



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

Correctional Service Canada – Service
correctionnel Canada

by email:

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

Attention: Danielle Cameron

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires :

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

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

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

Title — Sujet: Faith Community Reintegration Project (FCRP)	
Solicitation No. — N° de l'invitation	Date:
21120-21-3616855	January 20 2021
Client Reference No. — N° de Référence du Client 21120-21-3616855	
GETS Reference No. — N° de Référence de SEAG 21120-21-3616855	
Solicitation Closes — L'invitation prend fin at / à : 2:00pm EST on / le : Tuesday, February 9th, 2021	
F.O.B. — F.A.B. Plant – Usine: Destination: x Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Danielle.Cameron@csc-scc.gc.ca	
Telephone No. — N° de téléphone:	Fax No. — N° de télécopieur:
(343) 542-9350	
Destination of Goods, Services and Construction: Destination des biens, services et construction:	
Multiple Locations in Canada	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

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

PART 2 - BIDDER INSTRUCTIONS

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

PART 3 - BID PREPARATION INSTRUCTIONS

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Certifications Precedent to Contract Award and Additional Information

PART 6 - RESULTING CONTRACT CLAUSES

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



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

List of Annexes:

- Annex A – Statement of Work
- Annex B – Proposed Basis of Payment
- Annex C – Security Requirements Check List
- Annex D – Evaluation Criteria
- Annex E – CSC Task Authorization form
- Annex F – List of Parole Offices
- Annex G – Monthly Indicator and Quarterly Reports



PART 1 - GENERAL INFORMATION

1. Security Requirement

1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

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

1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) (CSP) of Public Works and Government Services Canada website.

2. Statement of Work

The Work to be performed is detailed under **Article 2** of the resulting contract clauses.

3. Revision of Departmental Name

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

4. Debriefings

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

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



6. Multiple Contracts

Multiple contracts in each region may be awarded as a result of this Request for Proposal (RFP). Interested bidders may submit a proposal for one or more Locations/Cities. The regions will be divided as follows:

Location/City	Estimated # of Hours	Maximum # of Contracts
Region 1 - Atlantic		
Halifax/Central Nova Scotia	825 hours	1
Moncton	775 hours	1
St. John's	475 hours	1
Saint John	350 hours	1
Fredericton	350 hours	1
Region 2 - Quebec		
Montreal	2650 hours	1
Quebec	1000 hours	1
Granby/Estrie	900 hours	1
Region 3 - Ontario		
London/Guelph	550 hours	1
Peterborough	550 hours	1
Ottawa	600 hours	1
Toronto	1700 hours	1
Sudbury	350 hours	1
Region 4 - Prairies		
Winnipeg	700 hours	1
Saskatoon	450 hours	1
Regina	500 hours	1
Edmonton	1000 hours	1
Calgary	650 hours	1
Region 5 - Pacific		
Lower Mainland/Fraser Valley	2500 hours	1
Victoria	1000 hours	1



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions 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: sixty (60) days

Insert: one-hundred and twenty (120) days

2. Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile or mail (hard copy) to CSC will not be accepted.

3. Former Public Servants

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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



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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

4. Enquiries – Bid Solicitation

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

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



5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (insert the name of the province or territory).

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid: **one (1) soft copy by email;**
Section II: Financial Bid: **one (1) soft copy by email; and**
Section III: Certifications: **one (1) soft copy by email.**

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

Bidders are requested to submit their Financial Bid in a separate attachment from their technical proposal.

2. Section I: Technical Bid

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

3. Section II: Financial Bid

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

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

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-16), Exchange Rate Fluctuation

4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.2 Financial Evaluation

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

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

Note to Bidders: Table Totals will be calculated using the formula(s) in the relevant table in **Annex B – Proposed Basis of Payment**.

Please note that a separate financial evaluation will be performed for each Location (City).

2. Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive.

The responsive bid(s) with the total lowest evaluated bid price per Location (City) as detailed in Annex B will be recommended for award of a contract.

Should there be multiple compliant bids with the same total lowest evaluated price per Location (City), the contract will be awarded according to the following methodology:

- The responsive bid received first by email with the date and time per Location (City) will be recommended for award of a contract

3. Insurance Requirements

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

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



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

1. Certifications Precedent to Contract Award and Additional Information

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

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



1.2 Integrity Provisions – Required documentation

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

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

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

The Bidder is a partnership

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

1.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's website](#).

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

1.4 Certification:

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



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21120-21-3616855

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror 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.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at **Annex C**;
 - b) Industrial Security Manual (Latest Edition).

2. Statement of Work

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

2.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

2.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.



3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

2.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

2.1.3 Minimum Work Guarantee - All of the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

3.1 General Conditions

2010B (2020-05-28), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.



3.2 Supplemental General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from **date of contract award** to **March 31 2022**.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Danielle Cameron
Title: Senior Contracting Officer
Correctional Service Canada
Branch/Directorate: Comptroller's Branch
Telephone: (343) 542-9350
E-mail address: Danielle.cameron@csc-scc.gc.ca

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

5.2 Project Authority [Fill in at contract award]

The Project Authority for the Contract is:

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical



content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative [Fill in at contract award]

The Authorized Contractor's Representative is:

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

6. Payment

6.1 Basis of Payment – Firm Unit Price(s) – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) as specified in the authorized TA. Customs duties are excluded 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (Fill in at contract award only). Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Method of Payment – Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:



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

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

6.5 Travel and Living Expenses

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

6.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

7. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the monthly progress report;
- c. The signed Task Authorization (TA).

2. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the following address for certification and payment:

(To be entered at contract award only)

8. Certifications and Additional Information

8.1 Compliance

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



9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (to be inserted at contract award)

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions 4008 (2008-12-12) Personal Information;
- (c) the General Conditions 2010B (2020-05-28) General Conditions – Professional Services (medium complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of their annexes, if any);
- (h) the Contractor's bid dated _____ (to be inserted at contract award)

11. Termination on Thirty Days Notice

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

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

12. Insurance

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies

12.1 Commercial Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.



2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:



- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

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

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

15. Tuberculosis Testing

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

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

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

16. Compliance with CSC Policies

16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

16.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

17. Health and Labour Conditions



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

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

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

19. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

20. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at



boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

21. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

22. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.



ANNEX A – Statement of Work Faith Community Reintegration Project

1. Objective:

Contribute to Correctional Service Canada's (CSC) mandate to support successful offender reintegration following their release from CSC institutions through:

- Bridge building between offenders and their religious and spiritual community groups;
- Liaising with parole, justice organizations and faith communities;
- Developing faith community capacity to engage with offenders;
- Assisting offenders to become contributing members of society.

2. Background:

2.1 CSC is a federal government agency responsible for administering sentences of a term of two years or more, as imposed by the courts. CSC is responsible for managing institutions across Canada of various security levels and supervising offenders under conditional release in the community.

2.2 CSC contributes to public safety through the custody and reintegration of offenders. This includes both the custodial and community supervision of offenders, including those with Long Term Supervision (LTSOs) for periods of up to 10 years.

2.3 CSC has a national presence, from large urban centres with increasingly diverse populations, to more remote communities across the North. CSC manages institutions, treatment centres, four Indigenous healing lodges, community correctional centres and parole offices. In addition, CSC has five regional headquarters that provide management and administrative support and serve as the delivery arm of CSC's programs and services.

2.4 CSC offers every offender a correctional plan that identifies their risk to reoffend, as well as programming needs to address the individual's risk factors while supporting them to become a law-abiding citizen. Spiritual factors are a consideration at parole hearings as a part of the release planning needs.

3. Scope and Requirement

3.1 Faith Community Reintegration Projects (FCRPs) are an integrated, post-release component of the continuum of care as they align with CSC's mandate for public safety through the provision of a range of services and activities that facilitate the transition and reintegration of individuals back into the community in their support of offender reintegration plans and program goals.

3.2 FCRPs bridge offender reintegration goals to the mandates of various faith-based organizations which offer religious and/or spiritual services (and may include practical support) to offenders after incarceration.

3.3 Communities of faith typically offer many diverse, faith-based, pro-social activities to the public that foster a sense of belonging while contributing to spiritual and religious growth. Offender involvement in these activities offers a direct resource to mitigate identified risk factors.

3.4 FCRPs facilitate and support the unique contribution of faith communities toward a holistic approach to safe and restorative reintegration practices.



4. Tasks

4.1 Contribute to the continuing Correctional Work of CSC Post-release:

The FCRP must offer an essential link between the re-integrating offender and their community of faith/spiritual practice and community at large. The Contractor must complete the following tasks, as a minimum:

- a) Supporting the reintegration goals/correctional plan of the offender from their applied moral, religious/value-based/spiritual perspective;
- b) Engaging faith communities to support the religious/spiritual development path that the offender participated in while incarcerated or has interest in post-release;
- c) Supporting positive, pro-social relationships in faith communities and other faith-based organizations as appropriate;
- d) Supporting the offender in their accountability (parole officer, following conditions and any other aspects of their re-integration plan), and;
- e) Incorporating and facilitating restorative practices into the offenders' relationships, building on restorative justice principles including in relationships with persons/institutions having authority.

4.2 Local Needs Assessment:

The FCRP must liaise with local parole offices, justice organizations, institutional chaplains and other community stakeholders to identify the needs and trends of the reintegrating offender population and facilitate responsive services (including volunteers) that are uniquely faith/spirituality based and complementary with existing services. The Contractor must complete the following tasks, as a minimum:

- a) Educate and liaise with community justice organizations about the FCRP services available to support offender religious and spiritual practice during the reintegration process;
- b) Conduct offender religious/spiritual needs assessments on an ongoing basis and develop a religious/spiritual care plan that supports the religious and/or spiritual practice of the offender and connects them with the faith community of their choice. The plan draws upon and complements the teachings to strengthen the "good lives" approach of correctional programming within the community;
- c) Coordinate with faith leaders to offer and support religious/spiritual transition rites and rituals that are unique to the needs of offenders returning to the community, and;
- d) Recruit, train, and oversee faith community volunteers.

4.3 Community Safety Impact:

The FCRP must support the offender's successful safe reintegration and participation in law-abiding society. The Contractor must complete the following tasks, as a minimum:

- a) Educate the public about the strengths and challenges offenders bring when returning to the community;
- b) Accompany offenders in their reintegration into faith communities and model confidence in offenders within the community;
- c) Coach faith communities and others to safely engage with offenders, and;
- d) Facilitate restorative practices where appropriate (e.g. where the faith community has been affected by the offender's actions) by fostering restoration, belonging and mutual care.
- e) When accompanying offenders, the FCRP resources and/or volunteers may provide transportation to offenders, if no other forms of public transportation is available.



4.4 Facilitation of Pro-Social Involvement and Belonging:

The FCRP must initiate, *accompany and support safe integration into an offender's community of interest/preference as they:

- a) Coach/nurture offender social skills through applied spirituality/religious practices;
- b) Foster healthy relationships with self, faith tradition and community at large;
- c) Introduce offenders to like-minded, natural communities of potential social support;
- d) Facilitate faith communities to donate/offer material resources to offenders for practical living, leisure (lessons, membership sponsorships, etc.);
- e) Facilitate faith community networking for occupational opportunities for offenders;
- f) Coach the offender to manage attitudes of self as a spiritual person of value;
- g) Introduce and accompany offender in pro-social religious, spiritual, or faith-based recreational and social activities, and;
- h) Foster the religious and spiritual growth of offenders within their faith community as it relates to their unique experience of re-integration including coping, psychological, emotional and physical self-care as well as other needs that are responsive to the offender.
- i) When accompanying offenders to pro-social religious, spiritual, or faith based recreational and social activities, the FCRP resources/volunteers may provide transportation to offenders, if no other forms of public transportation is available.

5. Scheduled Meetings:

All Contractors must meet semi-annually in person, via teleconference or videoconference with the Project Authority to report on the contract service delivery to date. Non-scheduled meetings may be called by either party to respond to concerns or opportunities that may arise affecting the provision of services.

6. Deliverables:

The Contractor must submit monthly reports on quantitative indicators and Quarterly Reports to the Project Authority using the provided measurement tools. Quarterly Reports must be submitted to CSC within 30 days of the end of each quarterly reporting period. The monthly reporting documents are attached in Annex G.

6.1 Format of Deliverables

When materials (e.g. reports, manuals and documentation) are produced, the Contractor must submit one (1) electronic copy of all monthly indicator reports and Quarterly Reports in Excel format submitted to the PA in either French or English. CSC will be responsible for translation of any documents if required.

7. Language Requirements:

The Contractor's resources must provide bilingual services (in English and French) to offenders in Quebec and New Brunswick. The Contractor's resources must provide services in English in the other Canadian provinces.

8. Location of Work

The Contractor's resources must provide FCRP services in accordance with the defined parole office(s) catchment areas detailed in Annex F.

9. CSC Responsibilities and Support:



- 9.1 CSC will facilitate access to a standard CSC desktop via booking space at the designated parole office, together with telephone, copier, videoconferencing equipment as appropriate, available and may be shared use.
- 9.2 CSC will support interaction between institutional site-based chaplains and FCRP resources as needed, via teleconference or videoconference.

10. Limitations and Constraints:

CSC is actively engaging experts on public health and infection prevention in response to the COVID 19 pandemic. The following measures must be taken by the Contractor to help limit the introduction of COVID 19 and reduce the spread of the virus:

- Enforce physical distancing of 2 meters apart;
- Where necessary and where physical distance is a challenge, wear a mask or provide masks to offenders;
- Wash hands frequently, or have hand sanitizer available;
- Clean shared equipment regularly and disinfect shared areas/surfaces.



ANNEX B – PROPOSED BASIS OF PAYMENT

1.0 Contract Period

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

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the all inclusive firm hourly rate(s) below in the performance of this Contract, Applicable Taxes extra.

1.1 Region 1 – Atlantic

Region 1 – Atlantic		Period			
Location (City)	Quantity* (Estimated Number of Hours Per Period) A	Contract Period All Inclusive Firm Hourly Rate B (Contract award to March 31, 2022) A x B	Option 1 All Inclusive Firm Hourly Rate C (April 1, 2022 to March 31, 2023) A x C	Option 2 All Inclusive Firm Hourly Rate D (April 1, 2023 to March 31, 2024) A x D	Total Evaluated Bid Price Per Location/City E B + C + D = E
Halifax/Central Nova Scotia	825 hours	\$	\$	\$	\$
Moncton	775 hours	\$	\$	\$	\$
St. John's	475 hours	\$	\$	\$	\$
Saint John	350 hours	\$	\$	\$	\$
Fredericton	350 hours	\$	\$	\$	\$

*Quantity provided are estimates for evaluation purposes only, actual hours of work will be based on Task Authorization in each Location (City).

1.2 Region 2 - Quebec

Region 2 – Quebec		Period			
Location (City)	Quantity* (Estimated Number of Hours Per Period) A	Contract Period All Inclusive Firm Hourly Rate B (Contract award to March 31, 2022) A x B	Option 1 All Inclusive Firm Hourly Rate C (April 1, 2022 to March 31, 2023) A x C	Option 2 All Inclusive Firm Hourly Rate D (April 1, 2023 to March 31, 2024) A x D	Total Evaluated Bid Price Per Location/City E B + C + D = E
Montreal	2650 hours	\$	\$	\$	\$
Quebec City	1000 hours	\$	\$	\$	\$
Granby/Estrie	900 hours	\$	\$	\$	\$

*Quantity provided are estimates for evaluation purposes only, actual hours of work will be based on Task Authorization in each Location (City).



1.3 Region 3 – Ontario

Region 3 – Ontario		Period			
Location (City)	Quantity* (Estimated Number of Hours Per Period) A	Contract Period All Inclusive Firm Hourly Rate B (Contract award to March 31, 2022) A x B	Option 1 All Inclusive Firm Hourly Rate C (April 1, 2022 to March 31, 2023) A x C	Option 2 Rate D (April 1, 2023 to March 31, 2024) A x D	Total Evaluated Bid Price Per Location/City E B + C + D = E
London/Guelph	550 hours	\$	\$	\$	\$
Peterborough	550 hours	\$	\$	\$	\$
Ottawa	600 hours	\$	\$	\$	\$
Toronto	1700 hours	\$	\$	\$	\$
Sudbury	350 hours	\$	\$	\$	\$

*Quantity provided are estimates for evaluation purposes only, actual hours of work will be based on Task Authorization in each Location (City).

1.4 Region 4 – Prairies

Region 4 – Prairies		Period			
Location (City)	Quantity* (Estimated Number of Hours Per Period) A	Contract Period All Inclusive Firm Hourly Rate B (Contract award to March 31, 2022) A x B	Option 1 All Inclusive Firm Hourly Rate C (April 1, 2022 to March 31, 2023) A x C	Option 2 All Inclusive Firm Hourly Rate D (April 1, 2023 to March 31, 2024) A x D	Total Evaluated Bid Price Per Location/City E B + C + D = E
Winnipeg	700 hours	\$	\$	\$	\$
Saskatoon	450 hours	\$	\$	\$	\$
Regina	500 hours	\$	\$	\$	\$
Edmonton	1000 hours	\$	\$	\$	\$
Calgary	650 hours	\$	\$	\$	\$

*Quantity provided are estimates for evaluation purposes only, actual hours of work will be based on Task Authorization in each Location (City).

1.5 Region 5 – Pacific

Region 5 – Pacific		Period			
Location (City)	Quantity* (Estimated Number of Hours Per Period) A	Contract Period Rate B (Contract award to March 31, 2022)	Option 1 All Inclusive Firm Hourly Rate C (April 1, 2022 to March 31, 2023)	Option 2 All Inclusive Firm Hourly Rate D (April 1, 2023 to March 31, 2024)	Total Evaluated Bid Price Per Location/City E B + C + D = E



		A x B		A x D	
Lower Mainland/Fraser Valley	2500 hours	\$	A x C	\$	\$
Victoria	1000 hours	\$		\$	\$

*Quantity provided are estimates for evaluation purposes only, actual hours of work will be based on Task Authorization in each Location (City).

2.0 Options to Extend the Contract Period:

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

3.0 Applicable Taxes

- (a) All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- (b) The estimated Applicable Taxes of \$ To Be Inserted at Contract Award are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.

4.0 Electronic Payment of Invoices - Bid

Canada requests that Bidders complete option 1 or 2 below:

- 1. () Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International).

- 2.() Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

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



Annex C – Security Requirement Check List

DSD-NHQ4145



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21120-21-3616855
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 Correctional Service Canada	2. Branch or Directorate / Direction générale ou Direction COP/Chaplaincy	
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 Local provision of Faith Community Reintegration Services		
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? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <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"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <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:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





DSD-NHQ4145



Contract Number / Numéro du contrat 21120-21-3616855
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS CÔTÉ 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?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





DSD-NHQ4145

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21120-21-3616855
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.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI / IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? [X] No / Non [] Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? [X] No / Non [] Yes / Oui

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



DSD-NHQ4145



Contract Number / Numéro du contrat 21120-21-3616855
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) William Rasmus	Title - Titre Director of RSD	Signature Rasmus, William	<small>Digitally signed by Rasmus, William DN: c=CA, o=GC, ou=CSC-SCC, cn=Rasmus, William Reason: I am the author of this document Location: your signing location here Date: 2020.08.18 15:28:20 Full PhotoPDF Version 9.1.0</small>
Telephone No. - N° de téléphone (613)996-0373	Facsimile No. - N° de télécopieur (613) 608-5431	E-mail address - Adresse courriel william.rasmus@csc-scc.gc.ca	Date August 6, 2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Rita Dubois	Title - Titre Contract Security Analyst Analyste de la sécurité des contrats	Signature Dubois, Rita	<small>Digitally signed by Dubois, Rita DN: c=CA, o=GC, ou=CSC-SCC, ou=SCAC, ou=SCS, cn=Dubois, Rita Reason: I am approving this document Location: CSC-SCC Date: 2020.09.18 15:28:20 Full PhotoPDF Version 9.1.0</small>
Telephone No. - N° de téléphone 613-992-8995	Facsimile No. - N° de télécopieur Rita.Dubois@CSC-SCC.GC.CA	E-mail address - Adresse courriel Rita.Dubois@CSC-SCC.GC.CA	Date 2020-09-15
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Danielle Cameron	Title - Titre Senior Procurement Officer	Signature Danielle Cameron	
Telephone No. - N° de téléphone (343) 542-9350	Facsimile No. - N° de télécopieur danielle.cameron@csc-scc.gc.ca	E-mail address - Adresse courriel danielle.cameron@csc-scc.gc.ca	Date Sept 4, 2020
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Cynthia Laverdure Contract Security Officer cynthia.laverdure@pwgsc.gc.ca		Signature Laverdure, Cynthia	<small>Digitally signed by Laverdure, Cynthia Date: 2020.10.01 21:11:07 -0400</small>
E-mail address - Adresse courriel		Date	



ANNEX D – EVALUTATION CRITERIA

1.0 Technical Evaluation:

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

- Mandatory Technical Criteria

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

- 1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.
- 1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.
- 1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.
- 1.5 References must be provided for each project/employment experience.
 - I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
 - II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
 - III. References should be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

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



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

MANDATORY TECHNICAL CRITERIA:

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)
M1	<p>The Bidder must have experience working with a minimum of three (3) distinct faith communities.</p> <p>A) Bidders must provide, at a minimum, the following details regarding the acquired experience:</p> <ul style="list-style-type: none"> a. Where (client name, organization name and address); b. When (start and end dates of the project/employment); and c. How (details about the work performed during the engagement) the stated experience was obtained. <p>B) The Bidder should provide:</p> <ul style="list-style-type: none"> a. A reference including; name, phone number, and email, who can attest to the work/experience claimed. 	
M2	<p>The Bidder must have completed at least two (2) projects within the last five (5) years prior to solicitation closing date collaborating with *agencies working with ex-offenders in the community and / or incarcerated persons preparing to return to the community.</p> <p>* <i>Agencies</i> is defined as organizations that provide support and/or services to ex-offenders in the community. This includes, but not limited to government department/agency at the federal, provincial and civic levels; faith-based organizations and/or not-for-profit societies.</p> <p>A) Bidders must provide, at a minimum, the following details regarding the acquired experience:</p> <ul style="list-style-type: none"> a. Where (client name, organization name and address); b. When (start and end dates of the project/employment); and c. How (details about the work performed during the engagement) the stated experience was obtained. 	



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)
	<p>B) The Bidders should provide:</p> <p>a. A reference including; name, phone number, and email, who can attest to the work/experience claimed.</p>	
M3	<p>The Bidder must have acquired a minimum of two (2) years of experience within the last five (5) years prior to solicitation closing date delivering faith based services to ex-offenders in the community and/or incarcerated persons preparing to return to the community.</p> <p>A) Bidders must provide, at a minimum, the following details regarding the acquired experience:</p> <p>a. Where (client name, organization name and address);</p> <p>b. When (start and end dates of the project/employment); and</p> <p>c. How (details about the work performed during the engagement) the stated experience was obtained.</p> <p>B) The Bidders should provide:</p> <p>a. A reference including; name, phone number, and email, who can attest to the work/experience claimed.</p>	
M4	<p>The Bidder must have acquired a minimum of two (2) years of experience within the last five (5) years prior to solicitation closing date managing a faith based volunteer program in the community. The program(s) must include all of the following elements: recruitment, selection, training and retention).</p> <p>A) Bidders must provide, at a minimum, the following details regarding the acquired experience:</p> <p>a. Where (client name, organization name and address);</p> <p>b. When (start and end dates of the project/employment); and</p> <p>c. How (details about the work performed during the engagement) the stated experience was obtained.</p> <p>B) The Bidders should provide:</p>	



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)
	a. A reference including; name, phone number, and email, who can attest to the work/experience claimed.	



ANNEX E – CSC TASK AUTHORIZATION FORM

**Task Authorization
Autorisation de tâche**

Contract Number – Numéro du contrat

Contractor`s Name and Address – Nom et adresse de l'entrepreneur	Task Authorization (TA) No. – No de l'autorisation de tâche (AT)
	Title of the task, if applicable – Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (applicable taxes extra) Coût total estimatif de la tâche (taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité
 No – Non Yes – Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relatives à la sécurité

For Revision only – Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (applicable taxes extra) before the revision Coût total estimatif de la tâche (taxes applicables en sus) \$	Increase or Decrease (applicable taxes extra), as applicable Augmentation ou réduction (taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA: Work cannot commence until the TA has been authorized in accordance with the conditions of the contract. **Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

1. Required Work:- Travaux requis :

A. Task Description of the Work required – Description de tâche des travaux requis See Attached – Ci-Joint

[Describe the work the contractor must perform in this box, include as an attachment or refer to Annex A of the contract if the tasks are standard – décrire les travaux que l'entrepreneur doit effectuer dans cette case, inclure la description comme pièce jointe ou se reporter à l'annexe A s'il s'agit de tâches standard]

B. Basis of Payment – Base de payment

As per Annex B of the Contract – Conformément à l'Annexe B du contrat.

C. Cost of Task (to be completed by contractor) – Coût de la tâche (à compléter par l'entrepreneur)

[Select the appropriate costing table according to the basis of payment of the contract or refer to Annex B Basis of Payment of the contract– choisir le tableau des coûts qui s'applique selon la base de paiement du contrat, ou se référer à l'annexe B base de paiement du contrat.]

Category, Level and Name of Proposed Resource Catégorie, niveau et nom de la ressource proposée	Per Diem - Taux quotidien (OR – OU) Hourly Rate – Taux horaire	Estimated number of (select as appropriate) Days (OR) Hours Nombre estimé de (choisir selon le cas) jours (OU) d'heures	Total Cost – Coût total
--	---	--	-------------------------



ESTIMATED COST PROFESSIONAL SERVICES – COÛT ESTIMATIF SERVICES PROFESSIONNELS			
ESTIMATED TRAVEL & LIVING EXPENSES – ESTIME DES FRAIS DE DEPLACEMENT ET DE SUBSISTANCE			
TOTAL ESTIMATED COST – COÛT ESTIMATIF TOTAL			

(OR – OU)

Deliverable or milestone – Produit livrable ou étape	All-inclusive Firm price – prix ferme tout compris
ESTIMATED TRAVEL & LIVING EXPENSES – ESTIME DES FRAIS DE DÉPLACEMENT ET DE SUBSISTANCE	
TOTAL ESTIMATED COST – COÛT ESTIMATIF TOTAL	

(OR – OU)

As per Annex B of the Contract – Conformément à l'Annexe B du contrat.

D. Method of Payment – Méthode de payment

[Insert the applicable method of payment, as per the Contract clauses – Insérer la méthode de paiement qui s'applique, conformément au clauses du contrat.]

2. Authorization(s) – Autorisation(s)

By signing this TA, the authorized client and (or) the CSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante du SCC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of the TA and its revisions is in excess of this limit, the TA must be forwarded to the CSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante du SCC pour autorisation.

Name and title of authorized client – Nom et titre du client autorisé à signer

Signature

Date

CSC Contracting Authority – Autorité contractante du SCC

Signature

Date



3. Contractor's Signature – Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date



ANNEX F – List of CSC Parole Offices

Atlantic Region

Nova Scotia Area Office & Halifax Parole Office

2131 Gottingen Street
Suite 200
Halifax, NS
B3K 5Z7

New Brunswick/PEI Area Office & Moncton Parole Office

1 Factory Lane
1st Floor
Moncton, NB
E1C 9M3

Newfoundland Area Office & St. John's Parole Office

531 Charter Avenue
St. John's, NL
A1A 1P7

Saint John Parole Office

23 Carleton Street
Saint John, NB
E2L 2Z2

Fredericton Parole Office

364 York Street
Unit 103
Fredericton, NB
E3B 3P7

Kentville Parole Office

491 Main Street
Suite 101
Kentville, NS
B4N 1K9

Dartmouth Parole Office

45 Alderney Drive
Suite 209 Queen Square
Dartmouth, NS
B2Y 2N6

Truro Parole Office

14 Court Street
Suite 300
Truro, NS
B2N 3H7

Atlantic District

1045 Main Street
3rd Floor
Moncton, NB
E1C 1H1

Quebec Region

Bureau de LC Ville-Marie Parole Office

5151 rue de la Savane,
Suite 200,
Montréal, QC
H4P 1V1

Bureau de LC Québec Parole Office

1125 Blvd. Lebourgneuf
Quebec, QC
G2K 0J2

Bureau de LC Maisonneuve Parole Office

2030 Boulevard Pie-IX
pièce 420
Montréal QC
H1V 2C8

Bureau de LC Chicoutimi Parole Office

255, rue Racine
Suite 400
Chicoutimi, Québec
G7H 7L2

Bureau de LC Office Longueuil

550 Chemin Chambly
suite 280
Longueuil (Québec)
J4H 3L8

Bureau de LC Laurentides Parole Office

955, Boul. Michèle Bohec
Porte C
Blainville (Québec)
J7C 5E2

Bureau de LC Granby Parole Office

180 Principale Street
2nd floor
Granby QC
J2G 2V6

Bureau de LC Trois-Rivières Parole Office

25, rue des Forges
Suite 311
Trois-Rivières, Québec
G9A 6A7

Bureau de LC Estrie Parole Office

1650 King Ouest,
suite 201,
Sherbrooke (Québec)
J1J 2C3

Bureau de LC Lanaudière Parole Office

3 Papineau Street,
Suite 307
Joliette, QC
J6E 9A1

Bureau de LC Laval Parole Office

3131, boul. de la Concorde
Suite 512
Laval, Québec
H7E 4W4



Ontario Region

Central Ontario District

338 Keele St.
Main Floor
Toronto, ON
M6P 2K7

Downtown Toronto Area Parole Office

415 Yonge Street, 5th Floor,
Toronto, ON
M5B 2E7

Downtown Toronto Women's Supervision Unit

415 Yonge Street, 5th Floor,
Toronto, ON
M5B 2E7

Toronto East Parole Office

2240 Midland Avenue
2nd Floor
Toronto, ON
M1P 4R8

Toronto West Area Parole Office

350 Rutherford Road South,
Plaza 1, Suite 1,
Brampton, ON
L6W 3P6

Keele Parole Office

330 Keele St.
Main Floor
Toronto, ON
M6P 2K7

Peterborough Parole Office

310 Water Street
Peterborough, ON
K9J 3C7

Sudbury Parole Office

19 Lisgar Street
Room 302
Sudbury, ON
P3E 3L4

London Parole Office

355 Wellington Street,
Unit 138
London, ON
N6A 3N7

Ottawa Parole Office

145 Metcalfe Street
Ottawa, ON
K2P 1N8

Guelph Parole Office

255 Woodlawn Rd. W.,
Unit 117
Guelph, ON
N1H 8J1

Prairie Region

Winnipeg Urban Parole Office

102-123 Main Street
Winnipeg, MB
R3C 1A3

North Central Saskatchewan Area Office & Saskatoon Parole Office

603-230 22nd Street East
Saskatoon, SK
S7K 0E9

South Saskatchewan Area Office & Regina Parole Office

Suite 200 – 1975 Scarth Street
Regina, SK
S4P 2H1

Edmonton Area Parole Office, Edmonton Parole Rural Office & Northern AB/NWT Area Parole Office

9530 -101st Avenue
2nd Floor
Edmonton, AB
T5H 0B3



Pacific Region

Fraser Valley Area Office & Abbotsford Parole Office

32544 George Ferguson Way
Ste. 100
Abbotsford, BC
V2T 4Y1

Chilliwack Parole

8990 Young Road
Chilliwack, BC
V2P 4R8

Maple Ridge Parole

105 - 20110 Lougheed
Highway
Maple Ridge, BC
V2X 2P7

Vancouver Island Area Office & Victoria Parole Office

1230 Government Street
Suite 101
Victoria, BC
V8W 3M4

Pacific District Office

33344 King Road
PO Box 3333
Abbotsford, BC
V2S 5X7

Metro Vancouver East Community Corrections & New Westminster Parole Office

600 Columbia Street
New Westminster, BC
V3M 1A5

Vancouver Area Parole Office & Metro Vancouver West Community Corrections

401 - 877 Expo Boulevard
Vancouver, BC
V6B 1K9

Surrey Parole Office

100-7404 King George Blvd
Surrey, BC
V3W 0H9



Annex G – Monthly Indicator and Quarterly Reports

(see attachments of solicitation)