

**RETURN BIDS TO :**  
**RETOURNER LES SOUMISSIONS À :**  
 Bid Receiving - Réception des soumissions:

**Correctional Service Canada  
Contracting and Material Management  
250, Montée St-François  
Laval, QC H7C 1S5**

# REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal to: Correctional Service Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition à: Service Correctionnel du Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

## Comments — Commentaires :

“THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT” « LE PRÉSENT DOCUMENT COMPORTE  
UNE EXIGENCE RELATIVE À LA SÉCURITÉ »

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

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Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : \_\_\_\_\_

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

<b>Title — Sujet: Community Employment Services</b>	
<b>Solicitation No. — N°. de l'invitation</b>	<b>Date:</b>
<b>21C30-20-3130503</b>	<b>July 22, 2019</b>
<b>Client Reference No. — N°. de Référence du Client</b>	
<b>GETS Reference No. — N°. de Référence de SEAG PW-19-00882864</b>	
<b>Solicitation Closes — L'invitation prend fin at /à : 2 :00 p.m. EDT on / le : August 7, 2019</b>	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                      Destination:    X                      Other-Autre:	
<b>Address Enquiries to — Soumettre toutes questions à: Linda Mandeville <a href="mailto:Linda.mandeville@csc-scc.gc.ca">Linda.mandeville@csc-scc.gc.ca</a></b>	
<b>Telephone No. – N° de téléphone:</b>	<b>Fax No. – N° de télécopieur:</b>
<b>450-661-9550 x3259</b>	<b>450-664-6626</b>
<b>Destination of Goods, Services and Construction: Destination des biens, services et construction:</b>	
<b>See Herein</b>	
<b>Instructions: See Herein Instructions : Voir aux présentes</b>	
<b>Delivery Required — Livraison exigée : See herein</b>	<b>Delivery Offered – Livraison proposée : Voir aux présentes</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
<b>Name / Nom</b>	<b>Title / Titre</b>
<b>Signature</b>	<b>Date</b>
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

1.1 At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of the proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.

1.2 For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **2. Statement of Work**

The Work to be performed is detailed under Annex A of the resulting contract clauses

### **3. Revision of Departmental Name**

As this bid solicitation is issued by Correctional Service 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, must be interpreted as a reference to CSC or its Minister.

### **4. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **5. Trade Agreements**

The requirement is subject to the provision the Canadian Free Trade Agreement (CFTA).



## **6. Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information about OPO, including the available services, please visit the OPO website.



## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:**

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### **2. Submission of Bids**

Bids must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile, email or epost Connect service to CSC will not be accepted.

### **3. Former Public Servants**

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

#### **5. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.





## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

CSC requests that bidders provide their bid in separately bound sections as follows:

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

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

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

Section IV: Additional Information: **one (1) hard copy**

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

**Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.**

CSC requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation.

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, bidders should:

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

### **2. Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

### **3. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in **Annex B - Proposed Basis of Payment**. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

### **4. Section III: Certifications**

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



## **5. Section IV: Additional Information**

### **5.1 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures**

- (a) As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

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

- (b) The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1. Security Requirements.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

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

#### **1.2 Financial Evaluation**

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

**Note to Bidders:** Table Totals will be calculated using the formula that follows the corresponding table in **Annex B – Proposed Basis of Payment**.

### **2. Basis of Selection - Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

**This bid may result in the award of more than one contract. Contracts will be awarded by area.**

**NOTE THAT INTERESTED BIDDERS MAY SUBMIT PROPOSALS FOR ONE OR MORE AREAS. THE EVALUATION WILL BE PERFORMED BY AREA.**



## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

#### **1.1 Integrity Provisions – Declaration of Convicted Offenses**

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder 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 Bidder 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 a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Bidders must submit this form to Correctional Service of Canada with their bid.



## 1.2 Integrity Provisions – Required documentation

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

- i. Bidders that are corporate entities, including those bidding 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. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____

**OR**

☐ The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

## 1.3 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

## 1.4 Language Requirements - Bilingual

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

## 1.5 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

## 1.6 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 1. Security Requirement

- 1.1 The following security requirements (SRCL and related clauses provided by PWGSC ISP) apply to and form part of the Contract.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # 21C30-20-3130503

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Contract Security Program (CSP) of the Industrial Security Sector (ISS), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP/ISS/PWGSC.
3. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP/ISS/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B** including an IT Link at the level of **PROTECTED B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP/ISS/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition)

### 1.2 Contractor's Sites or Premises Requiring Safeguarding Measures / IT Authorization for Storage or Processing

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

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

- 1.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.



## IT Security Requirements Technical Document

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<b>Contract # / N° de contrat :</b>	3130503
<b>Date :</b>	2019-06-13

### IT Security Requirements

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

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

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



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

## **Additional Security for Connectivity (and other External Partners)**

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

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





## Departmental Security – Physical and Personnel

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

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

## Appendix A: Definitions

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

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

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

## Appendix B: References

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

G1-001 - Security Equipment Guide

[http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home\\_e.htm](http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home_e.htm)



## **2. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

## **3. Standard Clauses and Conditions**

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

As this Contract is issued by Correctional Service 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**

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

### **3.2 Supplemental General Conditions**

4008 (2008-12-12) Personal Information, apply to and form part of the Contract.

### **3.3 Replacement of Specific Individuals**

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



#### **4. Term of Contract**

##### **4.1 Period of the Contract**

The period of the Contract is from date of award to January 31, 2020 inclusive.

##### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional four (4) month period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

##### **4.3 Transition period**

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of three (3) months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

#### **5. Authorities**

##### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Linda Mandeville  
Title: Senior Procurement Officer  
Correctional Service Canada  
Branch/Directorate: Contracting and Material Services  
Telephone: 450-661-9550 ext. 3259  
Facsimile: 450-664-6626  
E-mail address: linda.mandeville@csc-scc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

##### **5.2 Project Authority (*To be completed at contract award*)**

The Project Authority for the Contract is:

Name:  
Title:



Correctional Service Canada

Branch/Directorate:

Telephone:

Facsimile:

E-mail address:

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Telephone: \_\_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with Annex B – Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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.

### 6.2 Limitation of expenditure

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



whichever comes first.

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

### **6.3 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.

### **6.4 SACC Manual Clauses**

SACC Manual clause A9117C (2017-11-30), 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

### **6.5 Travel and Living Expenses**

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

## **7. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **8. Certifications and Additional Information**

### **8.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.



## 10. 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 Articles of Agreement;
- (b) the Supplemental General Conditions 4008 (2008-12-12) Personal Information;
- (c) the General Conditions 2010B (2018-06-21) Services – medium complexity;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_ (to be inserted at contract award)

## 11. Termination on Thirty Days Notice

11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

## 12. Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.



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

**For the province of Quebec, send to:**

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



**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

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

### **13. 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.

### **14. Closure of Government Facilities**

- 14.1 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.
- 14.2 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.





## **15. Tuberculosis Testing**

15.1 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.

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

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

## **16. Compliance with CSC Policies**

16.1 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.

16.2 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.

16.3 Details on existing CSC policies can be found at: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) or any other CSC web page designated for such purpose.

## **17. Health and Labour Conditions**

17.1 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.

17.2 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.

17.3 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.

17.4 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."

## **18. 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:

18.1 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;

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

18.3 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

18.4 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.

## **19. Dispute Resolution Services**

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman pursuant to Subsection 22.1(3)(d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## **20. 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 complainant respecting the administration of the 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.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## **21. 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.

## **22. 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](http://www.bit.do/CSC-EN).



## **ANNEX A – Statement of Work**

### **1. Background**

- 1.1 Between April 2012 and March 2014, the CES Program was integrated into the Community Corrections Infrastructure, with the CSC Community Reintegration Branch. Since October 2015, the CIMP has returned to CORCAN, while maintaining the partnership model with community resources specialized in employability for the Quebec region.

### **2. Objective**

- 2.1 To provide employment services to conditionally released offenders in communities in order to facilitate their successful reintegration through the creation of opportunities for sustained employment.

### **3. Scope of Work**

- 3.1 The Contractor must provide employment services for conditionally released offenders in the community. If an office is not available at the parole office, a facility or room must be made available for the provision of employment services in another location, that shall include the provision of administrative, case management and reporting services, as well as the development of community and employer partnerships.

### **4. Tasks/Deliverables**

The Contractor must provide services in the following areas:

- (a) Operational requirements (section 4.1)
- (b) Case management (section 4.2)
- (c) Community and employer partnerships (section 4.3)
- (d) Reporting (section 4.4)

#### **4.1 OPERATIONAL REQUIREMENTS**

Operational requirements refer to the baseline facility and administration requirements necessary for the successful delivery of the CES Program, taking into consideration the risks presented by offenders.

##### **4.1.1 Contractor facilities:**

- (a) Unless otherwise indicated by the Project Authority, the Contractor must be able to provide the services at the Contractor's place of business, which must include an area where confidential discussions can occur.
- (b) The Contractor's place of business must be in the local area and be readily accessible by public transportation.
- (c) The Contractor must provide its own telephone, fax machine, photocopier, computer and office supplies.
- (d) The Contractor must, at its place of business, provide offenders with access to a telephone, fax machine and computer (where permitted) for job search purposes.
- (e) The Project Authority must be able to contact the Contractor by telephone, fax and e-mail.



#### 4.1.2 Administration:

- (a) The Contractor must provide services during normal business hours from Monday to Friday (8:00 a.m. to 5:00 p.m.), with the exception of statutory holidays observed by the federal government: New Year's Day, Good Friday, Easter Monday, Victoria Day, Saint-Jean-Baptiste Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.
- (b) The Contractor must provide backup personnel to ensure that there will not be any interruption in service and that the Government of Canada's operational requirements are met when the Contractor is unable to provide services (for reasons including, but not limited to, leave or illness)
- (c) The Contractor must submit to the CORCAN Project Authority, for approval, the names, addresses, qualifications and experience of all backup personnel to be employed by the Contractor to provide the services under contract.
- (d) The Contractor must submit any subsequent changes in backup personnel to the Project Authority for approval. Any backup personnel replacements shall have similar qualifications and experience and shall be deemed acceptable by the Government of Canada.

#### 4.2 CASE MANAGEMENT

Case management involves the services required to assess offenders' needs, determine employment objectives and provide support towards positive employment outcomes.

The Contractor must provide the following case management services in accordance with the requirements of the March 2012 version of the CES referral process, or any other subsequent update.

##### 4.2.1 Initial assessment:

- (a) Complete an initial assessment interview (CSC form 1391) for all offenders on any form of release who are referred to the Contractor and record the information in a casework record in the Offender Management System (OMS). The signed form must be submitted to the offender's parole officer, who will place it in the offender's employment file. The assessment process shall include:
  - (i) identifying and developing employment opportunities during the release period;
  - (ii) analyzing and assessing offenders' needs based on level of education, job experience, skills, employment objectives, occupational interests, etc.;
  - (iii) determining needs with respect to developing skills for functional independence: time management, teamwork, leadership, financial management, creativity, adaptability, etc.;
  - (iv) identifying and defining offenders' employment dynamics and issues (including, but not limited to, family issues, medical issues, physical and/or mental limitations, restrictions imposed by parole conditions) that have an impact on the type of employment that suits offenders;
  - (v) establishing an action plan to meet employment needs.

##### 4.2.2 Job counselling and job search support:

- (a) Informing offenders of real labor market conditions.
- (b) Providing advice and guidance on developing an individual employment plan.
- (c) Promoting offenders to potential employers through:
  - (i) the employer directory;
  - (ii) available federal, provincial and local employment programs.
- (d) Supporting and coaching offenders on job search strategies as follows:



- (i) refer them to any appropriate external resources or specialized agencies;
  - (ii) refer them to available employment opportunities;
  - (iii) encourage and support offenders in approaching employers;
  - (iv) follow up on applications with potential employers to identify potential gaps or concerns;
- (e) Supporting and coaching offenders with job entry and retention by:
  - (i) following up at specified intervals;
  - (ii) to the extent possible, collecting information from employers with respect to job progress.

#### 4.2.3 Governance:

- (a) The Contractor must work collaboratively with the offender's parole officer/supervisor throughout the program. The Contractor shall notify the parole officer/supervisor of any of the following:
  - (i) The offender's failure to keep an appointment with the Contractor or a potential employer;
  - (ii) The offender's quitting the program;
  - (iii) The offender's failure to follow up on referrals to community resources to obtain the necessary employment assistance;
  - (iv) The securing of a job or a change of job by an offender;
  - (v) Any information considered relevant to the progress made by the offender in securing employment.

### 4.3 COMMUNITY AND EMPLOYER PARTNERSHIPS

The Contractor must establish and maintain partnerships within the community and local employers, as mentioned at sections 4.3.1 and 4.3.2. The two main areas of focus are professional development and referrals. In support of this requirement, the Contractor must carry out the following activities:

#### 4.3.1 Professional development

- (a) Conduct local marketing activities to ensure that employers and community partners are aware of the CES Program and the availability of offenders for potential employment.
- (b) Locate and meet with employers in business and industry in the community to secure employment opportunities for offenders.
- (c) Attend job fairs in the community to meet potential employers and gain a clear understanding of their needs and their desired employee profiles.
- (d) Provide information sessions to community parole officers and or case discussion.
- (e) Develop and maintain relationships with government agencies, employment service providers and provincial job training programs.
- (f) Provide assistance with educational training applications, financial assistance and disability applications, and critical documentation applications.
- (g) Proactively obtain local labor market information to identify new potential employers and employment opportunities, as well as trends in labor need areas.

#### 4.3.2 Referrals

- (a) To accept referrals, access the CES Program's referral process in CSC's OMS (electronic database) each week, or do so through your participation in the Correctional Intervention Committee for Employability (CICE), chaired by the program manager.

Each week, access the CES Program's referral process in CSC's OMS database to accept referrals, or do so through your participation in the Correctional Intervention Committee for Employability (CICE), chaired by the program manager.

- (b) Meet with offenders referred by the CICE or those referred to community correctional centres, community residential facilities and any other relevant community housing facility within 10 business days of their referral to the program.
  - (c) Accept self-referrals to the program, with confirmation from the Parole Officer and the Project Manager.



- (d) Make referrals to:
  - (i) existing community resources specializing in employment assistance for Aboriginal persons, women, immigrants and visible minorities;
  - (ii) organizations providing specialized employment services, including but not limited to workshops, vocational testing, job coaching and job placement;
  - (iii) academic upgrading and skills training;
  - (iv) agencies that assist with employment barriers, including but not limited to housing, child care, and transportation;
  - (v) agencies that provide job readiness services, including but not limited to résumé writing, interview preparation and clothing programs.

#### 4.4 REPORTING

- (a) The Contractor must:
  - (i) record and enter all offender-related employment information, the offender's progress and employer-related information in casework records on the Community Employment Details screen of the OMS and in the final program report on the Final Program Evaluation screen.
  - (ii) produce a final report and insert it in the CSC OMS information 90 days after the beginning of a job placement or at the end of term or withdraw from the program with the approval of the manager. The final program report must be entered into the OMS no later than ten (10) business days after providing employment services to each offender or end of term or withdraw from program.
- (b) Each CSC-approved database will have specific data entry requirements. The Project Authority will communicate these requirements to the Contractor. It is estimated that reporting requirements will represent approximately 10% of the level of effort required. The information required to be tracked and entered into CSC's databases includes, but is not limited to the following:
  - (i) offender employment information, including but not limited to start and end of employment, name of employer and type of employment;
  - (ii) employer information, including but not limited to name of business, address, contact information and type of employment;
  - (iii) all offender referral information, including offender referrals to community employment services, and offender referrals to job readiness service providers;
  - (iv) offenders' employment status ninety (90) and one hundred and eighty (180) days after job placement.
- (c) The Project Authority will audit all offender-related employment information, as well as employer information, input by the Contractor.

### 5. Guidance

- 5.1 The Corcan Project Authority will provide orientation to the Contractor in any areas deemed applicable to the delivery of this contract (e.g. OMS and security procedures).



## 6. Performance Management

### 6.1 The average annual job placement targets for offenders registered for the CES Program are as follows:

1	Ville-Marie Area	145 placements
2	Maisonnette Area	145 placements
3	Eastern townships Area	30 placements
4	Granby Area	23 placements
5	Longueuil Area	60 placements
6	Laval Area	50 placements
7	Laurentides Area	40 placements
8	Lanaudière Area	18 placements

6.2 The Project Authority reserves the right, at his/her discretion, to review and/or modify the average offender placement targets for this contract. An average job placement rate of 55% is expected **(number of referrals / total number of job placements recorded in the OMS)** with respect to offenders.

6.3 Contractors must meet or exceed the average job placement targets applicable to their region of responsibility under this contract.

6.4 Three months into the contract, the Contractor must submit to the Project Authority a list of job placements for all offenders referred to and already participating in the CES Program. The Contractor shall compare the number of placements made to the applicable targets.

6.5 Contractors who do not meet offender placement targets must prepare a report explaining the reasons for the shortfall. The Project Authority may, at his/her discretion, require that the Contractor submit a written plan outlining the corrective measures that will be taken to achieve targets.

6.6 The Contractor is expected to carry out the activities listed in sections 4.2 and 4.3 of this document.

6.7 Section 4.2.1 shall be completed and entered in the OMS within ten (10) business days following an assignment to the CES Program. The initial interview with the offender shall be conducted no later than ten (10) days after the Project Manager refers the case to the Contractor.

6.8 Following a job placement or a change in the offender's situation while he/she is being monitored by the Contractor, the Contractor must enter the relevant information about his/her situation on the Community Employment Details screen of the OMS.

6.9 The Contractor shall prepare and enter a final report under the following circumstances:

6.9.1 Ninety (90) days after the beginning of a job placement;

6.9.2 When the offender is withdrawn from the program for various reasons with the approval of the Contract Manager (including but not limited to parole suspension, referral to vocational or academic training, or when community employment services are no longer required), in accordance with the CES referral process, which is attached to this document.





## **7. Restrictions**

- 7.1 Security:
- a) The Contractor shall comply with all security requirements.
- 7.2 Compliance with CSC policies:
- a) The Contractor shall follow applicable CSC policies (Commissioner's Directive 715)  
<http://www.csc-scc.gc.ca/text/plcy/cdshtm/715-cd-eng.shtml>  
<http://www.csc-scc.gc.ca/text/plcy/cdshtm/715-2-cd-eng.shtml>
  - b) The Contractor shall maintain records in accordance with Government of Canada policies and directives on information management and recordkeeping, as well as CSC guides and directives, which can be found on the CSC website at the following link: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=16552>

## **8. Language of work**

The Contractor and/or the Contractor's employees assigned under this contract must provide services and deliverables in the official language (English/French) requested by the offender, including the reports required under the contract.

## **9. Travel**

- 9.1 All travel incurred by the Contractor in the performance of the activities described in this Statement of Work will remain the responsibility of the Contractor.

## **10. Scheduled meetings**

- 10.1 A start-up meeting will be held by the Project Authority to ensure that the Contractor understands the scope of work and to answer any questions the Contractor may have. In addition, quarterly meetings (location to be determined by the Project Authority) will be held to monitor work progress.
- 10.2 The Contractor must attend Community Intervention Board, Community Assessment Team or case conference meetings as requested by the applicable parole office.
- 10.3 The Contractor must participate in case conferences with CSC to discuss employment needs and prospects and to communicate with appropriate parties on offender progress or changes.
- 10.4 The Project Authority reserves the right to schedule additional face-to-face meetings, as deemed necessary, based on how the project is progressing.
- 10.5 The Contractor must immediately report to the Project Authority, by telephone and then by follow-up e-mail, any urgent issues that arise during the course of the work that could impact its progress.

## **11. List of Areas in which to Provide Services**

For all sectors which follow, the points of service will be at the office of parole of the respective sector, exception of Montreal District Areas which includes Maisonneuve Area, Ville-Marie, Longueuil, Granby and Estrie. The disponibility of offices in those areas will determine the possibility that the point of service could be at the office of parole.

### **1- VILLE-MARIE AREA**

Includes the sector-based of Ville-Marie. Overall but not restricted, the sector covers the West island of Montréal. It covers the west, borders the north shore of the St-Lawrence River all the way to the limits of





the province of Quebec. It covers this boarder all the way to Pointe-Fortune to follow towards east to south of Lake of Two-Mountains up to the West island of Montreal. The CCC Martineau and Ogilvy are included.

## **2- MAISONNEUVE AREA**

Includes the sector-based of Maisonneuve. Overall but not restricted, the sector covers Montréal-East area. The CCC Sherbrooke and Hochelaga are included.

## **3- ESTRIE AREA:**

Includes the sector-based of Estrie. Overall but not restricted, the sector is located to the east of the Quebec region, commonly named Canton de l'est. From the south side and south-east, it is limited by the American border. From south to the north-east, it is limited by the cities of Beebe Plan, Stanstead, Georgeville, Fitchbay, Ayer's Cliff, Omerville, Orford, St-Denis de Brompton, St-François-Xavier-de Brompton, Windsor, Melbourne and Richmond. For the eastern part to the north-west, it is limited by the cities of Danville, Asbestos, Trois Lacs, St-Adrien de Ham, Ham-Sud, Weedon, St-Gérard, Stratford, Stornoway, St-Romain, Sainte Cecile, Nante, Audet, Frontenac, Lac Mégantic, Piopolis and Woburn.

## **4- GRANBY AREA**

Includes the sector-based of Granby. Overall but not restricted, the sector from the south it is limited by the American border. It goes to the north-west following the cities of Venise en Québec, St Sébastien, Pike river, Bedford, Notre-Dame de Stranbridge, Ste Sabine, Farnham, Ste Brigide, L'Ange-Gardien, St Césaire, St Paul d'Abbotsford, Ste Pie ,Ste Cecile de Milton, St Valérien, Acton Vale, St Théodore d'Acton, St Nazaire d'Acton, Upton, St Liboire, St Hélène de Bagot. From the east side, it is limited from north to south by the cities of Maricourt, Racine, Valcourt, Lawrenceville, Bonsecours, Eastman, Stukley, St Étienne de Bolton, Bolton Centre, south Bolton, Vale Perkins, Mansonville and Highwater.

## **5- LONGUEUIL AREA**

Includes the sector-based of Longueuil. Overall but not restricted, the sector is limited by the St-Lawrence River, from Sorel up to Dundee, passing north to south by Contrecoeur, Boucherville, Longueuil, Brossard, Kahnawake, Châteauguay, Valleyfield and St-Anicet. From the east side, it is limited from north to south by the cities of Massueville, St Hugues, St Simond de Bagoy, Ste Rosalie, St Hyacinthe, Rougemont, Ste Angèle de Monnoir, Mont St Grégoire, and Henryville. From the south side, it is limited by the American border.

## **6- LAVAL AREA**

The territory includes all the sector of l'île Jésus (Laval).

## **7- LAURENTIDES AREA**

The territory includes the administrative region of the Laurentians (low and high Laurentian). The main cities are: St-Jérôme, Lachute, St-Sauveur, Ste-Agathe, St-Jovite, Mont-Laurier, St-Eustache, Ste-Thérèse, Blainville, Boisbriand, Lorraine and Rosemere.

## **8- LANAUDIÈRE AREA**

The territory includes the administrative region of Lanaudière and is bordered west by the Laurentian autoroute, north by St-Michel des Saints and east by Berthierville. The main cities are: Joliette, Repentigny, Terrebonne and Bois-des-Filion.



## **ANNEX B – Proposed Basis of Payment**

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

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

The Contractor must provide a firm price for each of the services specified below for each of the periods specified in this RFP **(6 months firm with 2 additional four (4) months optional renewal)**. (Note: Do not include GST or HST.)

N.B.: Regulations on the application of federal taxes on goods and services state that GST and HST apply to community-based employment services provided to individuals.

**This bid may result in the award of more than one contract. Contracts will be awarded by area.**

**NOTE THAT INTERESTED BIDDERS MAY SUBMIT PROPOSALS FOR ONE OR MORE AREAS. THE EVALUATION WILL BE PERFORMED BY AREA.**

**Employment placement** is considered achieved when the offender has a paid job. **For example, the same offender may obtain more than one placement during his assignment to the CIMP as recorded in OMS.**

### **2.0 Options to Extend the Contract Period:**

Subject to the exercise of the option to extend the Contract period in accordance with Article 4. of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, GST/HST extra, to complete all Work and services required to be performed in relation to the Contract extension.

### **3.0 Applicable Taxes**

- (a) All prices and amounts of money in the contract 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 Contract Award are included in the total estimated cost shown on page 1 of this Contract. 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 Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.



### **1-Ville-Marie Area**

The services will be required for the offenders under the responsibilities of the Ville-Marie Area Parole Office (APO), for the Montreal Intensive Surveillance responsibility Program that resides the territory covered by the Ville-Marie APO office including the offenders under the CCC Ogilvy and Martineau responsibilities whom will be referred to the program.

A) Fixed period : From award date to January 31, 2020

	<b>TARGETS TO BE MET ESTIMATED NUMBER D</b>	<b>QUOTED PRICE E</b>	<b>TOTAL AMOUNT F DxE=F</b>
<b>Price per offender</b>	<b>72</b>	<b>\$</b>	<b>\$</b>

B) First option : February 1<sup>st</sup> 2020 to May 31, 2020

	<b>TARGETS TO BE MET ESTIMATED NUMBER D</b>	<b>QUOTED PRICE E</b>	<b>TOTAL AMOUNT F DxE=F</b>
<b>Price per offender</b>	<b>48</b>	<b>\$</b>	<b>\$</b>

C) Second option : June 1<sup>st</sup> 2020 to September 30, 2020

	<b>TARGETS TO BE MET ESTIMATED NUMBER D</b>	<b>QUOTED PRICE E</b>	<b>TOTAL AMOUNT F DxE=F</b>
<b>Price per offender</b>	<b>48</b>	<b>\$</b>	<b>\$</b>

<b>TOTAL SUM: (A+B+C)</b>	<b>\$ _____</b>
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### **2- Maisonneuve Area**

The services will be required for the offenders under the responsibilities of the Maisonneuve parole Office and the Montreal intensive supervision program that resides the territory covered by the Maisonneuve office including the offenders under the responsibilities of the Sherbrooke and Hochelaga CCC's, whom will be referred to the program.

A) Fixed period : From award date to January 31, 2020

	<b>TARGETS TO BE MET ESTIMATED NUMBER D</b>	<b>QUOTED PRICE E</b>	<b>TOTAL AMOUNT F DxE=F</b>
<b>Price per offender</b>	<b>72</b>	<b>\$</b>	<b>\$</b>



B) First option : February 1<sup>st</sup> 2020 to May 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	48	\$	\$

C) Second option : June 1<sup>st</sup> 2020 to September 30, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	48	\$	\$

TOTAL SUM: (A+B+C)	\$ _____
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### **3-Eastern Townships Area**

The services will be rendered for the offenders under responsibility of the office of parole Eastern Townships, which will be referred to the program.

A) Fixed period : From award date to January 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	15	\$	\$

B) First option : February 1<sup>st</sup> 2020 to May 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	10	\$	\$



C) Second option : June 1<sup>st</sup> 2020 to September 30, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	10	\$	\$

TOTAL SUM: (A+B+C)	\$ _____
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#### 4-Granby Area

The services will be rendered for the offenders under responsibility of the office of parole Granby, which will be referred to the program.

A) Fixed period : From award date to January 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	12	\$	\$

B) First option : February 1<sup>st</sup> 2020 to May 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	8	\$	\$

C) Second option : June 1<sup>st</sup> 2020 to September 30, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	8	\$	\$

TOTAL SUM: (A+B+C)	\$ _____
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### **5- Longueuil Area**

The services will be rendered for the offenders under responsibility of the office of parole Longueuil, which will be referred to the program.

A) Fixed period : From award date to January 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	30	\$	\$

B) First option: February 1<sup>st</sup> 2020 to May 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	20	\$	\$

C ) Second option : June 1<sup>st</sup> 2020 to September 30, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	20	\$	\$

TOTAL SUM: (A+B+C)	\$ _____
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### **6- Laval Area**

The services will be rendered for the offenders under responsibility of the office of parole Laval, which will be referred to the program

A) Fixed period : From award date to January 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	25	\$	\$



B) First option: February 1<sup>st</sup> 2020 to May 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	17	\$	\$

C ) Second option : June 1<sup>st</sup> 2020 to September 30, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	17	\$	\$

TOTAL SUM: (A+B+C)	\$ _____
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### 7- Laurentides Area

The services will be rendered for the offenders under responsibility of the office of parole Laurentides, which will be referred to the program.

A) Fixed period : From award date to January 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	20	\$	\$

B) First option: February 1<sup>st</sup> 2020 to May 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	13	\$	\$



C ) Second option : June 1<sup>st</sup> 2020 to September 30, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	13	\$	\$

TOTAL SUM: (A+B+C)	\$ _____
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### 8- Lanaudière Area

The services will be rendered for the offenders under responsibility of the office of parole Lanaudière, which will be referred to the program.

A) Fixed period : From award date to January 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	9	\$	\$

B) First option: February 1<sup>st</sup> 2020 to May 31, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	6	\$	\$

C ) Second option : June 1<sup>st</sup> 2020 to September 30, 2020

	TARGETS TO BE MET ESTIMATED NUMBER D	QUOTED PRICE E	TOTAL AMOUNT F DxE=F
Price per offender	6	\$	\$

TOTAL SUM: (A+B+C)	\$ _____
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## Annex C – Security Requirement Check List



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

21C30-20-3130503

Security Classification / Classification de sécurité

### SECURITY REQUIREMENTS CHECK LIST (SRCL)

### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction CORCAN (COP Sector)
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 To provide employment services to conditionally released offenders in various geographic areas of residence in the province of Quebec. This will cover several areas in the province through competitive bidding		
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input checked="" type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



**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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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

**PRODUCTION**

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

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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

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

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?

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

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?



Contract Number / Numéro du contrat

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

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



## Annex D Evaluation Criteria

### 1.0 Technical Evaluation:

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

- Mandatory Technical Criteria

It is **imperative** that the proposal 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 proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders 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 bid 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

The Bidder must propose a sufficient number of resources to meet the need.

The Bidder must also propose a minimum of one replacement contact. The replacement contact must meet the mandatory requirements below:

Mandatory criteria				
Point	Mandatory criteria	Yes	No	Comments
M1	<p><b>PROPOSED RESOURCES</b></p> <p>The Bidder must demonstrate that each proposed resource has <b>three (3) years</b> experience providing employment services with a clientele who have a criminal record in the <b>seven (7) years</b> prior to the bid closing date.</p> <p>The Bidder must clearly indicate the following information by providing a cv for each proposed resource at a minimum:</p> <ol style="list-style-type: none"><li>1. Where (client's name and address);</li><li>2. When (start and end dates of the assignment);</li><li>3. How the experience mentioned was acquired (details on the tasks carried out by the proposed contact during the assignment);</li><li>4. A reference.</li></ol>			
M2	<p><b>PROPOSED RESOURCES</b></p> <p>The Bidder must demonstrate that each proposed resource has <b>two (2) years'</b> experience creating employment opportunities through partnerships with potential employers (company) in the <b>five (5) years</b> prior to the bid closing date.</p> <p>The Bidder must clearly indicate the following information, at a minimum:</p> <ol style="list-style-type: none"><li>1. Where (client's name and address);</li><li>2. When (start and end dates of the assignment);</li><li>3. How the experience mentioned was acquired (details on the tasks carried out by the proposed contact during the assignment);</li><li>4. A reference.</li></ol>			
M3	<p><b>PROPOSED RESOURCES</b> The Bidder must demonstrate that each proposed resource has <b>two (2) years'</b> experience referring clients to services that prepare them for re-entering the non-profit or government sectors of the workforce. (Ex.: Emploi-Québec, etc.)</p> <p>The experience must have been acquired in the <b>five (5) years</b> prior to the bid closing date.</p>			



	<p>Workforce re-entry services are specialized employment services that prepare offenders for employment and include, but are not limited to , provide career testing, career coaching, résumé writing, skills development and job placement services.</p> <p>The Bidder must clearly indicate the following information, at a minimum:</p> <ol style="list-style-type: none"><li>1. Where (client's name and address);</li><li>2. When (start and end dates of the assignment);</li><li>3. How the experience mentioned was acquired (details on the tasks carried out by the proposed contact during the assignment);</li><li>4. A reference.</li></ol>			