice or CAR sent by CSC to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. CSC is not responsible for late receipt by CSC of a response, however caused.

1.1.1.2 Phase I: Financial Bid

- (a) After the closing date and time of this bid solicitation, CSC will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. CSC's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) CSC's review in Phase I will be performed by officials of the Correctional Service Canada.
- (c) If CSC determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), CSC will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to CSC, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by CSC, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.



- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) CSC will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of CSC, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of CSC, will receive a Phase II review.

1.1.1.3 Phase II: Technical Bid

- (a) CSC's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) CSC will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to CSC in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by CSC, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by CSC, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to CSC to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.



- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by CSC in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) CSC will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of CSC, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of CSC, will receive a Phase III evaluation.

1.1.1.4 Phase III: Final Evaluation of the Bid

- (a) In Phase III, CSC will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

2. Basis of Selection

2.1 Highest Combined Rating of Technical Merit (60%) and Price (40%)

2.1.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 40 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 58 points.

- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.



3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

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

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

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

1.2 Integrity Provisions – Required documentation

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



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

List of Names:

OR

- The Offeror is a partnership

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

1.3 Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

1.4 Status and Availability of Resources

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

1.5 Set-aside for Aboriginal Business

- 1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.
- 2. The Offeror:
 - i. certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.



- ii. agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Offeror must check the applicable box below:
- i. The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. The Offeror is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Offeror must check the applicable box below:
- i. The Aboriginal business has fewer than six full-time employees.
OR
 - ii. The Aboriginal business has six or more full-time employees.
5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

- 1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
- 2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

1.6 Language Requirements - English or French Essential



All tasks and deliverables must be performed in the language(s) agreed upon by the Project Authority and the Contractor (English and/or French). Unless the Contractor is able to deliver services in an Indigenous language for (an) offender(s) who speak(s) the same Indigenous language, as agreed upon by the Project Authority.

1.7 Education and Experience

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

1.8 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

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



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

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

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

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

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

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

2.1.5. 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).

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>) 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 award of Standing Offer to May 31, 2020.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2), one (1) year periods, 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 sixty (60) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Claudette Chabot
Title: A/Senior Contracting Authority
Correctional Service of Canada
Branch or Directorate: NHQ Contracting and Materiel Services
Telephone: 306-659-9255
E-mail address: Claudette.Chabot@csc-scc.gc.ca

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

5.2 Project Authority

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

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

The Project Authorities will be the Regional Administrators, Aboriginal Initiatives in the Pacific, Prairie, Ontario, Québec and Atlantic regions.

5.3 Offeror's Representative

(Fill in or delete, as applicable).

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
Regional Aboriginal Initiatives Administrators of the Correctional Service of Canada in the Pacific, Prairie, Ontario, Québec and Atlantic Regions.

8. Call-up Procedures

Multiple Standing Offers may be awarded as a result of this Request for Standing Offer (SO).

If more than one standing offer per identified location is awarded for use based on a reasonable expectation of business activity such that a single offeror would lack the capacity to meet the demands, then the ranking methodology will be 'Right of First Refusal'.

Right of first refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

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

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

11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (insert the Standing Offer limit) (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 _____ (insert number of months) 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; (2018-06-21), General Conditions – Professional Services (medium complexity).
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated _____ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: “as clarified on _____” OR “as amended on _____” and insert date(s) of clarification(s) or amendment(s) if applicable).

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.

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 _____.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

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

2.2 Replacement of Specific Individuals

2.2.1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

2.2.2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:



- a. The name, qualifications and experience of the proposed replacement; and
- b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

2.2.3. The Contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the contract.

3. Term of Contract

3.1 Period of the Contract

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

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment

5.1 Basis of Payment

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

5.2 Limitation of Price

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

5.3 Monthly Payment

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

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

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

For Work to be performed at the **work location** within a Region:



1. Canada will not accept any travel and living expenses incurred by the Contractor in the performance of the Work, for:
 1. services provided within 200 km of the work location
 2. any travel between the Contractor's place of business and the work location
2. For Services provided outside 200 km of the work location, the Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".
3. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract
4. All travel must have the prior authorization of the Technical Authority. All payments are subject to government audit.

Estimated cost: \$ _____ per standing offer (To be identified at contract award)

5.6 Payment of Invoices by Credit Card (To be indicated at standing offer award)

6. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

7. Aboriginal Business Certification

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in [Annex 9.4](#) of the *Supply Manual*.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.



8. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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

10.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

10.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

11. Tuberculosis Testing

11.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

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

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



12. Compliance with CSC Policies

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

13. Health and Labour Conditions

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

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:

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

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 contractor*) 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

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

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

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.

19. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.



ANNEX A - STATEMENT OF WORK

Correctional Service Canada (CSC) has a requirement to deliver services that support the reintegration needs of Indigenous offenders to urban centres.

1.0 BACKGROUND

Consultation with the National Aboriginal Advisory Committee, the National Elders Working Group, as well as Indigenous Elders and staff working within CSC, has highlighted the need for culturally appropriate intervention and services that will support Indigenous offenders to address the impacts of intergenerational trauma and addictions, and develop life skills to better prepare them to contribute positively to their families and communities upon release. These services are needed both within institutions to support the transition to the urban community, as well as within urban communities to provide ongoing support to Indigenous offenders upon release.

2.0 OBJECTIVE

To improve CSC's ability to reintegrate Indigenous offenders to urban areas. The intent is to increase CSC's capacity to acquire the services of Contractors in the release planning process. Contractors will identify and coordinate reintegration support for Indigenous offenders in urban areas, as this is one of the greatest challenges for Indigenous offenders returning to urban centres is identifying traditional Indigenous support and services.

3.0. SCOPE

The Contractor must provide outreach and engagement with Indigenous offenders, urban community contacts, and CSC personnel, including but not limited to Parole Officers and Aboriginal Community Liaison Officers. The Contractor will be responsible to provide intervention services in Aboriginal Intervention Centres (AIC) at CSC Institutions and the Okimaw Ohci Healing Lodge, and to support the reintegration of Indigenous offenders in urban centres.

The Contractor must provide services, including but not limited to, delivering trauma or addictions counselling or life skills training or providing support to either prevent affiliation or promote disaffiliation from a gang. The Contractor must also ensure that the offender's needs (i.e. trauma, addictions, life skills counselling or gang prevention/exit strategies) continue to be met during and after their transition to a community. This obligation may require making arrangements to support another service provider to meet with the offender in their community. Therefore, special attention should be given to this matter during the development of the release plan. It will not be sufficient to merely provide telephone support to an offender who has reintegrated to a community that is a significant distance from the Institution or Healing Lodge where they were incarcerated.

- The Contractor must assist with urban release planning for Indigenous offenders that includes life skills development or preventing affiliation and/or promoting disaffiliation from a gang, or trauma or addictions counselling.
- Urban reintegration success must be enhanced through short and long term planning with Contractors that includes assistance with obtaining culturally appropriate interventions for addictions, trauma or mental health issues, including preventing affiliation or promoting disaffiliation from a gang. Indigenous offenders will also receive assistance to learn life skills, including employment and budgeting skills, how to find transportation and housing, how/where to obtain identification and purchase/prepare nutritious food, and other kinds of life skills as needed.
- Reintegration support services must be provided in institutions to support the transition to the urban community, as well as within urban communities to provide ongoing support to Indigenous offenders upon release.

The Contractor must provide specialized expertise in at least of the following stream areas:

Stream 1:



Delivering trauma, addictions counselling, or life skills training to Indigenous offenders.

Stream 2:

Providing support to Indigenous offenders to either prevent gang affiliation or promote disaffiliation.

4.0 TASKS

Stream 1: Trauma, addictions counselling, or life skills training for Indigenous offenders

- Participate in the initial stages of the release planning process. This is an essential component of a release plan, and includes working with Aboriginal Community Liaison Officers (ACLOs) and/or the community and institutional Parole Officers, who are the link between CSC and Indigenous communities.
- Take a collective approach in the development of a release plan to assist in fostering public safety and broadening the support the Indigenous offender has in the community.
- Perform communication and coordination tasks, as requested by the Project Authority, to support the development and implementation of a release plan.
- Provide information that must assist CSC personnel to develop a release plan. CSC personnel includes, but is not limited to Parole Officers or Aboriginal Community Liaison Officers. The expectation is that the Contractor must have a plan for providing a continuity of services to the offender upon their release to an urban community, even if the community is located a significant distance from the Institution where the offender was incarcerated.
- Engage directly with First Nations, Métis and Inuit service providers who have a solid understanding of existing resources and supports in the urban centres surrounding a CSC Institution or Healing Lodge.
- Identify resources and community contacts that may be used by CSC personnel when preparing a release plan for an offender.
- Deliver trauma and/or addictions counselling and/or life skills training for Indigenous offenders at CSC's Aboriginal Intervention Centres located in its Institutions or the Okimaw Ohci Healing Lodge.
- Continue to provide these services to offenders once they are released to an urban community.
- Be prepared to make arrangements to provide support services to offenders that are outside their area of expertise.
- Assist Indigenous offenders to apply for parole and participate in Elder and Community Assisted Parole Hearings.
- Help to develop suspension and revocation mitigation plans for Indigenous offenders in collaboration with their parole officers and reintegration support service providers.

Stream 2: Preventing gang affiliation and promoting gang disaffiliation for Indigenous offenders

- Deliver counselling and/or training interventions to prevent gang affiliation or promote gang disaffiliation for Indigenous offenders at CSC Institutions and Healing Lodges in Aboriginal Intervention Centres.
- Demonstrate expertise (in conversation with CSC staff and by delivering training or counselling) on gang prevention/exit strategies or cultural identity conflict.
- to prevent gang affiliation or promote gang disaffiliation for Indigenous offenders
- Provide information that assists CSC personnel to develop a release plan. CSC personnel includes, but is not limited to Parole Officers, Aboriginal Community Development Officers or Aboriginal Community Liaison Officers.
- Provide a continuity of services to the Indigenous offender upon their release to an urban community, even if the community is located a significant distance from the Institution where the offender was incarcerated.
- Engage directly with First Nations, Métis and Inuit service providers who have a solid understanding of existing resources and supports in the urban centres surrounding a CSC Institution or Healing Lodge.



- Identify resources and community contacts that may be used by CSC personnel when preparing a release plan for an offender.
- Perform communication and coordination tasks, as requested by the Project Authority, to support the development and implementation of a release plan.
- Continue to provide these services to Indigenous offenders once they are released to an urban community.
- Be prepared to make arrangements to provide support services to Indigenous offenders that are outside the Contractor's area of expertise (i.e. tattoo removal).
- Assist Indigenous offenders to apply for parole and participate in Elder and Community Assisted Parole Hearings.
- Help to develop suspension and revocation mitigation plans for Indigenous offenders in collaboration with their parole officers and reintegration support service providers.

5.0 DELIVERABLES

Stream 1: Delivering trauma, addictions counselling, or life skills training for Indigenous offenders

The Contractor must collect information and prepare quarterly reports in Microsoft Word or Excel on:

- Communication and work completed with CSC personnel, which includes but is not limited to Parole Officers or Aboriginal Community Liaison Officers.
- the delivery of trauma and/or addictions counselling and/or life skills training for Indigenous offenders at CSC's Aboriginal Intervention Centres in its Institutions or the Okimaw Ohci Healing Lodge; and
- services provided to Indigenous offenders once they are released to a community.

Stream 2: Preventing gang affiliation and promoting gang disaffiliation for Indigenous offenders

The Contractor must collect information and prepare quarterly reports in Microsoft Word or Excel on:

- Communication and work completed with CSC personnel, which includes but is not limited to Parole Officers or Aboriginal Community Liaison Officers.
- how they are assisting with preventing gang affiliation or promoting gang disaffiliation for Indigenous offenders in the Aboriginal Intervention Centres at CSC Institutions and the Okimaw Ohci Healing Lodge; and
- services provided to Indigenous offenders once they are released to a community.

6.0 HOURS OF WORK

The Contractor must provide services as follows, as determined by the Project Authority:

For Stream 1: for a minimum of 20 hours to a maximum of 37.5 hours per week

For Stream 2: for a minimum of 20 hours to a maximum of 37.5 hours per week

Work may be performed weekdays, weekends, or evenings.

7.0 APPLICABLE STANDARDS/DOCUMENTATION

The Contractor must conduct the work using standards outlined in applicable CSC policies and regulations and in Canadian laws. This includes Commissioner's Directives and the Corrections and Conditional Release Act.

Commissioner's Directives

<http://www.csc-scc.gc.ca/acts-and-regulations/005006-0001-eng.shtml>

Corrections and Conditional Release Act

<https://laws-lois.justice.gc.ca/eng/acts/C-44.6/FullText.html>

8.0 LOCATION OF WORK



The Contractor must perform the work at the CSC Institutions, Healing Lodge, and surrounding urban centres identified in this statement of work. Protected or Classified information must not be removed from CSC Institutions or Healing Lodges.

The Contractor must be located within 200 kilometres of the CSC Institution for which they propose to provide services, see list below. The minimum and maximum number of standing offers (SO) to be awarded for both streams are identified next to each institution:

	Institution Name (Aboriginal Intervention Centre)	Minimum number of SO's to be awarded per institutional site	Maximum number of SO's to be awarded per institutional site
1.	Nova Institution for Women - Truro, Nova Scotia	1	2
2.	Springhill and Dorchester Institutions - Nova Scotia and New Brunswick	1	2
3.	Joliette Institution for Women - Joliette, Quebec	1	2
4.	Archambault Institution - Sainte-Anne-des-Plaines, Quebec	1	2
5.	Joyceville Institution - Kingston, Ontario	1	2
6.	Grand Valley Institution for Women - Kitchener, Ontario	1	2
7.	Stony Mountain Institution - Winnipeg, Manitoba	1	3
8.	Saskatchewan Penitentiary - Prince Albert, Saskatchewan	1	3
9.	Okimaw Ohci Healing Lodge - Maple Creek, Saskatchewan	1	2
10.	Edmonton Institution for Women - Edmonton, Alberta	1	2
11.	Drumheller Institution - Drumheller, Alberta	1	2
12.	Pacific Institution - Abbotsford, British Columbia	1	2
13.	Fraser Valley Institution - Abbotsford, British Columbia	1	2

9.0 TRAVEL

As part of the scope of work of this contract, the Project Authority will identify what travel is required. Any travel outside of the 200 kilometers of the identified CSC Institution must be pre-authorized by the Project Authority and comply with the National Joint Council Travel Directive.

10.0 LANGUAGE OF WORK

All tasks and deliverables must be performed in the language(s) agreed upon by the Project Authority and the Contractor (English and/or French). Unless the Contractor is able to deliver services in an Indigenous language for (an) offender(s) who speak(s) the same Indigenous language, as agreed upon by the Project Authority.

11.0 SUPPORT TO THE CONTRACTOR

The Contractor must provide all the necessary facilities, equipment, and tools to perform the work, unless the Contractor is providing services at a CSC institution or healing lodge. When onsite at a CSC institution, a workspace will be provided to the Contractor or Contractor's resource for direct service provision to offenders. Any additional support required by the Contractor must be authorized by the Project Authority.

12.0 MEETINGS

The Contractor must adhere to the conditions of any meetings between the Contractor and CSC as determined by the Project Authority. This includes the location of the meeting and whether the Contractor must attend in person or by conference call, as mutually agreed upon.



13.0 CSC's RESPONSIBILITY TO THE CONTRACTOR

CSC agrees to provide necessary information, and as required, orientation about the Aboriginal Intervention Centres and the Aboriginal Continuum of Care, to enable the Contractor to perform their duties as outlined in the Contract.

The Project Authority must ensure the Contractor has access to all applicable laws, policies, procedures, and standards pertaining to the services rendered, as part of this contract.

The Project Authority must provide the Contractor with information relating to changes in policy, procedures, or practices applicable to the provisions of the Statement of Work.



ANNEX B - PROPOSED BASIS OF PAYMENT

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

1.0 Professional Services provided with a Firm Price:

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

2.0 Rates:

A. Standing Offer Period: From June 1, 2019 to May 31, 2020.

STREAM 1: Delivering trauma, addictions counselling, or life skills training to Indigenous offenders

	Institution Name / Aboriginal Intervention Centre (AIC) (Bidders are to indicate for which Institution they are proposing to provide services to)	All-inclusive Firm Hourly Rate
1.	Nova Institution for Women - Truro, Nova Scotia	\$ _____
2.	Springhill and Dorchester Institutions - Nova Scotia and New Brunswick	\$ _____
3.	Joliette Institution for Women - Joliette, Quebec	\$ _____
4.	Archambault Institution - Sainte-Anne-des-Plaines, Quebec	\$ _____
5.	Joyceville Institution - Kingston, Ontario	\$ _____
6.	Grand Valley Institution for Women - Kitchener, Ontario	\$ _____
7.	Stony Mountain Institution - Winnipeg, Manitoba	\$ _____
8.	Saskatchewan Penitentiary - Prince Albert, Saskatchewan	\$ _____
9.	Okimaw Ohci Healing Lodge - Maple Creek, Saskatchewan	\$ _____
10.	Edmonton Institution for Women - Edmonton, Alberta	\$ _____
11.	Drumheller Institution - Drumheller, Alberta	\$ _____
12.	Pacific Institution - Abbotsford, British Columbia	\$ _____
13.	Fraser Valley Institution - Abbotsford, British Columbia	\$ _____

A. Standing Offer Period: From June 1, 2019 to May 31, 2020.

STREAM 2: Providing support to Indigenous offenders to prevent gang affiliation or promote disaffiliation

	Institution Name / Aboriginal Intervention Centre (AIC) (Bidders are to indicate for which Institution they are proposing to provide services to)	All-inclusive Firm Hourly Rate
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1.	Nova Institution for Women - Truro, Nova Scotia	\$ _____
2.	Springhill and Dorchester Institutions - Nova Scotia and New Brunswick	\$ _____
3.	Joliette Institution for Women - Joliette, Quebec	\$ _____
4.	Archambault Institution - Sainte-Anne-des-Plaines, Quebec	\$ _____
5.	Joyceville Institution - Kingston, Ontario	\$ _____
6.	Grand Valley Institution for Women - Kitchener, Ontario	\$ _____
7.	Stony Mountain Institution - Winnipeg, Manitoba	\$ _____
8.	Saskatchewan Penitentiary - Prince Albert, Saskatchewan	\$ _____
9.	Okimaw Ohci Healing Lodge - Maple Creek, Saskatchewan	\$ _____
10.	Edmonton Institution for Women - Edmonton, Alberta	\$ _____
11.	Drumheller Institution - Drumheller, Alberta	\$ _____
12.	Pacific Institution - Abbotsford, British Columbia	\$ _____
13.	Fraser Valley Institution - Abbotsford, British Columbia	\$ _____

B. Standing Offer Option Period 1: From June 1, 2020 to May 31, 2021.

STREAM 1: Delivering trauma, addictions counselling, or life skills training to Indigenous offenders

	Institution Name / Aboriginal Intervention Centre (AIC) (Bidders are to indicate for which Institution they are proposing to provide services to)	All-inclusive Firm Hourly Rate
1.	Nova Institution for Women - Truro, Nova Scotia	\$ _____
2.	Springhill and Dorchester Institutions - Nova Scotia and New Brunswick	\$ _____
3.	Joliette Institution for Women - Joliette, Quebec	\$ _____
4.	Archambault Institution - Sainte-Anne-des-Plaines, Quebec	\$ _____
5.	Joyceville Institution - Kingston, Ontario	\$ _____
6.	Grand Valley Institution for Women - Kitchener, Ontario	\$ _____
7.	Stony Mountain Institution - Winnipeg, Manitoba	\$ _____
8.	Saskatchewan Penitentiary - Prince Albert, Saskatchewan	\$ _____
9.	Okimaw Ohci Healing Lodge - Maple Creek, Saskatchewan	\$ _____



10.	Edmonton Institution for Women - Edmonton, Alberta	\$ _____
11.	Drumheller Institution - Drumheller, Alberta	\$ _____
12.	Pacific Institution - Abbotsford, British Columbia	\$ _____
13.	Fraser Valley Institution - Abbotsford, British Columbia	\$ _____

B. Standing Offer Option Period 1: From June 1, 2020 to May 31, 2021.

STREAM 2: Providing support to Indigenous offenders to prevent gang affiliation or promote disaffiliation

	Institution Name / Aboriginal Intervention Centre (AIC) (Bidders are to indicate for which Institution they are proposing to provide services to)	All-inclusive Firm Hourly Rate
1.	Nova Institution for Women - Truro, Nova Scotia	\$ _____
2.	Springhill and Dorchester Institutions - Nova Scotia and New Brunswick	\$ _____
3.	Joliette Institution for Women - Joliette, Quebec	\$ _____
4.	Archambault Institution - Sainte-Anne-des-Plaines, Quebec	\$ _____
5.	Joyceville Institution - Kingston, Ontario	\$ _____
6.	Grand Valley Institution for Women - Kitchener, Ontario	\$ _____
7.	Stony Mountain Institution - Winnipeg, Manitoba	\$ _____
8.	Saskatchewan Penitentiary - Prince Albert, Saskatchewan	\$ _____
9.	Okimaw Ohci Healing Lodge - Maple Creek, Saskatchewan	\$ _____
10.	Edmonton Institution for Women - Edmonton, Alberta	\$ _____
11.	Drumheller Institution - Drumheller, Alberta	\$ _____
12.	Pacific Institution - Abbotsford, British Columbia	\$ _____
13.	Fraser Valley Institution - Abbotsford, British Columbia	\$ _____

C. Standing Offer Option Period 2: From June 1, 2021 to May 31, 2022.

STREAM 1: Delivering trauma, addictions counselling, or life skills training to Indigenous offenders

	Institution Name / Aboriginal Intervention Centre (AIC) (Bidders are to indicate for which Institution they are proposing to provide services to)	All-inclusive Firm Hourly Rate
--	--	---------------------------------------



1.	Nova Institution for Women - Truro, Nova Scotia	\$ _____
2.	Springhill and Dorchester Institutions - Nova Scotia and New Brunswick	\$ _____
3.	Joliette Institution for Women - Joliette, Quebec	\$ _____
4.	Archambault Institution - Sainte-Anne-des-Plaines, Quebec	\$ _____
5.	Joyceville Institution - Kingston, Ontario	\$ _____
6.	Grand Valley Institution for Women - Kitchener, Ontario	\$ _____
7.	Stony Mountain Institution - Winnipeg, Manitoba	\$ _____
8.	Saskatchewan Penitentiary - Prince Albert, Saskatchewan	\$ _____
9.	Okimaw Ohci Healing Lodge - Maple Creek, Saskatchewan	\$ _____
10.	Edmonton Institution for Women - Edmonton, Alberta	\$ _____
11.	Drumheller Institution - Drumheller, Alberta	\$ _____
12.	Pacific Institution - Abbotsford, British Columbia	\$ _____
13.	Fraser Valley Institution - Abbotsford, British Columbia	\$ _____

C. Standing Offer Option Period 2: From June 1, 2021 to May 31, 2022.

STREAM 2: Providing support to Indigenous offenders to prevent gang affiliation or promote disaffiliation

	Institution Name / Aboriginal Intervention Centre (AIC) (Bidders are to indicate for which Institution they are proposing to provide services to)	All-inclusive Firm Hourly Rate
1.	Nova Institution for Women - Truro, Nova Scotia	\$ _____
2.	Springhill and Dorchester Institutions - Nova Scotia and New Brunswick	\$ _____
3.	Joliette Institution for Women - Joliette, Quebec	\$ _____
4.	Archambault Institution - Sainte-Anne-des-Plaines, Quebec	\$ _____
5.	Joyceville Institution - Kingston, Ontario	\$ _____
6.	Grand Valley Institution for Women - Kitchener, Ontario	\$ _____
7.	Stony Mountain Institution - Winnipeg, Manitoba	\$ _____
8.	Saskatchewan Penitentiary - Prince Albert, Saskatchewan	\$ _____
9.	Okimaw Ohci Healing Lodge - Maple Creek, Saskatchewan	\$ _____



10.	Edmonton Institution for Women - Edmonton, Alberta	\$ _____
11.	Drumheller Institution - Drumheller, Alberta	\$ _____
12.	Pacific Institution - Abbotsford, British Columbia	\$ _____
13	Fraser Valley Institution - Abbotsford, British Columbia	\$ _____

Basis of Selection: Highest Combined Rating Technical Merit (60%) and Price (40%).

(See Part 4 – Basis of Selection to see an example of how the calculation will be evaluated)

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 (select) Per Diem rate(s) **(OR)** 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.

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.
- (b) The estimated Applicable Taxes of \$<To Be Inserted at Standing Offer Award> are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

5.0 Payment by Credit Card

Canada requests that Offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment.

The following credit card(s) are accepted:
Master Card: _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment will not be considered as an evaluation criteria.



ANNEX C - SECURITY REQUIREMENTS CHECK LIST

DSD-HQ3352



Contract Number / Numéro du contrat 21120-19-3149029
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine CSC	2. Branch or Directorate / Direction générale ou Direction Aboriginal Initiatives
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 Provision of specialized expertise in delivering trauma, addictions counselling, or life skills training to Indigenous offenders & providing support to Indigenous offenders to either prevent gang affiliation or promote disaffiliation. <i>RW</i>	
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 <i>RW</i>	
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"/> <i>RW</i>	NATO / OTAN <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"/> <i>RW</i>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Restricted to / Limité à : <input type="checkbox"/>	Specify country(ies) / Préciser le(s) pays : <input type="checkbox"/>
7. c) Level of Information / Niveau d'information	
PROTECTED A PROTÉGÉ A <i>RW</i> <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <i>RW</i> <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





DSD-HQ3352

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21120-19-3149029
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? 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? *RW* 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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





DSD-HQ3352

Government of Canada /
Gouvernement du Canada

Contract Number / Numéro du contrat 21120-19-3149029
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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



DSD-HQ3352



Contract Number / Numéro du contrat 21120-19-3149029
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Marty Maltby		Title - Titre A/DG, Aboriginal Initiatives	Signature
Telephone No. - N° de téléphone 613 943-7342	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Marty.Maltby@csc-scc.gc.ca	Date 2019-02-15
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Robert Wattie - Contract Security Analyst		Title - Titre	Signature <small>Digitally signed by Wattie, Robert DN: cn=Wattie, Robert Date: 2019.02.15 15:57:56 -0500 Adobe Acrobat version: 2017.011.30113</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2019-02-15
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?			
			RW <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Claudette Chabot		Title - Titre A Senior Contracting Authority	Signature
Telephone No. - N° de téléphone 306-659-9255	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel claudette.chabot@csc-scc.gc.ca	Date Feb. 15/19
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
David Vrooman Contract Security Officer, Contract Security Division david.vrooman@tps.ec-dwpsc.gc.ca Tel / Tél: 613-957-1261 / Fax / Téléc: 613-954-4171		Title - Titre	Signature Vrooman, David <small>Digitally signed by Vrooman, David Date: 2019.02.20 11:17:34 -0500</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



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
- Rated Technical Criteria

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

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

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

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

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

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.



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

MANDATORY TECHNICAL CRITERIA – STREAM 1 and STREAM 2

#	Mandatory Technical Criteria STREAM 1 – Delivering trauma, addictions counselling, or life skills training to Indigenous offenders	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>The Bidder / Bidder’s proposed resource must be located within 200 kilometres of the CSC Institution or Healing Lodge that operates an Aboriginal Intervention Centre (AIC) for which the bidder proposes to provide service:</p> <ol style="list-style-type: none"> 1. Nova Institution for Women, Truro, Nova Scotia 2. Springhill/Dorchester Institutions, Nova Scotia/New Brunswick 3. Joliette Institution for Women, Joliette, Quebec 4. Archambault Institution, Sainte-Anne-des-Plaines, Quebec 5. Joyceville Institution, Kingston, Ontario 6. Grand Valley Institution for Women, Kitchener, Ontario 7. Stony Mountain Institution, Winnipeg, Manitoba 8. Saskatchewan Penitentiary, Prince Albert, Saskatchewan 9. Okimaw Ohci Healing Lodge, Maple Creek, SK 10. Edmonton Institution for Women, Edmonton, Alberta 11. Drumheller Institution, Drumheller, Alberta 12. Pacific Institution, Abbotsford, British Columbia 13. Fraser Valley Institution, Abbotsford, British Columbia <p>Proof of residence must be submitted with the proposal.</p>		
M2	<p>The Bidder / Bidder’s proposed resource(s) must have two (2) years experience within the past four (4) years in providing health, wellness or life skills training or counselling for a minimum of 125 Indigenous people at a time.</p> <p>Bidder to outline how the proposed resource meets the capacity requirement through providing the information below:</p> <ol style="list-style-type: none"> 1. Name of the client organization(s) and contact information; 2. The total number of years of experience performing the above mentioned; 3. The start and end dates of the assignment(s); 4. Details of the work performed by the proposed resource on the assignment(s) including deliverables. 5. A reference that can confirm the resource’s experience. (Can be in the form of an attestation from an Indigenous organization or group). 		



#	Mandatory Technical Criteria STREAM 2 – Providing support to Indigenous offenders to prevent gang affiliation or promote disaffiliation	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>The Bidder / Bidder’s proposed resource must be located within 200 kilometres of the CSC Institution or Healing Lodge that operates an Aboriginal Intervention Centre (AIC) for which the bidder proposes to provide services:</p> <ol style="list-style-type: none"> 1. Nova Institution for Women, Truro, Nova Scotia 2. Springhill/Dorchester Institutions, Nova Scotia/New Brunswick 3. Joliette Institution for Women, Joliette, Quebec 4. Archambault Institution, Sainte-Anne-des-Plaines, Quebec 5. Joyceville Institution, Kingston, Ontario 6. Grand Valley Institution for Women, Kitchener, Ontario 7. Stony Mountain Institution, Winnipeg, Manitoba 8. Saskatchewan Penitentiary, Prince Albert, Saskatchewan 9. Okimaw Ohci Healing Lodge, Maple Creek, SK 10. Edmonton Institution for Women, Edmonton, Alberta 11. Drumheller Institution, Drumheller, Alberta 12. Pacific Institution, Abbotsford, British Columbia 13. Fraser Valley Institution, Abbotsford, British Columbia <p>Proof of residence must be submitted with the proposal.</p>		
M2	<p>The Bidder / Bidder’s proposed resource(s) must have two (2) years experience within the past four (4) years in providing gang/cultural identity training or counselling.</p> <p>Bidder to outline how the proposed resource meets the capacity requirement through providing the information below:</p> <ol style="list-style-type: none"> 1. Name of the client organization(s) and contact information; 2. The total number of years of experience performing the above mentioned; 3. The start and end dates of the assignment(s); 4. Details of the work performed by the proposed resource on the assignment(s) including deliverables. 5. A reference that can confirm the resource’s experience. (Can be in the form of an attestation from an Indigenous organization or group). 		



POINT RATED TECHNICAL CRITERIA – STREAM 1 and STREAM 2

#	Point Rated Technical Criteria FOR STREAM 1 - Delivering trauma, addictions counselling, or life skills training to Indigenous offenders	Max Score	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
R1	<p>The Bidder / Bidder's proposed resource(s) identifies as belonging to one or more of the following Indigenous groups (please select all that apply):</p> <ul style="list-style-type: none"> • First Nations <input type="checkbox"/> • Inuit <input type="checkbox"/> • Métis <input type="checkbox"/> <p>The resource certifies that the above statement is true.</p> <p>_____</p> <p>Printed name of Resource</p> <p>_____</p> <p>Signature of Resource</p> <p>_____</p> <p>Date</p>	<p>10 points to be allocated for one or more of the Indigenous groups listed.</p>	
R2	<p>The Bidder / Bidder's proposed resource has five (5) years experience within the past eight (8) years in delivering training or counselling on any one of the following:</p> <ul style="list-style-type: none"> - trauma; or - addictions; or - life skills. <p>Bidder to outline how the proposed resource meets the stated experience through providing the information below:</p> <ol style="list-style-type: none"> 1. Name of the client organization(s) and contact information; 2. The total number of years of experience performing the above mentioned; 3. The start and end dates of the assignment(s); 4. Details of the work performed by the proposed resource on the assignment(s) including deliverables. 5. A reference that can confirm the resource's experience. (Can be in the form of an attestation from an Indigenous organization or group). 	<p>Up to 24 points will be allocated as follows:</p> <p>20 points for 5 years experience within the past eight years for any one of the training or counselling listed.</p> <p>1 point for each additional year of experience in excess of 5 years to a maximum of 4 points</p>	



R3	<p>The Bidder / Bidder's proposed resource has 5 years experience within the past eight (8) years in acquiring cultural competency through working with Indigenous communities, groups or individuals in any one of the following areas to:</p> <ul style="list-style-type: none"> • provide services that follow cultural protocols; or • obtain advice and guidance on cultural protocols; or • learn from Elders, Spiritual Advisors and Knowledge Keepers. <p>Bidder to outline how the proposed resource meets the stated experience through providing the information below:</p> <ol style="list-style-type: none"> 1. Name of the client organization(s) and contact information; 2. The total number of years/months of experience performing the above mentioned 3. The start and end dates of the assignment(s); 4. Details about the work performed by the proposed resource on the assignment(s) experience; 5. A reference that can confirm the proposed resource's experience. (Can be in the form of an attestation from an Indigenous organization or group). 	<p>Up to 24 points will be allocated as follows:</p> <p>20 points for five years experience within the past eight years in the areas listed for cultural competency.</p> <p>1 point for each additional year in excess of five years of experience to a maximum of 4 points.</p>	
	Total # of points	58	
	Minimum Score Required	40	

#	Point Rated Technical Criteria FOR STREAM 2 - Providing support to Indigenous offenders to either prevent gang affiliation or promote disaffiliation.	Max Score	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
R1	<p>The Bidder / Bidder's proposed resource(s) identifies as belonging to one or more of the following Indigenous groups (please select all that apply):</p> <ul style="list-style-type: none"> • First Nations <input type="checkbox"/> • Inuit <input type="checkbox"/> • Métis <input type="checkbox"/> <p>The resource certifies that the above statement is true.</p> <p>_____</p> <p>Printed name of Resource</p> <p>_____</p> <p>Signature of Resource</p>	10 points to be allocated for one or more of the Indigenous groups listed.	



	<hr/> Date		
R2	<p>The Bidder / Bidder's proposed resource has five (5) years experience within the past eight (8) years in delivering training or counselling on:</p> <ul style="list-style-type: none"> - gang prevention/exit strategies; or - cultural identity conflict. <p>Bidder to outline how the proposed resource meets the stated experience through providing the information below:</p> <ol style="list-style-type: none"> 1. Name of the client organization(s) and contact information; 2. The total number of years of experience performing the above mentioned; 3. The start and end dates of the assignment(s); 4. Details of the work performed by the proposed resource on the assignment(s) including deliverables. 5. A reference that can confirm the resource's experience. (Can be in the form of an attestation from an Indigenous organization or group). 	<p>Up to 24 points will be allocated as follows:</p> <p>20 points for five years experience within the past eight years.</p> <p>1 point for each additional year of experience to a maximum of 4 points.</p>	
R3	<p>The Bidder / Bidder's proposed resource has 5 years experience within the past eight (8) years in acquiring expertise on the dynamics of gang affiliation and disaffiliation.</p> <p>Bidder to outline how the proposed resource meets the stated experience through providing the information below:</p> <ol style="list-style-type: none"> 1. Name of the client organization(s) and contact information; 2. The total number of years/months of experience performing the above mentioned 3. The start and end dates of the assignment(s); 4. Details about the work performed by the proposed resource on the assignment(s) experience; 5. A reference that can confirm the proposed resource's experience. (Can be in the form of an attestation from an Indigenous organization or group). 	<p>Up to 24 points will be allocated as follows:</p> <p>20 points for five years experience within the past eight years.</p> <p>1 point for each additional year for experience to a maximum of 4 points.</p>	
	Total # of points	58	
	Minimum Score Required	40	