



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Unit via e-post Connect/l'Unité de
réception des soumissions de Travaux publics et
Services gouvernementaux Canada (TPSGC)
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services 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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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 annexes
ci-jointes, les biens, services et construction énumérés
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet CORCAN Employment Services	
Solicitation No. - N° de l'invitation 21C31-188959/A	Date 2020-07-21
Client Reference No. - N° de référence du client 21120-18-2698959	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-144-38325	
File No. - N° de dossier 144zh.21C31-188959	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-08-14	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lepage, Marie-C	Buyer Id - Id de l'acheteur 144zh
Telephone No. - N° de téléphone (613) 858-8637 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA Plusieurs, voir les documents ci-joints LAVAL Quebec H7C1S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Training and Specialized Services Division/Division de la
formation et des services spécialisés
Terrasses de la Chaudière 5th Floor
Terrasses de la Chaudière 5e étage
10 Wellington Street,
10, rue Wellington,
Gatineau
Québec
K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	5
PART 2 - BIDDER INSTRUCTIONS	6
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2 SUBMISSION OF BIDS.....	6
2.3 FORMER PUBLIC SERVANT.....	6
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	7
2.6 BIDDERS' TELECONFERENCE	7
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	9
3.1 BID PREPARATION INSTRUCTIONS	9
SECTION I: TECHNICAL BID	9
SECTION II: FINANCIAL BID.....	9
SECTION III: CERTIFICATIONS AND ADDITIONAL INFORMATION.....	10
ATTACHMENT 1 TO PART 3	11
PRICING SCHEDULE	11
ATTACHMENT 2 TO PART 3.....	12
CERTIFICATIONS AND ADDITIONAL INFORMATION	12
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	13
4.1 EVALUATION PROCEDURES.....	13
4.1.1 PHASED BID COMPLIANCE PROCESS	13
4.1.2 TECHNICAL EVALUATION	16
4.1.3 MANDATORY TECHNICAL CRITERIA.....	17
4.1.4 INDIGENOUS OPPORTUNITY CONSIDERATIONS OPTIONAL POINT RATED CRITERIA	17
4.1.5 FINANCIAL EVALUATION.....	17
4.2 BASIS OF SELECTION.....	19
ATTACHMENT 1 TO PART 4.....	20
MANDATORY TECHNICAL EVALUATION CRITERIA	20
ATTACHMENT 2 TO PART 4.....	25
INDIGENOUS OPPORTUNITY CONSIDERATIONS OPTIONAL POINT RATED CRITERIA	25
PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION	28
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....	29
6.1 SECURITY REQUIREMENTS	29
6.2 SECURITY SPONSORSHIP.....	29
6.3 INSURANCE	29

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

PART 7 - RESULTING CONTRACT CLAUSES	30
7.1 STATEMENT OF WORK.....	30
7.2 STANDARD CLAUSES AND CONDITIONS.....	30
7.3 SECURITY REQUIREMENTS	30
7.4 TERM OF CONTRACT	31
7.5 AUTHORITIES	32
7.6 PAYMENT	33
7.7 INVOICING INSTRUCTIONS	34
7.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	35
7.9 APPLICABLE LAWS.....	35
7.10 PRIORITY OF DOCUMENTS	36
7.11 INSURANCE	36
7.12 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	36
7.13 DISPUTE RESOLUTION.....	36
ANNEX A	37
STATEMENT OF WORK	37
ATTACHEMENT 1 TO ANNEX A.....	50
QUEBEC REGION DISTRICTS / SECTORS GEOGRAPHICAL JURISDICTION.....	50
ATTACHMENT 2 TO ANNEX A	51
CORRECTIONAL SERVICES CANADA INSTITUTIONS, PAROLE OFFICES AND COMMUNITY CORRECTIONAL CENTRES (CCCs) OF CORRECTIONAL SERVICES CANADA FOR THE QUEBEC REGION	51
ATTACHEMENT 3 TO ANNEX A.....	52
REQUEST FOR CREATION, CANCELLATION OR MODIFICATION OF NETWORK ACCOUNT (CSC/SCC 1224).....	52
ATTACHEMENT 4 TO ANNEX A.....	53
APPLICATION FOR OMS/RADAR ACCOUNT (CSC/SCC 1325)	53
ANNEX B	54
BASIS OF PAYMENT	54
ANNEX C	62
SECURITY REQUIREMENTS CHECK LISTS (SRCL)	62
ANNEX D	68
INDIGENOUS EMPLOYEE CERTIFICATION	68

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, the Certifications and Additional information, the Mandatory Technical Evaluation Criteria, the Indigenous Opportunity Considerations Optional Point Rated, the Quebec Region Districts / Sectors Geographical Jurisdiction, Correctional Service of Canada Institutions, Parole Offices and Community Correctional Centres (CCC) list for the Quebec Region, the Request for Creation, Cancellation or Modification of Network Account (csc/scc 1224) and the Application for OMS/Radar Account (csc/scc 1325).

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklists (SRCL) for Location no.1: Contractor's Facility and Location no.2: Parole Offices and Community Correctional Centres (CCC) and the Indigenous Employee Certification.

1.2 Summary

- a) Correctional Service of Canada (CSC), CORCAN, Quebec Region, is seeking qualified contractors to provide employment and employability services, in French and English, to federally sentenced offenders, released under supervision into the community. Services may commence while the offender is still incarcerated in preparation for their release. The objective is to help offenders secure employment in the community.
- b) Employment and employability services are required in the Quebec Region in the following 14 sectors.
 - 1. Ville-Marie
 - 2. Maisonneuve
 - 3. Estrie
 - 4. Grandy
 - 5. Longueuil
 - 6. Trois-Rivières
 - 7. Rouyn-Noranda

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

8. Rimouski
9. Quebec
10. Outaouais
11. Laval
12. Laurentides
13. Lanaudière
14. Chicoutimi

- c) Canada will award 1 contract per sector. Therefore, up to 14 contracts may be awarded as a result of this Bid Solicitation.
- d) Bidders may bid on more than one (1) sector.
- e) For incarcerated offenders, delivery of services will take place in Correctional Service of Canada Institutions in the Quebec Region. For offenders released in the community under conditions, delivery of services must take place in the following locations:

Location no. 1: Contractor's facility if it meets the security requirement as detailed in Part 7 – Resulting Contract Clauses, section 7.3.1 Security Requirements for Location no.1.

and/or

Location no. 2: Correctional Service of Canada Parole Offices and Community Correctional Centres (CCC) in the Quebec Region as detailed in Attachment 2 to Annex A – Statement of Work.

- f) The contract(s) period will be for one (1) year with the irrevocable option to extend the contract by 3 periods of one-year each.

1.2.1 Security Requirements

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses, section 7.3 Security Requirements. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2.2 Security Sponsorship

Bidders may request that the Contracting Authority consider security sponsorship of their candidacy. This request may be made at any time before or after bid closing by sending the request to the Contracting Authority at the following email address: marie-claude.lepage@pwgsc-tpsgc.gc.ca. If sponsorship is anticipated, the Bidder is encouraged to contact the Contracting Authority as soon as possible so that the process can be started. For additional information, consult Part 6 - Security, Financial and Other Requirements.

1.2.3 Trade Agreements

This procurement is not subject to the provisions of the National or International Trade Agreements.

1.2.4 Comprehensive Land Claim Agreements (CLCA)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

- a) James Bay and Northern Quebec Agreement;
- b) Northeastern Quebec Agreement;
- c) Nunavik Inuit Land Claims Agreement; and
- d) Eeyou Marine Region Land Claims Agreement.

As part of Canada's commitment to support its First Nations population, this procurement contains optional point rated criteria's that aims to provide opportunity to Indigenous Businesses in consideration to the Comprehensive Land Claims Agreement (CLCA) holders.

1.2.5 Bidder's conference

There is an optional bidders' teleconference associated with this requirement. For more details, please consult Part 2 – Bidder Instructions.

1.2.6 Federal Contractors Program

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information and Part 7 - Resulting Contract Clauses.

1.2.7 Epost Connect

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit **via e-post Connect** by the date and time indicated on page 1 of the bid solicitation. Bidders must refer to Part 2 - Bidder Instructions and Part 3 - Bid Preparation Instructions, of the bid solicitation, for further information.

1.2.8 Phased Bid Compliance Process (PBCP)

The Phased Bid Compliance Process applies to this requirement.

1.3 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

PART 2 - BIDDER INSTRUCTIONS

2.1 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 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.

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](#) (2020-05-28) 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: 60 days
Insert: 120 days

2.2 Submission of Bids

- a) Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit **via e-post Connect** by the date and time indicated on page one of the bid solicitation.

Note: For bidders needing to register with epost Connect the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca.

Interested Bidders must register a few days prior to solicitation closing date.

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

- b) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required in the Attachment 2 to Part 3 - Certifications and additional information form 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar 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.

2.5 Applicable Laws

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

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

2.6 Bidders' Teleconference

A bidders' teleconference will be held on July 29, 2020 and will begin at 1:30 pm EDT.

The purpose of this teleconference is to provide the overview of the model of Basis of Payment outlined in Annex B as well as the Pricing Schedule in Attachment 1 of Part 3 - Bid Preparation Instructions. It is recommended that bidders who intend to submit a bid attend the teleconference or identify a representative.

Bidders are requested to confirm attendance by email to the Contracting Authority at: marie-claude.lepage@pwgsc-tpsgc.gc.ca no later than July 28, 2020.

The email confirmation should include the name of those who will attend the teleconference and concerns they wish to see addressed in regards to the Basis of Payment outlined in Annex B and the Pricing Schedule in Attachment 1 of Part 3 - Bid Preparation Instructions.

The Contracting Authority will forward a reply email to all Bidders who will have confirmed their attendance with the information to connect to the teleconference.

Any clarifications or changes to the bid solicitation resulting from the bidders' teleconference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

2.7 Bid Challenge and Recourse Mechanisms

Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

a) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

- Canadian International Trade Tribunal (CITT)
- b) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

a) Epost Connect Bid Submission

Canada requires that the Bidder submit their electronic bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

- i. Section I: Technical Bid
- ii. Section II: Financial Bid
- iii. Section III: Certifications

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

For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#transmission-by-facsimile>

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

- a) Bidders must submit their financial bid in accordance with the Pricing Schedule in Attachment 1 to Part 3.
- b) Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- c) When preparing their financial bid, Bidders should review:
 - i. The notes to Bidders of Attachment 1 to Part 3 – Pricing Schedule;
 - ii. Clause 4.1.5, Financial Evaluation, of Part 4 – Evaluation Procedures and Basis of Selection; and
 - iii. Article 7.6, Payment, of Part 7 - Resulting Contract Clauses.

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, please select the associated fields in the PDF fillable form under Attachment 2 to Part 3 – Certification and Additional Information.

If the fields in the fillable form under Attachment 2 to Part 3 – Certification and Additional Information are not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications and Additional Information

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

- a) Bidders must complete their Certifications and Additional Information by using the PDF fillable form in Attachment 2 to Part 3 - Certifications and Additional Information;
- b) Bidders should complete the interactive form electronically before printing the document for submission. Bidders should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications; and
- c) The form should be signed.

3.1.2 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- a) As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding and Information Technology security 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 must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 1 TO PART 3

PRICING SCHEDULE

Bidders must submit a financial bid that must contain a Firm All-Inclusive Price per offender in Canadian dollars, excluding applicable taxes, for each sector where they can provide employment and employability services.

Bidders must submit their financial bid in accordance with the Pricing Schedule Excel Spreadsheet in Attachment 1 to part 3 – Pricing Schedule and include it in its financial Bid once completed.

If the Bidder adds any conditions or makes changes to the pricing schedule, the Bidder's financial Bid will be declared non-responsive.

Note to all Bidders:

The Firm All-Inclusive Price per Offender must cover all the cost incurred to deliver the services as described in Annex A – Statement of work. These costs include, but are not limited to resources and replacements, equipment, travel and living cost and all other administrative costs incurred.

For Bidders who will use Location no.1: Contractor's facility to deliver services, they must include in their Firm All-Inclusive Price per Offender all utility costs incurred such as, but not limited to, electricity, heat, telephone and internet.

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 2 TO PART 3

CERTIFICATIONS AND ADDITIONAL INFORMATION

See attached PDF fillable Form:
Attachment 2 to Part 3 – Certifications and Additional Information.pdf

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria. Canada will use the Phased Bid Compliance Process described below.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Phased Bid Compliance Process

4.1.1.1 (2019-12-01) General

- a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives 4 or fewer Bids by the bid solicitation closing date.
- b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion.

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

4.1.1.2 (2019-12-01) Phase I: Financial Bid

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

- h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

4.1.1.3 (2019-12-01) Phase II: Technical Bid

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

accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.

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

4.1.1.4 (2019-12-01) Phase III: Final Evaluation of the Bid

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

4.1.2 Technical Evaluation

4.1.2.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the

bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o Contracts all signed by A and B in joint venture, or
- o Contracts signed by A and contracts signed by A and B in joint venture, or
- o Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.3 Mandatory Technical Criteria

This procurement includes Mandatory Technical Criteria. Refer to Attachment 1 to Part 4.

The Phased Bid Compliance Process will apply to all Mandatory Technical Criteria.

4.1.4 Indigenous Opportunity Considerations Optional Point Rated Criteria

This procurement includes optional point rated criteria for Indigenous businesses and those who will employ Indigenous employees in carrying out the services. Refer to Attachment 2 to Part 4.

The Phased Bid Compliance Process will apply to all Indigenous Opportunities Considerations optional point-rated criteria.

4.1.5 Financial Evaluation

Bidders must submit a financial bid that must contain a Firm All-Inclusive Price per offender in Canadian dollars, excluding applicable taxes, for each sector where they can provide employment and employability services. Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

For bid evaluation and Contractor selection purposes, each Bidder will have a total evaluated price calculated for each sector it submitted a Bid. The total evaluated price will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

For all technically responsive bids for which a Firm All-Inclusive Price per offender is proposed, the financial evaluation to determine the lowest total evaluated price will be carried out in accordance with the following steps:

Step 1: Highest optional technical rating

- a) In each sector, when one or more bidders have provided a bid to the optional point-rated criteria, Canada will identify the technical responsive bid with the highest optional technical rating.
- b) If the technically responsive bid in (a) has the lowest total evaluated price for the sector, the financial evaluation will be completed and this bid will be recommended for award of a contract for the sector.
- c) If the technically responsive bid in (a) has not the lowest total evaluated price for the sector, Canada will continue its financial evaluation as per step 2 and 3.
- d) When no bid to the optional point-rated criteria have been submitted by the technically responsive bidders for a sector, Canada will complete its financial evaluation as per step 2 and the award of the contract will be recommend to the lowest total evaluated price.

Step 2: Lowest total evaluated price

- a) In each sector, Canada will determine the lowest total evaluated price among all technically responsive bids, including the responsive bids that did not obtain the highest optional technical rating.

Step 3: Highest optional technical rating versus Lowest total evaluated price

- a) In each sector, Canada will compare the total evaluated price of the highest optional technical rating bid in step 1 (a) with the bid determined as the lowest total evaluated price in step 2 (a).
- b) If the total evaluated price of the responsive bid with the highest optional technical rating in step 1 (a) does not exceed 10% of the responsive bid with the lowest total evaluated price in step 2 (a), the bid with the highest optional technical rating will be considered as the lowest total evaluated price for the sector and will be recommended for award of a contract.
- c) If the total evaluated price of the responsive bid with the highest optional technical rating in step 1 (a) exceeds 10% of the bid with the lowest total evaluated price in step 2 (a), the bid with the lowest total evaluated price will be recommended for award of a contract.

Scenario 1:

For the Chicoutimi sector, Canada received 3 responsive bids: Bidder 1, Bidder 2 and Bidder 3.

Bidder 1 submitted a bid to the mandatory technical criteria and the optional point-rated criteria and obtained 5 points. Bidder 1 total evaluated price is \$100,000.00.

Bidder 2 submitted a bid to the mandatory technical criteria and the optional point rated criteria. Bidder 2 obtained 10 points and is identified as the highest optional technical rating bid for that sector. Bidder 2 total evaluated price is \$80,000.00.

Bidder 3 submitted a bid only to the mandatory technical criteria. Bidder 3 total evaluated price is \$75,000.00 and is determined as the lowest total evaluated price for that sector.

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

For the purpose of the financial evaluation, Canada will determine if the total evaluated price for Bidder 2, who has the highest optional technical rating, does not exceed 10% of the total evaluated price for Bidder 3, who has the lowest total evaluated price.

$\$75,000.00 + 10\% = \$82,500.00.$

In this scenario, Bidder 2 is recommended for award of a contract for the Chicoutimi sector because he has obtained the highest optional technical rating and its total evaluated price doesn't exceed 10% of the lowest total evaluated price for that sector.

Scenario 2:

For the Ville-Marie sector, Canada received 3 responsive bids: Bidder 1, Bidder 2 and Bidder 3.

Bidder 1 submitted a bid to the mandatory technical criteria and the optional point rated criteria and obtained 5 points. Bidder 1 total evaluated price is \$100,000.00.

Bidder 2 submitted a bid to the mandatory technical criteria and the optional point rated criteria. Bidder 2 obtained 10 points and is identified as the highest optional technical rating bid for that sector. Bidder 2 total evaluated price is \$90,000.00.

Bidder 3 submitted a bid only to the mandatory technical criteria. Bidder 3 total evaluated price is \$75,000.00 and is determined as the lowest total evaluated price for that sector.

For the purpose of the financial evaluation, Canada will determine if the total evaluated price for Bidder 2, who has the highest optional technical rating, does not exceed 10% of the total evaluated price for Bidder 3, who has the lowest total evaluated price.

$\$75,000.00 + 10\% = \$82,500.00.$

In this scenario, Bidder 3, who has the lowest total evaluated price, is recommended for award of a contract for the Ville-Marie sector as the Bidder that obtained the highest optional technical rating has a total evaluated price that exceed 10% of the lowest total evaluated price for that sector.

4.2 Basis of Selection

- a) To be declared responsive, a bid must comply with all the requirements of the bid solicitation and meet all mandatory technical criteria; and
- b) For each sector, the responsive bid with the lowest evaluated price or the highest rating technical bid with an evaluated price not exceeding 10 % of the total lowest evaluated price will be recommended for award of a contract. If a Bidder is recommended for award of a contract in more than one sector, only one contract will be awarded which will combine all sectors concerned.

ATTACHMENT 1 TO PART 4

MANDATORY TECHNICAL EVALUATION CRITERIA

The bid must meet the mandatory technical criteria specified below. The Bidder must provide for each of the proposed resources the necessary documentation to support compliance to each requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive.

Each mandatory technical criterion should be addressed separately.

	Mandatory Technical Criteria	Instructions to Bidders
MT.1	<p>Resources and location (see Annex A – Statement of Work, section 4.0 – Requirements, section 4.1 Tasks, section 5.0 Deliverables and Section 6.2 - Location of services for offenders on conditional release in the community)</p> <p>The Bidder must propose a minimum of one Employment Services Coordinator for each sector for which the Bidder is submitting a bid.</p> <p><i>Note 1: The same resource may be proposed for up to 2 sectors only.</i></p> <p>Also, for each sector for which the Bidder is submitting a bid, the Bidder must indicate the location that he will use to deliver services to offenders on conditional release in the community.</p> <p>The Quebec Region sectors are as follow:</p> <ol style="list-style-type: none"> 1. Ville-Marie; 2. Maisonneuve; 3. Estrie; 4. Granby; 5. Longueuil; 6. Trois-Rivières; 7. Rouyn-Noranda; 8. Rimouski; 9. Quebec; 10. Outaouais; 11. Laval; 12. Laurentides; 13. Lanaudière; and 14. Chicoutimi 	<p>The Bidder must demonstrate compliance by providing the following:</p> <ol style="list-style-type: none"> 1) For each sector for which the Bidder is submitting a bid, the Bidder must provide: <ol style="list-style-type: none"> a) The name of each individual and the sector for which the resource is being proposed as the Employment Services Coordinator. Refer to <i>Nota 1</i> in the left column. <p>AND</p> b) The name of the location(s) that would be used to deliver the services. Refer to <i>Note 2</i> in the left column.

	Mandatory Technical Criteria	Instructions to Bidders
	<p>The locations that must be used to deliver services to offenders on conditional release in the community are as follow:</p> <p>a) Location no.1: Contractor's Facility and/or</p> <p>b) Location no.2: Parole offices and Community Correctional Centres (CCCs) of Correctional Services Canada</p> <p><i>Note 2: A combination of location a) and b) is acceptable.</i></p>	
MT.2	<p>Experience in employment and employability evaluations (see Annex A – Statement of Work, section 5.0 – Deliverables, phase no.1 - Evaluation)</p> <p>The Bidder must demonstrate that each of the proposed resources in MT1, for each sector, has delivered a minimum of three (3) employment and employability evaluations, in the last five (5) years, to individuals in any of the following categories:</p> <p>a) Offenders; or b) Ex-offenders; or c) Individuals with criminal record.</p> <p>At a minimum, each of the three (3) delivered employment and employability evaluations must have addressed the following topics:</p> <p>a) Assessment of the individual's requirements to prepare their entry into the workplace; b) Validation of work experience and interview skills; and c) Confirmation of employment interests.</p> <p>Even if a resource has been proposed for 2 sectors, the Bidder does not have to provide more than three (3) evaluations to demonstrate that the resource meet this criteria.</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For each of the proposed resources in MT.1 for each sector, the Bidder must provide the following:</p> <p>a) Name of each client organization for which the three (3) employment and employability evaluations were delivered;</p> <p>AND</p> <p>b) Location of the delivery of each of the three (3) employment and employability evaluations (Municipality/Town and Province/State);</p> <p>AND</p> <p>c) Date of completion of each of the three (3) employment and employability evaluations (month/year);</p> <p>AND</p> <p>d) Detailed description of each of the three (3) employment and employability evaluations to demonstrate it meets the requirements listed in the left column.</p>

	Mandatory Technical Criteria	Instructions to Bidders
	<p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	
<p>MT.3</p>	<p>Experience in developing and carrying out employment action plans (see Annex A – Statement of Work, section 5.0 – Deliverables, section 4.1 Tasks (k), and Phase no. 1, Evaluation)</p> <p>The Bidder must demonstrate that each of the proposed resources in MT1, for each sector, have developed and carried out three (3) employment action plans, within the last five (5) years to individuals in any of the following categories:</p> <ul style="list-style-type: none"> a) Offenders; or b) Ex-offenders; or c) Individuals with criminal record. <p>At a minimum, each of the three (3) employment action plans must have included the following topics:</p> <ul style="list-style-type: none"> a) Work experience of the individual; b) Methods proposed to the individual to find a job i.e. Internet, phone calls to employers, job workshop, etc.; c) Availability of the individual résumé; d) Individual means of transportation to attend job interviews, including transportation constraints; e) Frequency of follow-ups meeting with the individual; and f) Summary of communication exchange with the individual Parole Officer or other officials involved in the individual employment process. <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For each of the proposed resources in MT1 for each sector, the Bidder must provide the following:</p> <ul style="list-style-type: none"> a) Name of each client organization for which each of the three (3) action plans was developed and carried out; <p>AND</p> <ul style="list-style-type: none"> b) Period of services delivery of each of the three (3) action plans (month/year to month/year); <p>AND</p> <ul style="list-style-type: none"> c) Detailed description of each of the three (3) action plans to demonstrate it meets the requirements listed in the left column.

	Mandatory Technical Criteria	Instructions to Bidders
MT.4	<p>Experience in providing job-search support (see Annex A – Statement of Work, section 4.1 - Tasks (a), (b), (c), (d), (f) and (g)).</p> <p>The Bidder must demonstrate that each of the proposed resources in MT1 for each sector, have provided job-search support within the last five (5) years to three (3) individuals in any of the following categories:</p> <ul style="list-style-type: none"> a) Offenders; or b) Ex-offenders; or c) Individuals with criminal record. <p>At the minimum, the job-search support to the three (3) individuals must have included the following:</p> <ul style="list-style-type: none"> a) Assistance with résumé preparation; and b) Presentation of available jobs. <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For each of the proposed resources in MT1 for each sector, the Bidder must provide the following:</p> <ul style="list-style-type: none"> a) Name of each client organization for which the job-search support was provided to each of the three (3) individuals; <p>AND</p> <ul style="list-style-type: none"> b) Period of services delivery to each of the three (3) individuals (month/year to month/year); <p>AND</p> <ul style="list-style-type: none"> c) Detailed of the job-search support provided to each of the three (3) individuals to demonstrate it meets the requirements listed in the left column.
MT.5	<p>Experience in on the job interview to maintain employment (see Annex A – Statement of Work, section 4.1, Tasks (c), (d) and (e))</p> <p>The Bidder must demonstrate that each of the proposed resources in MT1, for each sector, have delivered on the job interviews within the last five (5) years to three (3) individuals in any of the following categories:</p> <ul style="list-style-type: none"> a) Offenders; or b) Ex-offenders; or c) Individuals with criminal record. <p>At a minimum, the on the job interviews must have included the following:</p> <ul style="list-style-type: none"> a) Responding to questions from the individual about their work environment and work guidelines; b) Assisting the individual with managing any inter personal conflict with others employees and/or officials, if applicable, 	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For each of the proposed resources in MT1 for each sector, the Bidder must provide the following:</p> <ul style="list-style-type: none"> a) Name of each of the three (3) individual's employer for which the on the job interview was completed; <p>AND</p> <ul style="list-style-type: none"> b) Location of the delivery of the on the job interview for each of the three (3) individuals (Municipality/Town and Province/State); <p>AND</p> <ul style="list-style-type: none"> c) Date of the on the job interview for each of the three (3) individuals (month/year); <p>AND</p>

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

	Mandatory Technical Criteria	Instructions to Bidders
	<p>c) Assisting the individual with applying for and preparing for any opportunity for promotion with the employer;</p> <p>d) Assisting the individual in transmitting requests for absence or adaption measures to other officials involved in the individual employment process; and</p> <p>e) Communication with the employer to determine the progress or challenges of the individual, including absenteeism, interpersonal relationship and performance.</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<p>d) Details on the on the job interview for each of the three (3) individuals to demonstrate it meets the requirements listed in the left column.</p>

ATTACHMENT 2 TO PART 4

INDIGENOUS OPPORTUNITY CONSIDERATIONS OPTIONAL POINT RATED CRITERIA

As part of Canada's commitment to support its First Nations population, this procurement contains optional point rated criteria's that aims to provide opportunity to Indigenous Businesses in consideration to the Comprehensive Land Claims Agreement (CLCA) holders.

Bidders may opt to demonstrate compliance with point-rated criteria OPR.1 and/or OPR.2 in their bids. We remind bidders that criteria OPR.1 and OPR.2 are not a mandatory requirement for this procurement process and is voluntary as determined by the Bidder.

Criteria OPR.1 and OPR.2 are worth a total of up to 15 points and will be applied only to those bids who provide all reference documentation to support compliance with these requirements.

For a bid to be assigned points for OPR.1 and/or OPR.2, Bidders must provide the requested information and documentation to demonstrate how they meet each criteria. Only material / documentation as part of the bid proposal will be considered.

Canada reserves the right to verify any information provided by the Bidder to demonstrate compliance with OPR.1 and/or OPR.2. Any untrue statements, whether made knowingly or unknowingly, may result in zero (0) point for the criteria and the Bidder may be eliminated from the bid process.

The successful Bidder that demonstrate compliance with criteria OPR.2 will be requested to submit the Employee Certification in Annex D, within 15 days following contract award and prior to each optional year, if exercised by Canada. Signed Annex D certifies the Contractor continuous engagement throughout the duration of the contract in employing Indigenous peoples in carrying out the services of the contract.

Canada recommends early engagement with Indigenous communities and businesses to help Bidders demonstrate compliance with criteria OPR.2. Early engagement will be beneficial in determining Indigenous business capacity for the procurement of these services.

The following list is provided to assist Bidder in the identification of Indigenous business capacity:

- a) Indigenous Business Directory (IBD) (searchable directory)
<https://www.sac-isc.gc.ca/rea-ibd>
- b) Canadian Council for Aboriginal Business
<https://www.ccab.com/>
- c) Union Gas
<https://www.uniongas.com/about-us/community/aboriginal/business-list>
- d) Indigenous Business and Investment Council
<https://www.bcibic.ca/>
- e) Canadian Aboriginal and Minority Supplier Council
www.camsc.ca

	Optional Point Rated Criteria	Instructions to Bidders	Points
OPR.1	<p>Indigenous Business</p> <p>The Bidder is making a proposal as an Indigenous Business. The Bidder must provide evidence of ownership and control of an Indigenous business or joint venture.</p> <p>Indigenous Business is defined as:</p> <p>a) A limited company with at least 51% of the company's voting shares beneficially owned by Indigenous peoples without a requirement for a minimum number of Indigenous employees;</p> <p>b) A cooperative controlled by Indigenous peoples where the majority of management board member must be Indigenous;</p> <p>c) A sole proprietorship of Indigenous company; or</p> <p>d) An Indigenous joint venture with at least a 51% Indigenous ownership.</p> <p><i>For the purpose of this criteria «Indigenous peoples » are First Nations, Metis and Inuit peoples.</i></p>	<p>In order to be assigned point, the Bidder must demonstrate compliance by providing:</p> <p>a) A proof of ownership and control of an Indigenous business or joint venture.</p> <p>Proof of ownership and control of an Indigenous business or joint venture can be demonstrated by provided at least two (2) of the following:</p> <ol style="list-style-type: none"> 1. Incorporation documents, shareholders' members' register; 2. Partnership agreements; 3. Joint venture agreements; 4. Business name registration; 5. Banking arrangements; 6. Governance documents; 7. Minutes of meetings of Board of Directors and Management Committees; or 8. Other legal documents demonstrating the ownership and control of the business. 	5 points
OPR.2	<p>Direct employment of Indigenous people in carrying out the work of the contract.</p> <p>The Bidder must demonstrate the number of Indigenous employees that are and/or will be employed in carrying out the services of the contract.</p> <p><i>For the purpose of this criteria «Indigenous peoples » are First Nations, Metis and Inuit peoples.</i></p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For each sector for which the Bidder is submitting a bid, the Bidder must provide the following:</p> <p>a) the number of Indigenous peoples that will be employed to deliver services;</p> <p>AND</p> <p>b) For each Indigenous people proposed in (a), for each sector, the Bidder must identify the</p>	<p>Employment of one (1) Indigenous person = 3 points</p> <p>Employment of two (2) to five (5) Indigenous persons = 5 points</p> <p>Employment of six (6) Indigenous</p>

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

	Optional Point Rated Criteria	Instructions to Bidders	Points
		specific position that will be occupied by the resource, for example, Employment Services Coordinator, administrative role, etc.	persons or more = 10 points

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

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 Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

Bidders must complete their certifications and additional information required under Part 5 by using the PDF form under Attachment 2 to Part 3 – Certifications and Additional Information.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1 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 7 - 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 requirements as indicated in Part 7 - 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 7 - Resulting Contract Clauses;
- e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section III Additional Information.

6.1.2 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.

6.1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Security Sponsorship

Bidders may request that the Contracting Authority consider security sponsorship of their candidacy to upgrade the Bidder to the next security level that is above their current security level or to seek initial DOS clearance. Such sponsorship is only available for one level of upgrade at a time. This request may be made at any time before or after bid closing by sending the request to the Contracting Authority at the following email address: marie-claude.lepage@pwgsc-tpsgc.gc.ca. If sponsorship is anticipated, the Bidder is encouraged to contact the Contracting Authority as soon as possible so that the process can be started. There is no need for the Bidder to wait for the solicitation to close before advising the Contracting Authority of the need to be sponsored.

6.3 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

7.2 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.

7.2.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4008](#) (2008-12-12), Personal Information, apply to and form part of the contract.

The following sections of [4008](#) (2008-12-12), Personal Information, are amended as follow:

- Delete Subsection 05 (h) and (i), Maintaining the Accuracy, Privacy and Integrity of Personal Information; and
- Delete Subsection 06 (a), (c) and (e) Safeguarding Personal Information;
- Delete Subsection 07 Appointment of Privacy Officer in its entirety;
- Delete Subsection 08 Quarterly Reporting Obligations in its entirety; and
- Delete Subsection 09 Threat and Risk Assessment in its entirety.

7.3 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

(For the purpose of this Bid Solicitation, the security requirements related to both locations have been inserted. At contract award, only the security requirements related to the Contractor's choice of location(s) for the delivery of services will be kept).

7.3.1 Security Requirements for Location 1: Contractor's Facility

- a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
- b) The Contractor personnel requiring access to PROTECTED information, assets or site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.

- c) The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CSP, 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).
- d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
- e) The Contractor must comply with the provisions of the:
 - i) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - ii) Industrial Security Manual (Latest Edition)

7.3.2 Security Requirements for Location 2: Correctional Services Canada Parole Offices and Community Correctional Centres (CCC)

- a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
- b) The Contractor personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
- c) The Contractor MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
- e) The Contractor must comply with the provisions of the:
 - i. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - ii. Industrial Security Manual (Latest Edition).

7.3.3 Contractor's Sites or Premises Requiring Safeguarding Measures

- a) 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:

(to be inserted at Contract Award)

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

- b) The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

The period of the Contract is from *(to be inserted at Contract Award)* to *(to be inserted at Contract Award)*

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

Inclusive.

7.4.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 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 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.

7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

(to be inserted at Contract Award, if applicable)

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marie-Claude Lepage
Supply Specialist
Public Works and Government Services Canada
Acquisitions Programs
Training and Specialized Services Division

Les Terrasses de la Chaudière
10 Wellington St, 5th Floor
Gatineau, Quebec K1A 0S5

Telephone: 613-858-8637
E-mail: marie-claude.lepage@tpsgc-pwgsc.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.

7.5.2 Project Authority

The CORCAN employment and employability Project Authority for the Contract is:

Michael K. Olotu
Senior Director, Operations
CORCAN -Correctional Service of Canada
National Headquarters, Ottawa

Telephone: 613 996 4530
E-mail: michael.olotu@csc-scc.gc.ca

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

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.

7.5.3 Contractor's Representative

(To be inserted at Contract Award)

7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Basis of Payment – Firm All-Inclusive Price per Offender

In consideration of the Contractor satisfactorily completing all of its obligations in accordance to Annex A - Statement of Work, the Contractor will be paid a Firm All-Inclusive Price per Offender in accordance with section 1.1 and 1.2 of the Basis of Payment in Annex B. Customs duties are included and Applicable Taxes are extra.

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

7.6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75% committed, or
- b) four months before the contract expiry date, or
- c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.6.3 Method of Payment

Canada will pay the Contractor upon completion and delivery of services in accordance with the schedule of payment and with the payment provisions of the contract, and if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions in section 7.7;
- b) all such documents have been verified by Canada; and
- c) the Work delivered has been accepted by Canada.

Payments will be made to the Contractor in accordance with the following schedule of payment:

Phases	Deliverables Refer to section 5.0 – Deliverables of Annex A – Statement of work	Payment
1	Initial assessment of the offender	25% of the Firm All-inclusive Price per Offender
2	The offender secures full-time employment for 30 consecutive days or the offender has accumulated 150 hours of employment over 30 consecutive days.	30% of the Firm All-inclusive Price per Offender
3	The offender maintains full-time employment for 45 consecutive days or the offender has accumulated 225 hours of employment over 45 consecutive days.	25% of the Firm All-inclusive Price per Offender
4	The offender maintains full-time employment for 60 consecutive days or the offender has accumulated 300 hours of employment over 60 consecutive days.	20% of the Firm All-inclusive Price per Offender

7.6.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(To be inserted at Contract Award, if applicable)

- a) Visa Acquisition Card;
- b) MasterCard Acquisition Card;
- c) Direct Deposit (Domestic and International);
- d) Electronic Data Interchange (EDI);
- e) Wire Transfer (International Only); and
- f) Large Value Transfer System (LVTS) (Over \$25M)

7.6.5 SACC Manual Clauses

- a) C0705C (2010-01-11), Discretionary Audit

7.7 Invoicing Instructions

- a) 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;
- b) Each invoice must be supported, as applicable, by the following:
 - i. Contract reference number;

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

- ii. Date of invoice;
 - iii. Invoice number;
 - iv. Contractor's name and address;
 - v. Contractor's Procurement Business Number;
 - vi. Name Offender;
 - vii. Offender Date of birth (Year/Month only);
 - viii. Contact Name, Address and Phone Number of the offender's Employer;
 - ix. Phase number completed and delivered in accordance with the schedule of payment in section 7.6.3;
 - x. Period of services delivery from YYYY/MM/DD to YYYY/MM/DD; and
 - xi. Number of consecutive day(s) or hour(s) of work accumulated by the offender (only in the case of invoice related to the delivery of Phase 2 to 4 of Annex A – Statement of Work, section 5.0 Deliverables).
- c) Invoices must be distributed as follows:
- i. The original must be forwarded, by email, to the Project Authority identified under the section entitled "Authorities" of the Contract, to the following address GEN-QUECORETABL@CSC-SCC.GC.CA for certification and payment; and
 - ii. One soft copy must be forwarded by email to the Contracting Authority identified under the section entitled "Authorities" of the Contract at the following email address: tpsgc.facturationzh-zhinvoicing.pwgsc@tpsgc-pwgsc.gc.ca. The Contract number and the Contracting Authority name must be entered in the subject line of the email.

7.8 Certifications and Additional Information

7.8.1 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.

7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9 Applicable Laws

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

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

7.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) the supplemental general conditions [4008](#) (2008-12-12) - Personal Information;
- c) the general conditions [2035](#) (2020-05-28) - Higher Complexity – Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check Lists; and
- g) the Contractor's bid dated _____, (*insert date of bid at contract award*).

7.11 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

7.12 Proactive Disclosure of Contracts with Former Public Servants

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

7.13 Dispute Resolution

- a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract;
- b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise;
- c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute; and
- d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

ANNEX A

STATEMENT OF WORK

1.0 TITLE

1.1 Objective

Correctional Service of Canada (CSC), CORCAN, Quebec Region, is seeking qualified contractors to provide employment and employability services, in English and French, to federally sentenced offenders, whether incarcerated or released under conditions into the community. The objective is to help offenders secure employment in the community.

1.2 Background

CORCAN is a key rehabilitation program of Correctional Service Canada (CSC) [<https://www.csc-scc.gc.ca/corcan/002005-0001-eng.shtml>].

The Employment and Employability Program (EEP) enables CORCAN to carry out its mission through initiatives such as vocational training, on-the-job training, the National Employability Skills Program and apprenticeship programs.

Offenders have access to a wide range of EEP programs from the beginning to the end of their federal sentence to provide them with the training and skills they need to find and maintain employment after their release into the community. EEP programs are integrated into the offender's correctional planning and assessment process, also known as the case management process.

CORCAN's community employment services (CES) consist of CSC staff members and service contractors who help offenders seek, secure and maintain employment after release. By working closely with case management teams and community service contractors, CORCAN is able to provide employment services for offenders referred to the EEP prior to their release and job placement services for already released offenders.

Offenders under CSC's jurisdiction eligible for CES are either:

- a) incarcerated, but within 60 days prior to their release on parole into the community. Incarcerated offenders are referred to the EEP at their intended release destination 60 days before their parole date so they can make use of employment services to secure employment in the community upon release; or
- b) under supervision in the community until their federal sentence expires, so that they can use employment services and secure employment in the community.

For each offender, CSC develops a case management strategy based on an individualized correctional plan that reflects their specific needs and risks. Offenders who may require special attention include, but are not limited to, young adults, seniors, Indigenous people, men and women of ethnocultural minorities, and offenders with mental health needs. When we provide opportunities tailored to these different profiles, the employment continuum is strengthened, which has a positive impact on offender reintegration.

CSC uses the Offender Management System (OMS), a database containing detailed information on offenders. CSC, the Parole Board of Canada (PBC) and CSC's contractors use the OMS to access and input information on offenders. Contract employment coordinators can access a specialized menu where

they can view offender data (limited to their need-to-know basis), as well as enter employment status information and Casework Records as required by Commissioner's Directive 735 (CD 735).

1.3 Definitions

The following technical terms are used in this Statement of Work:

Definitions	Abbreviations and Acronyms
Casework Record	CWR
Community Correctional Centres	CCC
Community Employment Services	CES
Community Parole Officer	CPO
Community Residential Facilities	CRF
Community Shelters	CS
Correctional Service Canada	CSC
Employability Correctional Intervention Board	ECIB
Employment and Employability Program	EEP
Employment Coordinator	EC
Institutional Parole Officer	IPO
Local Employment Centre	LEC
Offender Management System	OMS

2.0 REFERENCE DOCUMENTS

CSC Commissioner's Directive 735 (CD 735) <https://www.csc-scc.gc.ca/acts-and-regulations/735-cd-eng.shtml> is the enabling instrument that provides the legislative framework for offender opportunities to develop employability skills and acquire employment in preparation for reintegration into society. CD 735 applies to all stakeholders involved with offender employment and employability program assignments in the institutions and communities.

3.0 OVERVIEW OF SECTORS AND INSTITUTIONS — QUEBEC REGION

In Quebec, CSC operates both in major urban centres and in rural communities where there are correctional institutions (minimum, medium and maximum security), district offices, sector parole offices and community correctional centres (CCCs) where federal offenders live under supervision in the community.

Overall, in Quebec, CSC manages:

- a) 10 institutions (nine for men and one for women):
 - i. maximum security institutions,
 - ii. medium security institutions, and
 - iii. multi-level institutions;
- b) 2 district offices;
- c) 14 parole offices;
- d) 6 community correctional centres; and
- e) 1 mental health unit - Regional Reception Centre (Multi).

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

CSC also has partnerships through service contracts with non-governmental organizations. These organizations operate community residential facilities (CRF) and community shelters (CS) that provide accommodation, 24/7 supervision, counselling and programs to offenders supervised in the community. A healing lodge for Indigenous offenders is also operated by a community organization. The organization provides culturally relevant programs in a way that incorporates Indigenous values, traditions and beliefs.

For each district and sector in the Quebec Region, the geographical jurisdiction limit for which each parole office is responsible is detailed in Attachment 1 to Annex A - Statement of Work

The list of parole offices and CCCs of SCC for the Quebec Region that must be used to deliver services to offenders on conditional release in the community, is detailed in Attachment 2 of Annex A - Statement of Work.

4.0 SCOPE

The Contractor must facilitate the reintegration of offenders incarcerated in institutions 60 days prior to their conditionally released into the community, as well as offenders under supervision in the community, by responding to their employment and employability needs, preparing them to enter the workforce and providing them with early and stable employment opportunities in the community. These services include, but are not limited to, the following:

The Contractor must be responsible for supervising all Employment Coordinators (EC) and must ensure that they perform all tasks described in this Statement of Work.

The Contractor and ECs must apply CSC CD 735 — Employment and Employability Program (<https://www.csc-scc.gc.ca/acts-and-regulations/735-cd-eng.shtml>).

The Contractor and ECs must provide services to offenders in institutions and conditionally released into the community, Monday to Friday from 8:00 a.m. to 5:00 p.m., unless a special arrangement is made between the Contractor and the CORCAN employment and employability project authority, except for Canadian federal statutory holidays.

The Contractor must ensure that ECs meet the requirements of Section 13.0 Minimum mandatory competencies for Employment Coordinators. The CORCAN employment and employability project authority reserves the right to request proof from the Contractor that the resource meets the requirements listed in Section 13.0.

The Contractor must provide back-up ECs that meet the mandatory competencies set out in Section 13.0 Minimum mandatory competencies for Employment Coordinators to replace resources on sick leave, vacation or other types of leave.

The Contractor and ECs must input CSC OMS entries at sites that meet the information technology security requirements approved by the Industrial Security Sector of Public Services and Procurement Canada (PSPC). These sites are listed in Attachment 2 of Annex A — Statement of Work. In addition, OMS entries may be made at the Contractor's facility provided that the Contractor meets the information technology security requirements.

The Contractor must make available to ECs the list of locations in Attachment 2 of Annex A - Statement of Work that meet the workplace and information technology security requirements, which are to be used by ECs to provide services to offenders and make entries in the OMS.

The Contractor must coordinate access and/or deletion of EC accounts in the CSC OMS. The Contractor must send the completed *Request for creation, cancellation or modification of network account Form (CSC/SCC 1224)* and *Application for OMS-RADAR Form (CSC/SCC 1325)* to the CORCAN employment

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

and employability project authority to request the creation of a network account and an OMS account for an EC. The forms may be submitted by mail or electronically as long as the delivery method meets information technology security requirements. Only ECs with the required security clearance will receive OMS login information. Form CSC/SCC 1224 and form CSC/SCC 1325 can be found in Attachment 3 and 4 of Annex A - Statement of Work.

The Contractor must provide its ECs with all materials, equipment and other tools necessary to provide the services described in this Statement of Work, including a cell phone, vehicle and gas.

A Contractor who chooses to offer employment and employability services at Location 1, as described in Section 6.0 - Location of services, must provide offenders access to the following equipment for job search purposes:

- a) A telephone, so offenders can contact employers;
- b) A printer and/or photocopier, as well as paper for printing resumes, cover letters and/or portfolios; and
- c) A computer with high-speed Internet for jobs search purposes.

The Contractor must establish and maintain partnerships with government agencies, employment service contractors, provincial vocational training programs, including Indigenous organizations to ensure that they are aware of the EEP and specialized needs groups such as Indigenous people, women, ethnocultural minorities, individuals with mental health needs, young adults, and those over 50 years of age, in order to refer offenders with specialized needs to them. The Contractor must maintain a list of organizations and make this list available to its ECs at all times for the purpose of referring offenders to services.

The Contractor must also establish and maintain partnerships with the local contractor community for each of CORCAN's business lines (<https://www.csc-scc.gc.ca/corcan/index-eng.shtml>) to identify employment opportunities and trends in sectors with demand for labour. In addition, the Contractor must conduct marketing activities to ensure that contractors and community partners are aware of the EEP and are aware of offenders' availability for potential employment. The Contractor must participate in job fairs in the community and meet with potential employers to understand their needs and their desired employee profiles (e.g. Chamber of Commerce, employers' associations and the Centre de main-d'œuvre).

The Contractor must inform the Parole Officer (PO) by telephone of any urgent situations involving the referred offender, including matters related to public safety such as a breach of parole conditions.

4.1 Employment Coordinator (EC) tasks

The delivery of EEP services, including the support necessary to ensure offenders seek, secure and maintain employment, consists of a progressive intervention requiring four (4) phases of intervention as described in Section 5.0 - Deliverables. During each phase, the EC must interact with offenders on a regular basis, provide encouragement and support to cope with change, and provide, without being limited to, the following services:

- a) Provide assistance to offenders with respect to their educational training applications, financial and disability applications and critical documentation applications such as those for a birth certificate, social insurance number or driver's licence;
- b) Inform offenders of actual labour market conditions (regional and/or local);
- c) Support and coach offenders to join the workforce, to remain in it and/or to maintain employment, namely:

- i. Follow up with offenders by telephone or in person at intervals specified by the EC;
 - ii. Collect information from employers with respect to job progress, if available; and
 - iii. Ensure follow-up in order to foster job retention (for example through motivational interviews and employment and employability skills program sessions).
- d) Provide support and advice to offenders about job search strategies, namely:
- i. Direct offenders to relevant resources or specialized organizations;
 - ii. Direct offenders to available employment opportunities;
 - iii. Encourage/support offenders in their approach to employers; and
 - iv. Promote offenders to potential employers through available federal, provincial and local recruitment programs.
- e) Follow up on applications with potential employers to identify potential gaps or concerns;
- f) Provide services to help offenders write a résumé;
- g) Provide training sessions on preparing for a job interview;
- h) Collaborate with the offender's supervisor and/or PO throughout the EEP to inform them of progress made by the offender in securing employment;
- i) Communicate with the PO whenever the offender:
- i. fails to keep an appointment with a potential employer;
 - ii. quits the EEP;
 - iii. decides to leave the EEP in order to receive employment assistance; or
 - iv. secures or changes employment.
- j) Be available to discuss an offender's file with the case management team;
- k) Enter the action plan and updates regarding the offender in the OMS; and
- l) When an offender is referred more than once to the EEP, review the offender's employment and employability file and update their action plan in the OMS.

5.0 DELIVERABLES

The EC must carry out a progressive intervention with the offender, consisting of the four (4) phases described below. Studies show that offenders gainfully employed for over 30 consecutive days are three (3) times less likely to be reincarcerated for an offence. Phases 2, 3 and 4 below therefore aim to successfully reintegrate offenders in the community and to promote public safety. Thus, the CSC is relying on the EC's ability to engage with the offender so the latter may secure longer term employment.

Phase 1: Initial assessment

The EC must communicate with the offender referred to the EEP within 10 calendar days following the referral of the offender by the CSC in order to conduct an initial assessment interview aimed at:

- a) Collecting and verifying the needs of the offender to prepare their entry into a work environment;
- b) Validating the offender's work skills; and
- c) Confirming the offender's employment preferences.

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

If the offender has not yet been released on parole, the EC will conduct the initial interview at the correctional institution. If the offender is on parole in the community, the EC must perform the initial assessment in Location 1 or Location 2, as described in Section 6.0 - Location of Services. Whenever possible, the EC must conduct the assessment meeting in person to establish initial contact with the offender.

The initial assessment will include, without being limited to, the following tasks:

- a) Identifying and creating employment opportunities during the release period;
- b) Analyzing and assessing the offender's needs based on their level of education, job experience, skills, employment objectives and occupational interests;
- c) Determining requirements with respect to developing skills for functional independence: time management, team work, leadership, financial management, or any other skills necessary to secure and maintain employment;
- d) Identifying and defining the offender's job dynamics and issues (including 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; and
- e) Developing an action plan for each referred offender to address employment and employability needs.

The EC must provide the offender with appropriate orientation and groundwork that will make seeking, securing and maintaining employment successful. The interview may include the verification of résumés to ensure information such as references, the offender's contact information and communication methods is appropriate and up-to-date. In order to increase a chance of success, building on their own network, reach and service delivery experiences, the EC is required to outline sectors where the offender may be successful in seeking and gaining a job.

The EC must record a summary of the information obtained during the initial assessment by completing a Casework Record in the OMS within 10 calendar days following the date of the meeting.

Phase 1 can only be completed by an EC once per offender during their participation in the EEP. The EC must refer to the information recorded in the OMS to update the offender's action plan and continue interventions.

The PO will inform the EC whenever an offender is suspended or taken into custody. When the offender is suspended from the EEP for breach of conditions and temporarily reincarcerated until the Parole Board of Canada (PBC) renders a decision regarding their case, the employment and employability services provided by the EC must be suspended. If the offender is released, the EC can continue providing the services. However, if the offender's release is revoked, the offender's referral to the EEP will be cancelled.

Phase 2: Job placement for 30 consecutive days or 150 hours of employment accumulated over 30 consecutive days

For the purposes of this Statement of Work, 30 consecutive days are defined as 30 days worked without a break in service. This period includes weekdays and weekend days.

In the case of offenders working for an organization open from Monday to Friday, the 30-day period always includes weekend days as long as the offender continues working during the 30-day period.

This phase must be considered completed by the EC when the offender secures full-time employment (i.e. 37.5 hours of employment per week) or has accumulated 150 hours of employment over the 30-day period and maintains the employment without a break in service for 30 consecutive days. When it is necessary to count the number of days rather than the number of hours accumulated, at least

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

five (5) hours must have been worked to be included as a worked day in the 30 consecutive-day period. Periods of vacation or other leave cannot be included in this 30-day period.

Exception:

When an offender loses or leaves their employment 29 days or less following the date of placement, Phase 2 will be considered completed by the EC if, within seven (7) consecutive days following the loss of employment, the offender was able to find other employment. In that case, the break in service will not be taken into consideration, and the times worked in the two (2) employments are to be added.

Calculation examples for Phase 2:

The offender gets Job No.1 as a grocery clerk, starts working on March 9, 2020, and maintains that job until March 26, 2020, which is the equivalent of 18 consecutive days worked. On March 27, 2020, the offender is laid off. From March 30, 2020, to April 1, 2020, the EC works with the offender to find a new job. The offender gets Job No. 2 as a restaurant server. The offender starts working as a server on April 3, 2020, and maintains that job until April 14, 2020, which is equivalent to 12 consecutive days worked. The total number of days worked by the offender would be calculated as follows: 18 days worked in Job No. 1 + 12 days worked in Job No. 2 = 30 consecutive days worked.

Phase 3: Employment maintained over 45 consecutive days or 225 hours of employment accumulated over 45 consecutive days

For the purposes of this Statement of Work, 45 consecutive days are defined as 45 days worked without a break in service. This period includes weekdays and weekend days.

This phase must be considered completed by the EC when the offender maintains employment, either full-time (i.e. 37.5 hours or more of employment per week) or has accumulated 225 hours of employment over the 45-day period and maintains the employment without a break in service for 45 consecutive days. When it is necessary to count the number of days rather than the number of hours accumulated, at least five (5) hours must have been worked to be included as a worked day in the 45 consecutive-day period. Periods of vacation or other leave cannot be included in this 45-day period.

Exception:

When an offender loses or leaves their employment 45 days or less following the date of placement, Phase 3 will be considered completed by the EC if, within seven (7) consecutive days following the loss of employment, the offender was able to find other employment. In that case, the break in service will not be taken into consideration, and the times worked in the two (2) employments are to be added.

Calculation examples for Phase 3:

The offender gets Job No.1 as a grocery clerk, starts working on March 9, 2020, and maintains that job until April 9, 2020, which is the equivalent of 30 consecutive days worked. On April 10, 2020, the offender is laid off. From April 10, 2020, to April 17, 2020, the EC works with the offender to find a new job. The offender gets Job No. 2 as a restaurant server. The offender starts working as a server on April 18, 2020, and holds that job until May 3, 2020, i.e. the equivalent of 15 consecutive days worked. The total number of days worked by the offender would be calculated as follows: 30 days worked in Job No. 1 + 15 days worked in Job No. 2 = 45 consecutive days worked.

Phase 4: Employment maintained over 60 consecutive days or 300 hours of employment accumulated over 60 consecutive days

For the purposes of this Statement of Work, 60 consecutive days are defined as 60 days worked without a break in service. This period includes weekdays and weekend days.

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

This phase must be considered completed by the EC when the offender maintains full-time employment (37.5 hours or more of employment per week) or has accumulated 300 hours of employment over the 60-day period and maintains the employment without a break in service for 60 consecutive days. When it is necessary to count the number of days rather than the number of hours accumulated, at least five (5) hours must have been worked to be included as a worked day in the 60 consecutive-day period. Periods of vacation or other leave cannot be included in this 60-day period.

Exception:

When an offender loses or leaves their employment 59 days or less following the date of placement, Phase 4 will be considered completed by the EC if, within seven (7) consecutive days following the loss of employment, the offender was able to find other employment. In that case, the break in service will not be taken into consideration, and the times worked in the two (2) employments are to be added.

Calculation examples for Phase 4:

The offender gets Job No.1 as a grocery clerk, starts working on March 9, 2020, and maintains that job until April 9, 2020, which is the equivalent of 30 consecutive days worked. On April 10, 2020, the offender is laid off. From April 10, 2020, to April 17, 2020, the EC works with the offender to find a new job. The offender gets Job No. 2 as a restaurant server. The offender starts working as a server on April 18, 2020, and maintains that job until May 17, 2020, i.e. the equivalent of 30 consecutive days worked. The total number of days worked by the offender would be calculated as follows: 30 days worked in Job No. 1 + 30 days worked in Job No. 2 = 60 consecutive days worked.

If, while EC services are being delivered in Phase 2, 3 and 4, the offender moves to a residence located in another sector of Quebec Region and this sector is part of a contractual agreement with another service contractor, the Contractor responsible for this sector will be responsible for identifying an EC to continue the intervention with the offender. The EC must communicate with the offender's parole officer and the previous EC to ensure that the information on the offender's employment and employability is transferred to the new EC. Service delivery from the new EC will begin at Phase 2.

Exception to Phases 2, 3 and 4

In the case of a situation of force majeure, such as epidemic, pandemic, government-ordered closing of facilities, strike, natural disaster or other uncontrollable situations in which an offender could not continue their employment, the calculation of work days in Phase 2, 3 and 4 could be done without a gap in services, provided that the Contractor obtains written approval from the CORCAN employment and employability project authority.

6.0 LOCATION OF SERVICES

6.1 Incarcerated offenders

The Contractor and the ECs may provide services in the secure institution in which the offender is incarcerated. The list of institutions in Quebec Region can be found in Attachment 2 of Annex A – Statement of Work.

6.2 Offenders on conditional release in the community

The Contractor and the ECs must provide services to offenders on conditional release in the community in the following location(s):

a) Location 1: Contractor's facility

Location no.1 must meet the industrial security requirements of Public Works and Government Services Canada (PWGSC) for document safeguarding and information technology security in order to be used by the Contractor and the ECs to deliver services to offenders; and/or

b) Location 2: Parole offices and community correctional centres (CCCs) of CSC

If the Contractor and the ECs cannot meet the security requirements for Location 1, the Contractor and ECs must provide services in a parole office and/or a CCC listed in Attachment 2 of Annex A – Statement of Work, namely the closest one to the offender's supervisory jurisdiction. CSC will make arrangements with the CSC facilities in Quebec to inform them of the requirement to provide a space to ECs in order to provide services to the offender.

7.0 Estimated volume of offenders referred to the EEP – Quebec Region

The Contractor understands and acknowledges that the estimates regarding the offenders referred to the EEP given in the following table and entered by the Contractor in the OMS do not constitute a guarantee of work. Based on the following table, the Contractor must find ECs to provide employment and employability services to offenders in institutions and released in the community in the sectors in question.

Furthermore, the Contractor understands and acknowledges that the employment and employability services to be delivered to the offenders will be provided with the goal of obtaining a job placement. The Contractor must monitor the performance of their ECs in order to meet the objective of this contract.

Districts	Sectors	Estimated annual volume of offenders referred to the EEP
Montréal Metropolitan	Ville-Marie	260
	Maisonneuve	260
	Etrie	55
	Granby	40
	Longueuil	105
East/West Quebec	Trois-Rivières	40
	Rouyn-Noranda	15
	Rimouski	20
	Québec	165
	Outaouais	50
	Laval	90
	Laurentides	70
	Lanaudière	35
Chicoutimi	35	

8.0 Language of work

The Contractor must communicate in the offender's language of choice both orally and in writing, either English or French.

Canada reserves the right to evaluate the language proficiency of the EC throughout the period of the contract. Should Canada determine that the EC does not meet the language requirement, the Contractor must immediately replace the EC at no additional cost to Canada.

9.0 Support provided by CSC

- a) Weekly, the CORCAN employment and employability project authority will inform the Contractor by email of the names of inmates referred to the EEP.
- b) The CORCAN employment and employability project authority will provide an orientation session approximately 10 hours in length to the Contractor and the ECs based on the CORCAN employment and employability action plan, including the following subjects: OMS, CORCAN's employment and employability strategy, CSC's mandate and the mandate of the CSC Commissioner in the fields of offender employment and employability, as well as security procedures for delivering services at Location 1 and Location 2. All the expenses associated with the orientation session for the Contractor and the ECs will be at the Contractor's expense. These orientation sessions will take place in CSC facilities in the sector where service is being provided.

9.1 Access to institutions

CORCAN Employment and Employability Program staff will make trans-regional announcements and will take appropriate routine measures to ensure that the ECs identified by the Contractor obtain access to a CSC facility in the sector to receive services.

9.2 Recycled paper, supplies and equipment

CSC will provide recycled paper, office supplies and equipment, such as a computer with a high-speed Internet connection, a printer and/or a photocopier, and access to a telephone, when meetings with the offender take place in CSC facilities listed in Attachment 2 of Annex A – Statement of Work.

10.0 Constraints

10.1 Offender's accessibility needs

The Contractor must inform the CORCAN employment and employability project authority of employment-related constraints the offender may have resulting from a mobility issue, mental health issue and/or disability (visual, hearing, dexterity, learning, memory or any other disability) that has an impact on communication, during meetings with the EC and/or employers.

The CORCAN employment and employability project authority will work closely with the Contractor in order to adequately respond to the offender's accessibility needs.

10.2 Offender Management System (OMS)

- a) The information requested in OMS by ECs will be monitored and recorded in CSC databases, in particular:
 - i. Information on offenders' employment, which could may include the employment start and end date, employer name and type of employment;
 - ii. Information on employers, which may include business name, address, contact information and employment type;
 - iii. All information on offender referrals, in particular to employment services in the community and to job readiness service contractors; and
 - iv. Evolution of offenders' employment situation.

10.3 Tuberculosis screening

The Contractor and ECs who must enter CSC facilities listed in Attachment 2, Annex A – Statement of Work may, at the sole discretion of the Warden, be required to provide proof of and results of a tuberculin test within the past year for the purpose of CSC determining their TB infection status. All costs associated with the tuberculin test will be at the Contractor's expense.

10.4. CSC facilities

The Contractor and the ECs providing services to offenders in Location 2 from Section 6.0 – Service locations may lose access to the location because of situations of force majeure, such as epidemic, pandemic, closures of institutions ordered by the government, strike, natural disaster, etc.

10.5 Compliance with CSC policies

The Contractor and the ECs using Location 2 from Section 6.0 – Service locations, to provide services to offenders must comply with all regulations and policies in force at the facility.

10.6 Identification protocol

The Contractor and the ECs must comply with the following CSC self-identification requirements when they use the space at Location 2 from Section 6.0 – Service locations, to provide services to offenders:

- a) The Contractor and the ECs must wear their ID card in a visible location at all times when inside CSC facilities;
- b) When they attend a meeting, the Contractor and the ECs must identify themselves to all participants at the meeting;
- c) If the Contractor and the ECs must use the Government of Canada email system in the context of performing the work, they must clearly identify themselves as being contractors or contractor resources in the signature block of all emails that will be sent, as well as in the Properties section of the email account. Furthermore, this identification protocol must be used for any other correspondence, communication and documentation; and
- d) If the CORCAN employment and employability project authority determines that the Contractor and the ECs are not discharging their responsibilities with respect to the identification protocol, the CORCAN employment and employability project authority will inform the Contractor in writing and request that corrective measures be applied.

11.0 Scheduled meetings

11.1 Contract kick-off meeting

It is expected that at contract kick-off meeting will be organized between the Contracting Authority, the CORCAN employment and employability project authority, District Directors and the Contractor to discuss, among other things, the contractual roles and responsibilities, tasks and deliverables. This meeting will take place in the office of the CORCAN employment and employability project authority or by telephone.

11.2 Bi-weekly meetings

The Contractor is encouraged to participate in person at the sector parole office or by telephone in bi-weekly meetings of the Correctional Intervention Board or the case management team. The purpose of

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

these meetings is to determine the relevance of the employment referrals. Referrals to the employment services program will be discussed during these meetings. The schedule for these meetings will be forwarded to the Contractor at the start of each month by the CORCAN employment and employability project authority.

11.3 Case conference

The EC must participate in case conferences by telephone with the CSC in order to discuss each offender's employment needs, capabilities, interests and progress. These case conferences take place as soon as the EC takes responsibility for the offender, and frequency is determined by the EC.

11.4 Additional meetings

The CORCAN employment and employability project authority reserves the right to organize additional meetings, as required, in person, in the Contractor's offices, at the sector parole office or by telephone to discuss the offender's employment and employability file or issues.

12.0 Transition period

If a transition period is added to the contract, the Contractor and the ECs must provide the following services during this period:

- a) Communicate the information regarding the end of services and the transition plan with the offenders served; and
- b) Record in an intervention logbook in the OMS the information regarding the transition plan on file for each offender served.

13.0 Mandatory minimum competencies for Employment Coordinators

Each **Employment Coordinator** must meet the following **Mandatory minimum competencies**:

13.1 Must have delivered a minimum of three (3) employment and employability evaluations, in the last five (5) years to individuals in any of the following categories:

- a) Offenders; or
- b) Ex-offenders; or
- c) Individuals with criminal record.

At a minimum, each of the three (3) delivered employment and employability evaluations must have addressed the following topics:

- a) Assessment of the individual's requirements to prepare their entry into the workplace;
- b) Validation of work experience and interview skills; and
- c) Confirmation of employment interests.

13.2 Must have developed and carried out three (3) employment action plans, within the last five (5) years to individuals in any of the following categories:

- a) Offenders; or
- b) Ex-offenders; or
- c) Individuals with criminal record.

At a minimum, each of the three (3) employment action plans must have included the following topics:

- a) Work experience of the individual;
- b) Methods proposed to the individual to find a job i.e. Internet, phone calls to employers, job workshop, etc.;
- c) Availability of the individual résumé;
- d) Individual means of transportation to attend job interviews, including transportation constraints;
- e) Frequency of follow-ups meeting with the individual; and
- f) Summary of communication exchange with the individual Parole Officer or other officials involved in the individual employment process.

13.3 Must have provided job-search support within the last five (5) years to three (3) individuals in any of the following categories:

- a) Offenders; or
- b) Ex-offenders; or
- c) Individuals with criminal record.

At the minimum, the job-search support for each of the three (3) individuals must have included the following:

- a) Assistance with résumé preparation; and
- b) Presentation of available jobs.

13.4 Must have delivered on the job interviews within the last five (5) years to three (3) individuals in any of the following categories:

- a) Offenders; or
- b) Ex-offenders; or
- c) Individuals with criminal record.

At a minimum the on the job interviews must have included the following:

- a) Responding to questions from the individual about their work environment and work guidelines;
- b) Assisting the individual with managing any inter personal conflict with others employees and/or officials, if applicable,
- c) Assisting the individual with applying for and preparing for any opportunity for promotion within the organization;
- d) Assisting the individual in transmitting requests for absence or adaption measures to other officials involved in the individual employment process; and
- e) Communication with the individual's employer to determine the individual's progress or challenges including absenteeism, interpersonal relationship and performance.

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

ATTACHEMENT 1 TO ANNEX A

Quebec Region Districts / Sectors Geographical Jurisdiction

See document to download in pdf format attached

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 2 TO ANNEX A

**Correctional Services Canada Institutions, Parole Offices and Community Correctional Centres
(CCCs) of Correctional Services Canada for the Quebec Region**

<https://www.csc-scc.gc.ca/etablissements/001002-0001-eng.shtml#q1>

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

ATTACHEMENT 3 TO ANNEX A

Request for Creation, Cancellation or Modification of Network Account (csc/scc 1224)

See document to download in pdf format attached

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

ATTACHEMENT 4 TO ANNEX A

Application for OMS/Radar Account (csc/scc 1325)

See document to download in pdf format attached

ANNEX B

BASIS OF PAYMENT

1.0 Initial period of the Contract

During the initial period of the Contract, for the work performed in accordance with Annex A – Statement of Work, the Contractor will be paid the Firm All-Inclusive Price per Offender per sector as follow:

a) Ville-Marie

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Ville-Marie	<i>Will be indicated at contract award</i>

b) Maisonneuve

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Maisonneuve	<i>Will be indicated at contract award</i>

c) Estrie

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Estrie	<i>Will be indicated at contract award</i>

d) Granby

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Granby	<i>Will be indicated at contract award</i>

e) Longueuil

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Longueuil	<i>Will be indicated at contract award</i>

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

f) **Trois-Rivières**

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Trois-Rivières	<i>Will be indicated at contract award</i>

g) **Rouyn-Noranda**

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Rouyn-Noranda	<i>Will be indicated at contract award</i>

h) **Rimouski**

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Rimouski	<i>Will be indicated at contract award</i>

i) **Quebec**

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Quebec	<i>Will be indicated at contract award</i>

j) **Outaouais**

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Outaouais	<i>Will be indicated at contract award</i>

k) **Laval**

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Laval	<i>Will be indicated at contract award</i>

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

l) Laurentides

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Laurentides	<i>Will be indicated at contract award</i>

m) Lanaudière

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Lanaudière	<i>Will be indicated at contract award</i>

n) Chicoutimi

Initial Contract Period (1 year)	
Sector	Firm All-Inclusive Price per Offender
Chicoutimi	<i>Will be indicated at contract award</i>

2.0 Option to extend the term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended periods of the Contract specified below, for the work performed in accordance with Annex A – Statement of Work, the Contractor will be paid the Firm All-Inclusive Price per Offender per Sector as follow:

a) Ville-Marie

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Ville-Marie	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

b) Maisonneuve

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Maisonneuve	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

c) Estrie

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Estrie	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

d) Granby

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Granby	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

e) Longueuil

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Longueuil	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

f) Trois-Rivières

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Trois-Rivières	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

g) Rouyn-Noranda

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Rouyn-Noranda	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

h) Rimouski

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Rimouski	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

i) Quebec

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Quebec	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

j) Outaouais

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Outaouais	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

k) Laval

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Laval	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

l) Laurentides

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Laurentides	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

m) Lanaudières

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Lanaudières	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

n) **Chicoutimi**

Option Periods			
Sector	Option Period 1	Option Period 2	Option Period 3
	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender	Firm All-inclusive Price per Offender
Chicoutimi	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>	<i>Will be indicated at contract award</i>

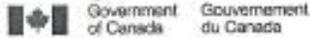
ANNEX C

SECURITY REQUIREMENTS CHECK LISTS (SRCL)

Location no. 1: Contractor's Facility

STREAM A - OWN FACILITIES CLEARED

DSD-NHQ2674



Contract Number / Numéro du contrat 21C31-188959
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organismes gouvernemental d'origine Service commercial du Canada	2. Branch or Directorate / Direction générale ou Direction CDRCAN	
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 Service proposé dans la collectivité - L'entrepreneur devra fournir des services d'emploi et d'employabilité aux détenus incarcérés en établissements afin de préparer leur entrée sur le marché du travail (PSSE). L'entrepreneur devra fournir des services d'emploi et d'employabilité aux détenus mis en liberté sous condition dans le cadre d'un plan de travail (PSC). Les services comprennent également des services administratifs, des services des gestion des cas et de protection de rapports ainsi que la création de partenariats avec la collectivité et les employeurs.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TR553CT 350-103(2004/12)

Security Classification / Classification de sécurité

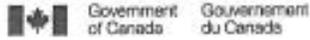


Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

DSD-NHQ2674



Contract Number / Numéro du contrat 21C31-188959
Security Classification / Classification de sécurité

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquez le niveau de sensibilité: No / Non 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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel: _____
Document Number / Numéro du document: _____
 No / Non Yes / Oui

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

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

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

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

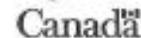
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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

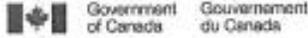
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Exposera-t-on d'un lien électronique entre les systèmes informatiques du fournisseur et ceux du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

TBS/SCT 360-103(2004/12)

Security Classification / Classification de sécurité



DSD-NHQ2674



Contract Number / Numéro du contrat 21C31-188959
Security Classification / Classification de sécurité

PART C / Contrôles (PARTIE C - Contrôles)

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 / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE		NATO					COMSEC				
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET / TRES SECRET	INFO RESTRICTED / INFO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET / NATO SECRET	COMSEC Top Secret / COMSEC TRES SECRET	Protected / Protégée			SECRET / SECRET	TOP SECRET / TRES SECRET	
										A	B	C			
Information / Assets / Designations / Plans / Production			✓												
If Media / Support / If Line 1 / Lien électronique			✓												

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par le présent 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 le 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 le 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).

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

Location no. 2 Parole Offices and Community Correctional Centres (CCC) of CSS

STREAM B - MUST USE CSC FACILITIES

DSD-NHQ4042



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 2112D-18-2688959-01
Security Classification / Classification de sécurité

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

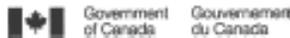
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Service correctionnel du Canada	2. Branch or Directorate / Direction générale ou Direction CCRCAN	
3. a) Subcontract Number / Numéro 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 Service d'emploi dans la collectivité - L'entrepreneur devra fournir des services d'emploi et d'employabilité aux détenus incarcérés en établissements afin de préparer leur entrée sur le marché du travail (PSE). L'entrepreneur devra fournir des services d'emploi et d'employabilité aux détenus mis en libéré sous condition dans la collectivité afin de faciliter leur entrée et maintien sur le marché du travail (PSEC). Les services comprennent également des services administratifs, des services de gestion des cas et de production de rapports ainsi que la création de partenariats avec la collectivité et les employeurs.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
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) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 366-103(2004/12)

Security Classification / Classification de sécurité



DSD-NHQ4042



Contract Number / Numéro du contrat 21120-18-209959-01
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? 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 :	
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO SECRET NATO 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 adéquate 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 type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input 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
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les opérations 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
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non <input 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 checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
--



DSD-NHQ4042



Contract Number / Numéro du contrat 31120-18-2098959-01
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET SECRET	TOP SECRET TRÈS SECRET	NATO CONFIDENTIAL CONFIDENTIEL	NATO CONFIDENTIAL CONFIDENTIEL	NATO SECRET SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information Assets Sensibilisation / Sites Production																
IT Media / Support IT																
IT Data / Lies 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 L'EVERS 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 L'EVERS 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation
21C31-188959/A
Client Ref. No. - N° de réf. du client
21C31-188959

Amd. No. - N° de la modif.
File No. - N° du dossier

Buyer ID - Id de l'acheteur
144ZH
CCC No./N° CCC - FMS No./N° VME

ANNEX D

Indigenous Employee Certification

- a) I certify that I am an Indigenous person, as defined. <https://www.aadnc-aandc.gc.ca/eng/1338907166262/1338907208830>
- b) I certify that I am an employee of _____ (*insert name of business*).
- c) Upon request, I agree to provide all information and evidence supporting this certification.

Printed name of employee

Signature of employee

Date