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

ATTENTION: Claudette Chabot

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

Proposal to: Correctional Service Canada

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Proposition à: Service Correctionnel du Canada

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments — Commentaires :

**THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT – CE DOCUMENT COMPORTE DES
EXIGENCES RELATIVES À LA SÉCURITÉ.**

Issuing Office – Bureau de distribution

Correctional Service Canada (CSC) / Service
correctionnel Canada (SCC)
Contracts and Materiel Services

Title — Sujet: Reintegration Support for Indigenous Offenders in Urban Centres – Non PSAB	
Solicitation No. — No. de l'invitation 21120-19-3149029-B	
Solicitation Amendment No. — No. de modification de l'invitation 004	Date: June 5, 2019
GETS Reference No. — No. de Référence de SEAG 21120-19-3149029-B	
Solicitation Closes — L'invitation prend fin at /à : 14 :00 CST / heure normale du centre on / le : June 17, 2019 / le 17 juin, 2019	
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. – No de téléphone: 306-659-9255	Fax No. – No de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente	
Instructions: See Herein Instructions : Voir aux présentes	



Solicitation Amendment 004 is issued to:

1. Respond to questions 1 through 16 received during the solicitation period;
 2. Amend article 5.5 Travel and Living Expenses of Part 7. B. Resulting Contract Clauses;
 3. Amend the Annex A – Statement of Work; and
 4. Amend the Annex D - Evaluation Criteria.
-


1. Questions and Answers 1 through 16:

QUESTION 1:

Are suppliers notified of amendments?

RESPONSE 1:

The best way for suppliers to stay on top of amendments is to return to Buyandsell.gc.ca to check for changes. If a tender opportunity is amended, the tender's web address (URL) will stay the same. The URL, bookmarked, shared or saved will always point to the latest information.

Buyandsell.gc.ca/tenders also provides a Web feed to keep suppliers informed of new amendments. Clicking on this familiar icon  on the web page of the tender notice of interest creates a subscription via a Web feed.

QUESTION 2:

Part 1, General Information 2. Summary (page 5) The paragraph states “The contractor must provide services including but not limited to... This obligation may require making arrangements to support another service provider to meet the offender in their community.” Please confirm the definition of “support” is simply providing a referral to another provider? Is there some time investment for our provider in offering this support? If we are referring a client to another provider, who is paying for/billing for those services?

RESPONSE 2:

The Bidder/ standing offer holder (Contractor) must provide all the required services stipulated in the statement of work. If the SO holder (Contractor) cannot provide all the services, they may subcontract with another company; however, the subcontractor must meet all the requirements of the RFSO (e.g. security, evaluation criteria etc.) and be validated before any work can be conducted. The SO holder/ Contractor would be responsible for paying the subcontractor for the rendered services.

QUESTION 3:

As per Section 1.5 Language Requirements (page 19) All deliverables must be performed in the language(s) agreed upon by the Project Authority and the Contractor – please indicate which locations are deemed “French Essential”.

RESPONSE 3:

New Brunswick is Canada's only officially bilingual province. However, all deliverables must be performed in the language(s) agreed upon by the Project Authority and the Contractor. Services provided in Quebec will likely need to be provided in French and also in English.

QUESTION 4:

With regard to Stream 1 and Stream 2, M1 – proof of residence must be submitted with the proposal, please confirm “proof of residence” could be either the personal dwelling of the resource or their business in which they will provide services. In order to provide proof, please confirm if a copy of the individuals drivers licence, or business card/corporate website will be sufficient.

RESPONSE 4:



The mandatory technical criteria M1 for Stream 1 and 2 has been removed see revised Annex D – Evaluation Criteria, attached herein.

QUESTION 5:

Statement of Work, Section 4.0 Tasks (page 32) 4.0 Stream 1 – Bullet point #1 – “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.” Could the Crown please provide information regarding how early in the process will the resource be required to engage with someone who is preparing to release? How long after release is our provider providing support to the released inmate? What is the time commitment, how many sessions, how often, etc.?

RESPONSE 5:

Ideally, the release planning process would commence up to two years prior to release although the most critical time would be 90 days before release. In terms of support upon release, this would continue, potentially until the end of the federal sentence of an offender, which varies significantly depending on the length of the sentence and the release date.

QUESTION 6:

Please clarify the below described clause and the stated requirement in **M2**: 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.

OR should it read:

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 over the last (4) years.

RESPONSE 6:

Please see the amended mandatory technical criteria, which is now M1.

QUESTION 7:

Please clarify the following travel related clauses and the stated requirement in **M1**:

- **Page 27, Section 5.5** : 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".
- **Page 34, Section 9** : 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.
Yet the mandatory for Stream 1 & 2 states: The Bidder / Bidder’s proposed resource must be located within 200 kilometers of the CSC Institution or Healing Lodge that operates an Aboriginal Intervention Centre (AIC) for which the bidder proposes to provide service.
- **Page 33 Section 6.0 Hours of Work**: States that “the Contractor must provide services . . . for a minimum of 20 hours to a maximum of 37.5 hours per week.” However, as per M1 on page 46 and 47, “the proposed resource must be located within 200 kilometers of the CSC institution or Healing Lodge”. The bidder is concerned that a resource who lives upwards of 200km away may not be able to provide 20-37.5 hours of on site services per week. How often within those 20 - 37.5 hours per week would the provider be expected to be on site at the institution/healing lodge?

RESPONSE 7:



The CSC has amended Article 5.5 Travel and Living expenses clause and the mandatory technical criteria's, please see the amended Annex D – Evaluation Criteria, attached herein.

The Project Authority may require weekly travel to the AIC or nearby community, and the number of hours that a proposed resource may be required at AIC will vary, depending on the quantity and needs of the offenders. Section 6.0 Hours of Work of the Annex A - Statement of Work notes that:

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.

As part of the scope of work, the Project Authority will identify if any travel is required outside of the designated AIC work location. Any travel must be pre-authorized by the Project Authority and comply with the National Joint Council Travel Directive.

QUESTION 8:

Being that this is a Standing Offer, are you able to estimate how often services are expected to be required up to May 3, 2020 per institution/healing lodge?

RESPONSE 8:

Please refer to the minimum / maximum hours of work stated 6.0 Hours of Work of the Annex A – Statement of Work.

QUESTION 9:

Please explain what the expectation of the resource is when an offender is released from the institution he or she was serving time in and travels back to home. Who is responsible for follow up care/treatment? Is there an expectation to follow the offender to his or her city/province for continued support/care?

RESPONSE 9:

The Annex A - The Statement of Work outlines how the standing offer holder (Contractor) will support CSC staff to develop a release plan for an offender. This includes consideration to where the offender would like to be released and how/where to best support the offender. The Statement of Work explains that there is an ongoing expectation to provide support for the offender after they are released to their community, but the service provider will have an opportunity to participate in the release planning process. Therefore, the post-release arrangements will be mutually agreed upon before the offender is released.

QUESTION 10:

Could you please clarify, on average, how many clients/offenders would be on a provider's caseload per institution/healing lodge? Is the expectation that all clients/offenders be met with individually at the institution/healing lodge? Or is there an opportunity for group counselling while within the facility? Can you please clarify for what time period upon release the offender can utilize the services of the provider? How often after release is the provider expected to meet with the client/offender?

RESPONSE 10:

The number of offenders in a service provider's caseload will vary from one Aboriginal Intervention Centre (AIC) to another depending on the needs of the offenders and the availability of support for the offenders. Therefore, the number could vary from 10 to 125 offenders in a given caseload. However, the service provider will not be required to offer support to 125 offenders simultaneously.

In the Annex A - The Statement of Work it states that the bidder or bidder's resource will perform communication and coordination of tasks, as requested by the Project Authority, to support the development and implementation of a release plan. This will likely include opportunities for both individual and group counselling. However, the Project Authority will decide what is needed on a case-by-case basis.



Following conditional release, the time period that the offender can utilize the services of the bidder or bidder's resource is:

- the duration of the service provider's contract with CSC; or
- the warrant expiry date when CSC is no longer responsible for supervising the offender;
- or as otherwise specified by the Project Authority.

After the offender is conditionally released, the service provider is expected to meet with the offender for the duration of the service provider's contract with CSC or until the warrant expiry date, as often as required by the Project Authority and the release plan. The frequency of meetings will depend on the needs of the offender and the direction provided by the Project Authority and Case Management Team. Please note, however, that the service provider will contribute to the development of the release plan and have an opportunity to indicate when they are available to support the offender.

QUESTION 11:

"The contractor must be located within 200 kms of the CSC institution for which they propose to provide services...."

If a contractor is located outside of the 200 kms, does this preclude them from applying?

RESPONSE 11:

The mandatory technical criteria M1 for Stream 1 and 2 has been removed, see the amended Annex D – Evaluation Criteria attached herein. See also response to question 7 and 12.

QUESTION 12:

As part of the scope of work of this contract, the Project Authority will identify what travel is required. Travel to two institutions, Pacific and / or Fraser Valley, Abbotsford, BC would require air travel for efficiency. Approximate expenses associated with a round -trip would include air fare (\$700.00), hotel and meals (\$600.00) and car rental (\$300.00) for two days of interviews. Three trips per year for face to face interviews would be anticipated for effectiveness. Estimated 3 trips = \$4,800.00 per year

Is this an allowable expense, or does travel preclude this proposed contractor from applying?

RESPONSE 12:

Please see amended Article 5.5 Travel and Living expenses clause.

QUESTION 13:

The bidder / bidder's proposed resources must have two years experience within the past four years in providing health, wellness, or life skills training or counselling for a minimum of 125 Indigenous people at a time.

This proposed contractor has held a contract with the provincial institution to deliver cultural programming to inmates since 2017. Group size depends upon unit size, (largest groups have been up to 25 inmates) and institutional policies does not allow for their unit populations to engage with other units.

Does this preclude the proposed contractor from applying?

RESPONSE 13:

The mandatory technical criteria has been amended. Please see amended Annex D –Evaluation Criteria, attached herein.

QUESTION 14:

Are applicants for this proposal limited to Indigenous Vendors only or can ministries also apply; for example provincial and/or municipal divisions within the said level of government?

RESPONSE 14:

As per the RFSO, preference will be given to Aboriginal suppliers under 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.



A Public Sector Organization can submit a proposal in response to the Non-PSAB solicitation (21120-19-3149029-B), however, 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.

QUESTION 15:

We are interested in submitting a bid, but are unclear about the requirement for Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada. Would the whole building that our organization rents space from be required to undergo a security clearance? Or, just our offices?

RESPONSE 15:

Prior to issuance of a standing offer, the proposed standing offer holder's (contractor's) organization (company) must hold a valid organizational security clearance as stated in Part 6, 1. Security Requirement and Part 7, 2. Security Requirement. The organizational security clearance is to be completed and/or validated prior to the issuance of a standing offer and would be completed for the organization only, not for the premises that they occupy as a business location. In addition, all the proposed resource(s) will have to obtain a security clearance prior to standing offer issuance. Please find additional information regarding the Security requirements for contracting with the Government of Canada <https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>.

Note: As this requirement has no identified need for Document Safeguarding Capability or IT security, there will be no need to undergo a security process for the contractor's physical place of business. All Protected information must remain on CSC premises.

QUESTION 16:

Point Rated technical criteria question.

R1 – Does this criteria assume we have already hired the person for the position?

Is the resource the staff or is our Executive Director declaring we are an Indigenous service provider for the following groups?

RESPONSE 16:

If the Executive Director is the bidder and identifies as belonging to one of the 3 recognized Indigenous groups, the Bidder would be allocated 10 points for R1. Either the bidder or the bidder's proposed resource must be Indigenous in order to be allocated 10 points for R1.

NOTE: For suppliers who have questions or need assistance with the procurement process you can contact the Office of Small and Medium Enterprises (OSME) at the toll free number: 1-800-811-1148 or use the link below for further information.

<https://www.tpsgc-pwgsc.gc.ca/app-acq/pme-sme/index-eng.html>

2. Amend Article 5.5 Travel and Living Expenses

Delete Article **5.5 Travel and Living Expenses** in its entirety; and

Insert the new Article **5.5 Travel and Living Expenses**

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:



- a) services provided within 200 km of the work location
- b) any travel between the Contractor's place of business and the work location
- c) any travel between the resource's residence 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)

3. Amend the Annex A – Statement of Work:

Delete: **Annex A – Statement of Work** in its entirety; and

Insert: The following, new **Annex A – Statement of Work**, attached hereto.

4. Amend the Annex D – Evaluation Criteria:

Delete: **Annex D – Evaluation Criteria** in its entirety; and

Insert: The following, new **Annex D – Evaluation Criteria**, attached hereto.



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 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, the Project Authority will identify if 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 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(s) must have two (2) years experience within the past four (4) years demonstrating case management procedures and processes, in providing health, wellness or life skills training or counselling for Indigenous people either on an individual basis and/or in group settings.</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(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>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 	<p>Up to 24 points will be allocated as follows:</p> <p>20 points for five years experience</p>	



	<ul style="list-style-type: none"> • 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>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> <p>Date _____</p>	10 points to be allocated for one or more of the Indigenous groups listed.	
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>Up to 24 points will be allocated as follows:</p> <p>20 points for five years experience</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 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>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	

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.