



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

Correctional Service Canada/Service  
correctionnel Canada  
Contracting and Material Services /  
Services des contrats et de la gestion  
du matériel

Email: [bidsubmissions.GEN-  
NHQContracting@CSC-SCC.GC.CA](mailto:bidsubmissions.GEN-NHQContracting@CSC-SCC.GC.CA)  
Attention: Danielle Cameron

**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 :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:</b> <b>Community Employment Counsellor</b>	
<b>Solicitation No. — N° de l'invitation</b> 21C80-20-3187253	<b>Date:</b> January 6, 2020
<b>Client Reference No. — N° de Référence du Client</b> 21C80-20-3187253	
<b>GETS Reference No. — N° de Référence de SEAG</b> 21C80-20-3187253	
<b>Solicitation Closes — L'invitation prend fin</b> at / à : <b>2 :00pm EST</b> on / le : <b>Thursday, January 30, 2020</b>	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                                  Destination: X                                  Other-Autre:	
<b>Address Enquiries to — Soumettre toutes questions à:</b>  Danielle Cameron <a href="mailto:Danielle.Cameron@csc-scc.gc.ca">Danielle.Cameron@csc-scc.gc.ca</a>	
<b>Telephone No. — N° de téléphone:</b>	<b>Fax No. — N° de télécopieur:</b>
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b>  Various Locations in British Columbia	
<b>Instructions: See Herein</b> <b>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</b> <b>Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
Name / Nom	Title / Titre
_____	
Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Security Requirement
2. Statement of Work
3. Revision of Departmental Name
4. Debriefings
5. Procurement Ombudsman

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries, Bid Solicitation
5. Applicable Laws
6. Multiple Contracts

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

1. Bid Preparation Instructions
2. Section I: Technical Bid
3. Section II: Financial Bid
4. Section III: Certifications
5. Section IV: Additional Information

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

1. Evaluation Procedures
2. Basis of Selection
3. Insurance Requirements

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

1. Certifications Precedent to Contract Award and Additional Information

### **PART 6 - RESULTING CONTRACT CLAUSES**

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications and Additional Information
9. Applicable Laws
10. Priority of Documents
11. Termination on Thirty Days Notice
12. Insurance - Specific Requirements
13. Ownership Control
14. Closure of Government Facilities
15. Tuberculosis Testing
16. Compliance with CSC Policies



17. Health and Labour Conditions
18. Identification Protocol Responsibilities
19. Dispute Resolution Services
20. Contract Administration
21. Proactive Disclosure of Contracts with Former Public Servants
22. Information Guide for Contractors

**List of Annexes:**

- Annex A – Statement of Work
- Annex B – Proposed Basis of Payment
- Annex C – Security Requirements Check List
- Annex D – Evaluation Criteria



## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

1.1 Before award of a contract, 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 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.3 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 **Article 2** 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. 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 mail (hard copy), facsimile 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 British Columbia.

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.

## **6. Multiple Contracts**

Multiple contracts may be awarded as a result of this Request for Proposal (RFP). Interested bidders may submit a proposal for one or more areas.

The areas will be divided in the following streams:

- Stream 1: Metro Vancouver West area;
- Stream 2: Metro Vancouver East area;
- Stream 3: Fraser Valley Area;
- Stream 4: Nanaimo Area;
- Stream 5: Victoria Area;
- Stream 6: Kelowna Area;
- Stream 7: Price George Area.



## **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: **one (1) soft copy** by email;

Section II: Financial Bid: **one (1) soft copy** by email;

Section III: Certifications: **one (1) soft copy** by email; and

Section IV: Additional Information: **one (1) soft copy** by email.

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

**Bidders must submit their Financial Bid in a separate attachment from their technical proposal.**

### **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.

#### **3.1 Exchange Rate Fluctuation**

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation

### **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.
- (c) The evaluation of bids will be performed by Stream.

#### **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.

##### **1.1.2 Point Rated Technical Criteria**

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex D – Evaluation Criteria**.

#### **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 – Minimum Point Rating**

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

### **3. Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in article 12 of **PART 6 – RESULTING CONTRACT CLAUSES**.



If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



## **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 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

### 1.4 Status and Availability of Resources

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

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the



Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

### **1.5 Language Requirements - English Essential**

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 English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

### **1.6 Education and Experience**

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

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### **1.7 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 No 21C80-20-3187253**

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.



## 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 Manual \(https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual\)](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

As this 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 - Professional 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 Contract to \_\_\_\_\_ *(to be entered at Contract Award)*.



#### 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 **three (3) additional one (1) year 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 fifteen (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.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Danielle Cameron  
Title: Senior Procurement Officer  
Correctional Service Canada  
Branch/Directorate: Comptroller’s Branch, Contracting and Materiel Services  
Telephone: (613) 943-6144  
E-mail address: [Danielle.cameron@csc-scc.gc.ca](mailto:Danielle.cameron@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 entered at Contract Award)*

The Project Authority for the Contract is:

Name: (XXX)  
Title: (XXX)  
Correctional Service Canada  
Branch/Directorate: (XXX)  
Telephone: (XXX)  
Facsimile: (XXX)  
E-mail address: (XXX)

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 *(to be entered at Contract Award)*

The Authorized Contractor’s Representative is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_





Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**6. Payment**

**6.1 Basis of Payment**

The Contractor will be paid firm hourly rates as per Annex B – Basis of Payment, for work performed in accordance with the Contract. Customs duties are excluded and Applicable Taxes are extra.

**6.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ *(to be entered at Contract Award)*. 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 Payments**

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 (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification  
SACC Manual clause C0705C (2010-01-11), Discretionary Audit



## 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract; and
  - c. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. A copy of the invoice(s) must be forwarded to the following address for certification and payment:

*To be entered at Contract Award*

## 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 British Columbia

## 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 (2012-12-12) Personal Information;
- (c) the General Conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List; and
- (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.

### 12.1 Commercial General Liability Insurance

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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract

### **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:

In May 1996, a strategy to increase public safety and lower recidivism rates by placing emphasis on the provision of offender interventions was recommended by the Solicitor General of Canada and the Minister of Justice. In response to these recommendations, the Correctional Service of Canada (CSC) implemented the Enhanced Community Infrastructure Initiative. As part of this initiative CSC put in place, in 2000, the Community Employment Coordinator Program (CEC Program), which provides a spectrum of employment services to offenders, including individual assessments, counseling, job-search techniques and on-the-job placement.

### 2. Objective:

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

### 3. Scope:

The Contractor is required to provide employment services for conditionally released offenders in the community. The employment services must include a facility or location, administration, case management and reporting services, and the development of community and employer partnerships.

### 4. Tasks:

The Contractor must provide services in the following areas:

- a) Operational Requirements;
- b) Case Management;
- c) Community and Employer Partnerships;
- d) Deliverables and Reporting.

#### 4.1 OPERATIONAL REQUIREMENTS:

Operational requirements refer to the baseline facility and administration requirements necessary for the successful delivery of the CEC Program taking the offender's risk into consideration.

##### 4.1.1 Contractor Facilities:

- a) Unless otherwise requested by the Project Authority, the Contractor must be able to provide 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 readily accessible by public transportation;
- c) The Contractor must provide his/her own telephone, facsimile, photocopier, computer and office supplies;
- d) The Contractor must, at its place of business, provide offenders with access to a telephone, facsimile, and computer (where permitted) for job search purposes; and
- e) The Project Authority must be able to communicate with the Contractor by telephone, fax and e-mail.

##### 4.1.2 Administration:

- a) **Vancouver, New Westminister, and Fraser Valley:** The Contractor must be available to provide an anticipated level of service of **40 hours per week**, Monday through Friday, exclusive of statutory holidays observed by the Federal Government;



- Victoria, Nanaimo, Kelowna, and Prince George:** The Contractor must be available to provide an anticipated level of service of **20 hours per week**, Monday through Friday, exclusive of statutory holidays observed by the Federal Government; and
- b) At the request of the Project Authority, the Contractor may be required to provide services outside normal business hours (8:00am-5:00pm), such as in the late afternoon and/or evening and/or weekend.

#### 4.2 CASE MANAGEMENT:

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

The Contractor must provide case management services as follows:

##### 4.2.1 Intake and Assessment:

- a) Complete an intake assessment interview for all offenders on any form of release who are referred to the Contractor. The intake process must include:
- 1) identifying and developing employment options during the release period;
  - 2) analyzing and assessing the offender's needs based on level of education, job experience, individual skills, employment objectives, occupational interests, etc.;
  - 3) determining requirements with respect to developing skills for functional independence: time management, team work, leadership, financial management, creativity, adaptability, etc.; and
  - 4) identifying and defining the offender's job 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 suitable type of employment for the offender.

##### 4.2.2 Job Counseling and Job Search Support:

- a) Informing the offender of actual labour market conditions;
- b) Providing advice and guidance on the development of an individual employment plan;
- c) Promoting offenders to potential employers through:
- 1) an employer directory;
  - 2) available federal, provincial and local employment programs.
- d) Supporting and coaching the offender on job search strategies as follows:
- 1) refer to any appropriate external resources or specialized agencies;
  - 2) refer to relevant available employment opportunities;
  - 3) encourage/support offenders in their approach to employers; and
  - 4) follow up on applications with potential employers to identify potential gaps or concerns.
- e) Supporting and coaching the offender with job entry and retention via:
- 1) following up at specified intervals; and
  - 2) to the extent possible, collecting information from the employer with respect to job progress

##### 4.2.3 Governance:

- a) The Contractor must work collaboratively with the offender's supervisor/parole officer throughout the program. The Contractor must notify the supervisor/parole officer of any of the following:





- 1) The offender's failure to keep an appointment with the Contractor or a potential employer;
- 2) the offender's abandonment of the program;
- 3) the offender's not following up on referrals to community resources to which the offender was referred for the required employment assistance;
- 4) the securing of a job or a change of job by an offender; and
- 5) any information considered relevant to the progress made by the offender in securing employment.

### **4.3 COMMUNITY AND EMPLOYER PARTNERSHIPS**

The Contractor must develop and maintain partnerships within the community and with local employers. The two main areas of focus are job development and referrals. In support of this requirement the Contractor must carry out the following activities:

#### **4.3.1 Job Development:**

- a) Conduct local marketing activities to ensure employers and community partners are aware of the CEC 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 requirements and desired employee profiles;
- d) Provide awareness sessions to community parole officers on a quarterly basis (April, July, October and January);
- e) Develop and maintain relationships with government agencies, employment service providers and provincial job training programs;
- f) Provide assistance with educational training applications, financial and disability applications, and critical documentation applications; and
- g) Proactively obtain local labour market information to identify new potential employers and employment opportunities, as well as trends in labour need areas.

#### **4.3.2 Referrals:**

- a) Access and utilize the CEC Program Referral Process in the CSC Offender Management System (electronic database) on a weekly basis to accept referrals;
- b) Visit Community Correctional Centres, Community Residential Facilities and any other relevant community accommodation options on a weekly basis to meet with referred offenders;
- c) Accept self-referrals to the program, with confirmation from the Parole Officer; and
- d) Make referrals to:
  - 1) existing community resources specializing in employment assistance for Aboriginal persons, persons with disabilities, women, immigrants, visible minorities and mental health and aging populations;
  - 2) employment agencies for specialized employment services, including but not limited to workshops, vocational testing, job coaching, and job placement;
  - 3) academic upgrading and skills training;
  - 4) agencies that assist with employment barriers, including but not limited to housing, child care, and transportation; and
  - 5) agencies that provide job readiness services, including but not limited to résumé writing, interviewing coaching, and clothing programs.

### **4.4 DELIVERABLES AND REPORTING**

- a) The Contractor must:
  - 1) record and input all offender related employment information, as well as employer information into the Offender Management System;



- 2) all information must be documented and submitted to CSC no later than ten (10) business days after providing employment services to each offender i.e. Intake Forms, Job Placement information, and Final Reports; and
  - 3) Provide weekly status reports and monthly job placement report.
- b) Each CSC approved database will have specific requirements set out for data entry. The Project Authority will communicate these requirements to the Contractor. It is estimated that reporting requirements will take approximately 10% of the level of effort required. The information required to be tracked and entered into CSC's database(s) will include, but is not limited to the following:
- 1) offender employment information, including but not limited to start and end of employment, name of employer, and type of employment;
  - 2) employer information, including but not limited to name of business, address, contract information, and type of employment;
  - 3) all offender referral information, including offender referrals for community employment services, and referrals of offenders to service providers for job readiness services; and
  - 4) offenders' employment status at 90 days from assigned date and/or after 30 days of continuous employment.
- c) The Project Authority will audit, on a quarterly basis, all offender related employment information, as well as employer information, input by the Contractor.

## **5 Orientation:**

- 5.1 The CSC Project Authority will provide orientation to the Contractor in any areas deemed applicable by the Project Authority to the delivery of this contract (i.e. Offender Management System, and security procedures).

## **6 Performance Management:**

- 6.1 The minimal Offender Placement targets for this contract are:

Metro Vancouver West:	Placements per annum - 120
Metro Vancouver East:	Placements per annum - 120
Fraser Valley Area:	Placements per annum - 90
Nanaimo Area:	Placements per annum - 35
Victoria Area:	Placements per annum - 60
Kelowna Area:	Placements per annum - 50
Prince George Area:	Placements per annum - 50

- 6.2 The Project Authority reserves the right, at his/her discretion, to review and/or modify the minimal Offender Placement targets for this contract.
- 6.3 The Contractor must meet or exceed Offender Placement Targets applicable to the region of responsibility under this contract.
- 6.4 The Project Authority will review the Contractor's performance against applicable targets on a quarterly basis.
- 6.5 A Contractor who has not met Offender Placement Targets must submit a written report explaining the reasons for the variance. The Project Authority may, at his/her discretion, require that the Contractor submit a written plan outlining the corrective measures the Contractor will take to achieve targets.



## **7 Constraints**

a) The Contractor must maintain records in accordance with the Government of Canada policies and directives on information management and recordkeeping, as well as CSC's 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 must provide all services according to the language profile of the Region, where the services are being provided as follows:

- Pacific Region: English

## **9. Travel:**

There is no travel associated to the work on this Contract.

## **10 Scheduled Meetings**

- 10.1 It is expected that a start up meeting will be held by the Project Authority to ensure the Contractor understands the scope of work and to answer any questions. In addition, quarterly meetings (location to be determined by the Project Authority) will be held to monitor the progress of the work.
- 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 to participate in case conferences with CSC to discuss employment needs and prospects, as well as communicate with appropriate parties on offender progress or changes.
- 10.4 The Project Authority reserves the right to schedule additional face to face or telephone meetings, as deemed necessary, according to how the project is progressing.
- 10.5 The Contractor must immediately report to the Project Authority, by telephone with a follow up by electronic mail, any urgent issue that arises during the course of the work that could impact on its progress.



### ANNEX B – Proposed Basis of Payment

#### 1.0 Contract Period

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 hourly rate below in the performance of this Contract, Applicable Taxes extra.

#### Stream 1. Metro Vancouver West Area

Services will be required for the Offenders referred to the Program under the responsibility of: Vancouver Parole Office and Yukon Parole Sub-Office

\*Note: All Inclusive Hourly Rate must include labour and administration but not Applicable Taxes.

#### A) Initial Contract Period

Metro Vancouver West Area	Estimated Usage (Hours) A	All Inclusive Hourly Rate B	Total C (A x B = C)
April 1, 2020 to March 31, 2021	2000	\$	\$

#### B) Option Year Periods

Metro Vancouver West Area	Estimated Usage (Hours) A	All Inclusive Hourly Rate B	Total C (A x B = C)
April 1, 2021 to March 31, 2022	2000	\$	\$
April 1, 2022 to March 31, 2023	2000	\$	\$
April 1, 2023 to March 31, 2024	2000	\$	\$

<b>TOTAL SUM: (A + B)</b>	\$ _____
---------------------------	----------



**Stream 2. Metro Vancouver East Area**

Services will be required for the Offenders referred to the Program under the responsibility of: New Westminster Parole Office and Surrey Parole Office

\*Note: All Inclusive Hourly Rate must include labour and administration but not Applicable Taxes.

**A) Initial Contract Period**

<b>Metro Vancouver East Area</b>	<b>Estimated Usage (Hours) A</b>	<b>All Inclusive Hourly Rate B</b>	<b>Total C (A x B = C)</b>
April 1, 2020 to March 31, 2021	2000	\$	\$

**B) Option Year Periods**

<b>Metro Vancouver East Area</b>	<b>Estimated Usage (Hours) A</b>	<b>All Inclusive Hourly Rate B</b>	<b>Total C (A x B = C)</b>
April 1, 2021 to March 31, 2022	2000	\$	\$
April 1, 2022 to March 31, 2023	2000	\$	\$
April 1, 2023 to March 31, 2024	2000	\$	\$

<b>TOTAL SUM: (A + B)</b>	\$ _____
---------------------------	----------



**Stream 3. Fraser Valley Area**

Services will be required for the Offenders referred to the Program under the responsibility of: Abbotsford Parole Office, Maple Ridge Parole Office and Chilliwack Parole Office

\*Note: All Inclusive Hourly Rate must include labour and administration but not Applicable Taxes.

**A) Initial Contract Period**

Fraser Valley Area	Estimated Usage (Hours) A	All Inclusive Hourly Rate B	Total C (A x B = C)
April 1, 2020 to March 31, 2021	2000	\$	\$

**B) Option Year Periods**

Fraser Valley Area	Estimated Usage (Hours) A	All Inclusive Hourly Rate B	Total C (A x B = C)
April 1, 2021 to March 31, 2022	2000	\$	\$
April 1, 2022 to March 31, 2023	2000	\$	\$
April 1, 2023 to March 31, 2024	2000	\$	\$

<b>TOTAL SUM: (A + B)</b>	\$ _____
---------------------------	----------



**Stream 4. Nanaimo Area**

Services will be required for the Offenders referred to the Program under the responsibility of: Nanaimo Parole Office and Island Parole Sub-Office

\*Note: All Inclusive Hourly Rate must include labour and administration but not Applicable Taxes.

**A) Initial Contract Period**

<b>Nanaimo Area</b>	<b>Estimated Usage (Hours) A</b>	<b>All Inclusive Hourly Rate B</b>	<b>Total C (A x B = C)</b>
April 1, 2020 to March 31, 2021	1000	\$	\$

**B) Option Year Periods**

<b>Nanaimo Area</b>	<b>Estimated Usage (Hours) A</b>	<b>All Inclusive Hourly Rate B</b>	<b>Total C (A x B = C)</b>
April 1, 2021 to March 31, 2022	1000	\$	\$
April 1, 2022 to March 31, 2023	1000	\$	\$
April 1, 2023 to March 31, 2024	1000	\$	\$

<b>TOTAL SUM: (A + B)</b>	\$ _____
---------------------------	----------



**Stream 5. Victoria Area**

Services will be required for the Offenders referred to the Program under the responsibility of: Victoria Parole Office

\*Note: All Inclusive Hourly Rate must include labour and administration but not Applicable Taxes.

**A) Initial Contract Period**

<b>Victoria Area</b>	<b>Estimated Usage (Hours) A</b>	<b>All Inclusive Hourly Rate B</b>	<b>Total C (A x B = C)</b>
April 1, 2020 to March 31, 2021	1000	\$	\$

**B) Option Year Periods**

<b>Victoria Area</b>	<b>Estimated Usage (Hours) A</b>	<b>All Inclusive Hourly Rate B</b>	<b>Total C (A x B = C)</b>
April 1, 2021 to March 31, 2022	1000	\$	\$
April 1, 2022 to March 31, 2023	1000	\$	\$
April 1, 2023 to March 31, 2024	1000	\$	\$

<b>TOTAL SUM: (A + B)</b>	\$ _____
---------------------------	----------





**Stream 6. Kelowna Area**

Services will be required for the Offenders referred to the Program under the responsibility of: Kelowna Parole Office and Okanagan Parole sub-areas.

\*Note: All Inclusive Hourly Rate must include labour and administration but not Applicable Taxes.

**A) Initial Contract Period**

<b>Kelowna Area</b>	<b>Estimated Usage (Hours) A</b>	<b>All Inclusive Hourly Rate B</b>	<b>Total C (A x B = C)</b>
April 1, 2020 to March 31, 2021	1000	\$	\$

**B) Option Year Periods**

<b>Kelowna Area</b>	<b>Estimated Usage (Hours) A</b>	<b>All Inclusive Hourly Rate B</b>	<b>Total C (A x B = C)</b>
April 1, 2021 to March 31, 2022	1000	\$	\$
April 1, 2022 to March 31, 2023	1000	\$	\$
April 1, 2023 to March 31, 2024	1000	\$	\$

<b>TOTAL SUM: (A + B)</b>	\$ _____
---------------------------	----------



**Stream 7. Prince George Area**

Services will be required for the Offenders referred to the Program under the responsibility of: Prince George Parole Office

\*Note: All Inclusive Hourly Rate must include labour and administration but not Applicable Taxes.

**A) Initial Contract Period**

Prince George Area	Estimated Usage (Hours) A	All Inclusive Hourly Rate B	Total C (A x B = C)
April 1, 2020 to March 31, 2021	1000	\$	\$

**B) Option Year Periods**

Prince George Area	Estimated Usage (Hours) A	All Inclusive Hourly Rate B	Total C (A x B = C)
April 1, 2021 to March 31, 2022	1000	\$	\$
April 1, 2022 to March 31, 2023	1000	\$	\$
April 1, 2023 to March 31, 2024	1000	\$	\$

<b>TOTAL SUM: (A + B)</b>	\$ _____
---------------------------	----------

**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. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive hourly rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation 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 entered 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.



#### 4.0 Payment by Credit Card

Canada requests that bidders complete one of the following:

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

The following credit card(s) are accepted:

Master Card: \_\_\_\_\_

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

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

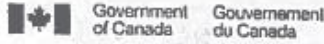
Acceptance of credit cards for payment will not be considered as an evaluation criteria.



## **Annex C – Security Requirement Check List**



DSD-PAC3629



Contract Number / Numéro du contrat <b>21C80-20-3187253</b> Security Classification / Classification de sécurité
--

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>CORRECTIONAL SERVICE OF CANADA</b>	2. Branch or Directorate / Direction générale ou Direction <b>CORCAN</b>	
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 Community Employment Centres provide employment services for offenders in the community and in preparation for release from CBC supervision.		
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 <input type="checkbox"/> 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 <input type="checkbox"/> 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)		
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.		
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?		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





DSD-PAC3629



Contract Number / Numéro du contrat <b>21C80-00-3187253</b> Security Classification / Classification de sécurité
--

<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMBLEMES	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





DSD-PAC3629



Contract Number / Numéro du contrat <b>21C80-20-3187253</b>
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				CONSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTION / NATION RESTRICTION	NATO CONFIDENTIAL / NATION CONFIDENTIEL	NATO SECRET	CONSEC TOP SECRET / NATION TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production		✓														
IT Data / Support / IT LMS / Sites électroniques		✓														

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).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--





DSD-PAC3629



Contract Number / Numéro du contrat <b>21C 00 - 22 - 38 7253</b> Security Classification / Classification de sécurité
---

PART D - AUTHORIZATION / PARTIE D - AUTOMISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Alej Hleczek	Title - Titre Regional Manager, EEP	Signature <i>Alej Hleczek</i>	
Telephone No. - N° de téléphone 604-651-8141	Facsimile No. - N° de télécopieur 604-651-6029	E-mail address - Adresse courriel Alej.Hleczek@csd-scc.gc.ca	Date 2019-08-21
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Rita Dubois A/Contract	Title - Titre Security Analyst	Signature Dubois, Rita	Digitally signed by Dubois, Rita Date: 2019.08.29 12:46:27 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2019-10-09
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agente d'approvisionnement			
Name (print) - Nom (en lettres moulées) Danielle Cameron	Title - Titre Senior Procurement Officer	Signature <i>Danielle Cameron</i>	RD
Telephone No. - N° de téléphone (613) 943-6144	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel danielle.cameron@csd-scc.gc.ca	Date August 27, 2019
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name Vikenti Gorokhovski Contract Security Officer, Contract Security Division vikenti.gorokhovski@tpsgc-pwsc.gc.ca		Signature Gorokhovski, Vikenti	Digitally signed by Gorokhovski, Vikenti Date: 2019.10.16 08:24:57 -04'00'
Telephone Tel/Tél 613-957-9337		E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité







## 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
- Rated 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.

### 1.1 Mandatory Technical Criteria

The bid must meet all of the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Bidders must also propose at least one Resource (Individual).

No	Mandatory Technical Criteria	Crossreference to Proposal
M1	<p><b>The Bidder’s organization</b> must have a minimum of two (2) years of experience in providing employment services to persons with multiple barriers to employment (persons with mental or physical disabilities, persons with low income or low literacy or with an educational deficit, disadvantaged populations, persons from different ethnocultural groups, persons with a criminal record).</p> <p>Employment services include:</p> <ul style="list-style-type: none"> <li>- Job Club;</li> <li>- Resumé writing;</li> <li>- Interview skills</li> <li>- Job Search skills</li> <li>- Career planning</li> </ul> <p>The experience must have been obtained within the last seven (7) years prior to bid closing.</p> <p>Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"> <li>1. where (client name and address);</li> <li>2. when (start and end dates of the engagement);</li> <li>3. how the stated experience was obtained (details about the work performed during the engagement);</li> <li>4. a reference.</li> </ol>	
M2	<p><b>The Bidder’s proposed resource (s) (Individual)</b> must have a minimum of one (1) year of experience in providing employment services to persons with multiple barriers to employment (persons with mental or physical disabilities, persons with low income or low literacy or with an educational deficit, disadvantaged populations, persons from different ethnocultural groups, persons with a criminal record).</p> <p>Employment services include:</p> <ul style="list-style-type: none"> <li>- Job Club;</li> <li>- Resumé writing;</li> <li>- Interview skills</li> </ul>	



	<ul style="list-style-type: none"><li>- Job Search skills</li><li>- Career planning</li></ul> <p>The experience must have been obtained within the last seven (7) years prior to bid closing.</p> <p>Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"><li>1. where (Organization/Company name and address);</li><li>2. when (start and end dates of the engagement);</li><li>3. how the stated experience was obtained (details about the work performed by the Proposed Resource (Individual) during the engagement);</li><li>4. a reference</li></ol>	
<b>M3</b>	<p><b>The Bidder's proposed resource(s) (Individual) must have a minimum of one (1) year of experience in developing employment opportunities through partnerships with potential employers.</b></p> <p>The experience must have been obtained within the last five (5) years prior to bid closing</p> <p>Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"><li>1. where (Organization/Company name and address);</li><li>2. when (start and end dates of the engagement);</li><li>3. how the stated experience was obtained (details about the work performed by the Proposed Resource (Individual) during the engagement);</li><li>4. a reference.</li></ol>	
<b>M4</b>	<p><b>The Bidder's proposed resource(s) (Individual) must have a minimum of one (1) year of experience in referring clients to service providers of job readiness services.</b></p> <p>The experience must have been obtained within the last five (5) years prior to bid closing</p> <p>Job readiness services are defined as specialized employment services to prepare offenders for employment and includes vocational testing, job coaching, resume writing, skills upgrading and job placement</p> <p>Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"><li>1. where (Organization/Company name and address);</li><li>2. when (start and end dates of the engagement);</li><li>3. how the stated experience was obtained (details about the work performed by the Proposed Resource (Individual) during the engagement);</li><li>4. a reference</li></ol>	
<b>M5</b>	<p><b>The Bidder's proposed resource (s) (Individual) must have a minimum of six (6) months of experience in</b></p>	



	<p>maintaining statistics on the outcome of job readiness services within the last five years (5) prior to bid closing.</p> <p>Job readiness services are defined as specialized employment services to prepare offenders for employment and includes vocational testing, job coaching, resume writing, skills upgrading and job placement.</p> <p>Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"> <li>1. where (Organization/Company name and address);</li> <li>2. when (start and end dates of the engagement);</li> <li>3. how the stated experience was obtained (details about the work performed by the Proposed Resource (Individual) during the engagement); and</li> <li>4. a Reference.</li> </ol>	
--	--	--

**1.2 Point Rated Technical Criteria**

The Organization / Proposed Resource (Individual) will be rated as follows:

No	Rated Technical Criteria	Maximum Points	Score
<b>R1</b>	<p>Points will be awarded for additional years of experience in providing employment services in excess of the two (2) years required under mandatory requirement M1 <b>(Organization)</b>.</p> <p>Employment services include:</p> <ul style="list-style-type: none"> <li>- Job Club;</li> <li>- Resumé writing;</li> <li>- Interview skills</li> <li>- Job Search skills</li> <li>- Career planning</li> </ul> <p>0 points          Less than 24 months            5 Points          25 to 36 months            10 Points        37 to 48 months            15 Points        49 to 60 months            20 Points        61 months or more</p> <p>Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"> <li>1. where (client name and address)</li> <li>2. when (start and end dates of the engagement)</li> <li>3. how the stated experience was obtained (details about the work performed by the Organization during the engagement)</li> <li>4. a reference.</li> </ol>	<b>20 Points</b>	
<b>R2</b>	<p>Points will be awarded for additional years of experience in providing employment services to persons with multiple barriers to employment (persons with mental or physical disabilities, persons with low income or literacy or with an educational deficit, aboriginals, persons from different ethnocultural groups, persons with a criminal record) in</p>	<b>20 Points</b>	



	<p>excess of the one (1) year required under mandatory requirement M2 <b>Proposed Resource (Individual)</b>.</p> <p>Employment services include:</p> <ul style="list-style-type: none"> <li>- Job Club;</li> <li>- Resumé writing;</li> <li>- Interview skills</li> <li>- Job Search skills</li> <li>- Career planning</li> </ul> <p>0 points            Less than 12 months  5 Points            13 to 24 months  10 Points           25 to 36 months  15 Points           37 to 48 months  20 Points           49 months or more</p> <p>Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"> <li>1. where (Organization/Company name and address)</li> <li>2. when (start and end dates of the engagement)</li> <li>3. how the stated experience was obtained (details about the work performed by the Organization during the engagement)</li> <li>4. a reference.</li> </ol>		
<p><b>R3</b></p>	<p>Points will be awarded for additional years of experience in developing employment opportunities through partnerships with potential employers in excess of the one (1) year required under mandatory requirement M3 <b>Proposed Resource (Individual)</b>.</p> <p>0 Points            Less than 12 months  5 Points            13 to 24 months  7.5 Points           25 to 36 months  10 Points           37 or more</p> <p>Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"> <li>1. where (Organization/Company name and address)</li> <li>2. when (start and end dates of the engagement)</li> <li>3. how the stated experience was obtained (details about the work performed by the Organization during the engagement)</li> <li>4. a reference.</li> </ol>	<p><b>10 Points</b></p>	
<p><b>R4</b></p>	<p>Point will be awarded for additional years of experience in referring clients to service providers of job readiness services in excess of the one (1) year required under mandatory requirement M4 <b>Proposed Resource (Individual)</b>.</p> <p>Job readiness services are defined as specialized employment services to prepare offenders for employment and includes vocational testing, job coaching, resume writing, skills upgrading and job placement.</p>	<p><b>10 Points</b></p>	



	<p>0 Points      Less than 12 months 5 Points      13 months to 24 months 7.5 Points    25 months to 36 months 10 Points     37 months or more</p> <p>*Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"> <li>1. where (Organization/Company name and address)</li> <li>2. when (start and end dates of the engagement)</li> <li>3. how the stated experience was obtained (details about the work performed by the Organization during the engagement)</li> <li>4. a reference.</li> </ol>		
<p><b>R5</b></p>	<p><b>Organization:</b> Points will be awarded for months of experience in providing employment services to persons with a criminal record.</p> <p>Employment services include:</p> <ul style="list-style-type: none"> <li>- Job Club;</li> <li>- Resumé writing;</li> <li>- Interview skills</li> <li>- Job Search skills</li> <li>- Career planning</li> </ul> <p>0 Points      Less than 6 months 2.5 Points    7 to 12 months 5 Points      13 or more</p> <p>*Bidders should provide, at a minimum, complete details as to:</p> <ol style="list-style-type: none"> <li>1. where (client name and address)</li> <li>2. when (start and end dates of the engagement)</li> <li>3. how the stated experience was obtained (details about the work performed by the Organization during the engagement)</li> <li>4. a reference.</li> </ol>	<p><b>5 Points</b></p>	
<p><b>R6</b></p>	<p><b>Proposed Resource (Individual):</b> Points will be awarded for the completion of training (courses or workshops) in the provision of employment services to those facing many obstacles to employment in the <b>ten (10) years</b> prior to the bid closing date.</p> <p>Employment services include:</p> <ul style="list-style-type: none"> <li>- Job Club;</li> <li>- Resumé writing;</li> <li>- Interview skills</li> <li>- Job Search skills</li> <li>- Career planning</li> </ul> <p>0 Points      0 course or workshop 2.5 Points    1 course or workshop</p>	<p><b>5 Points</b></p>	



	5 Points      2 courses or workshops  For all training indicated, Bidders should provide the following information, at a minimum: 1. The name of the course or workshop; 2. The name of the academic institution or training provider; 3. The date the training was completed; 4. A short description of the training content.		
<b>TOTAL TECHNICAL EVALUATION SCORE</b>		<b>/70</b>	
Maximum Points Available		70 Points	
Minimum Score Required to be Compliant is 60%		42 Points	

To be considered further, proponents must achieve a minimum scoring of forty two (42) out of the seventy (70) points available for the rated technical criteria as specified above.  
No further consideration will be given to proponents not achieving the pass mark of forty two (42) points.

---