#### **RETURN BIDS TO: Title:** Professional Mental Health Training and Supervision Bid Receiving Services **Material Resources Division** Solicitation No. Date: 250 Montée St-François 21301-21-3688153 January 22, 2021 Laval (Quebec) H7C 1S5 Telephone: 450-661-9550, ext. 3223 Client Reference No. GEN-QUE307Soumissions@CSC-SCC.GC.CA **GETS Reference No.** (10MB maximum per email) PW-21-00943066 **FACSIMILE: Solicitation Closes** 450-664-6615 - Bids Office At: 2:00 p.m., EST REQUEST FOR PROPOSAL on: February 8th, 2021 **Proposal to: Correctional Service Canada** F.O.B. Plant Destination: Χ Other 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 Address Enquiries to: attached hereto, the goods, services, and construction listed herein and on any attached Manon Paulin sheets at the price(s) set out thereof. Regional Procurement and Contracting Officer Manon.Paulin@csc-scc.gc.ca Comments: "THIS DOCUMENT CONTAINS A SECURITY Telephone No. Fax No. REQUIREMENT " 450-661-9550, ext.: 3912 450-664-6626 Vendor/Firm Name and Address: **Destination of Goods, Services and Construction:** Various Instructions: See Herein **Delivery Required**: See herein Delivery Offered: See herein Telephone #: Name and title of person authorized to sign on behalf of Vendor/Firm Fax#:

GST # or SIN or Business # :

Signature

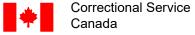
Date

Sign and return cover page with bid proposal.

Name

Title

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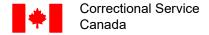
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### **PART 1 - GENERAL INFORMATION**

## 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 <u>Contract Security Program</u> (CSP) of Public Works and Government Services Canada website.

#### 2. Statement of Work

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

## 3. Revision of Departmental Name

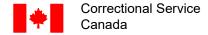
As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference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

#### 4 Debriefings

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

## 5. Procurement Ombudsman

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



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

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> 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: nine tee (90) 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 email 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.

# Service correctionnel Canada

"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 <u>Public Service Superannuation Act</u> (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the <u>Supplementary Retirement Benefits Act</u>, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the <u>Canadian Forces Superannuation Act</u>, R.S., 1985, c. C-17, the <u>Defence Services Pension Continuation Act</u>, 1970, c. D-3, the <u>Royal Canadian Mounted Police Pension Continuation Act</u>, 1970, c. R-10, and the <u>Royal Canadian Mounted Police Superannuation Act</u>, R.S., 1985, c. R-11, the <u>Members of Parliament Retiring Allowances Act</u>, R.S. 1985, c. M-5, and that portion of pension payable to the <u>Canada Pension Plan Act</u>, 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 <u>Contracting Policy Notice</u>: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

# Work Force Adjustment Directive

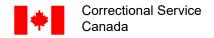
Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

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.

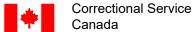


Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary 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 the province of Quebec.

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



### PART 3 - BID PREPARATION INSTRUCTIONS

#### 1. Bid Preparation Instructions

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

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

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

Section III: Certifications: one (1) hard copy

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process, the <u>Policy on Green Procurement</u>. To assist Canada in reaching its objectives, bidders should:

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

#### 2. Section I: Technical Bid

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

## 3. Section II: Financial Bid

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

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

# 4. Section III: Certifications

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

## 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

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

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 noncompliant.

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

## **Pricing Review**

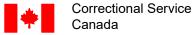
Bidders are advised that a review of the proposed pricing may be required by Canada. Detailed supporting data may be requested by Canada to verify the proposed rates and other charges.

In the event of an error in extension or addition of prices, the unit price will prevail.

## 2. Basis of Selection

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

In case of equality, the bidder with the most years of experience in mental health training and supervision, using an integrative approach based on the Doctor Livesley's model, will be awarded the contract.



#### 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

- 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 <u>Integrity Declaration Form</u>. Bidders must submit this form to Correctional Service of Canada with their bid.

# 1.2 Integrity Provisions – Required documentation (to be filled by the bidder)

**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 hide, the Ridder must w	ithin 1	O working days, inform the Contracting

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

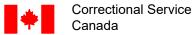
By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social 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 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request



from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## 1.5 Language Requirements - Bilingual

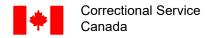
By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing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

# 1.6 Education and Experience

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

### 1.7 Certification:

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



#### PART 6 - RESULTING CONTRACT CLAUSES

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

# 1. Security Requirement

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

# SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21301-21-3688153

- 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:
  - 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.

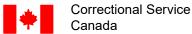
### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> 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 (2008-12-12), Personal Information apply to and form part of the Contract.

## 3.3 Replacement of Specific Individuals

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

#### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Manon Paulin

Title: Contracting and Procurement Regional Officer

Correctional Service Canada

Branch/Directorate: Regional Services Center

Telephone: 450-664-6612 Facsimile: 450-661-6626

E-mail address: Manon.Paulin@csc-scc.gc.ca

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

### 5.2 Project Authority (to be completed by Canada at contract award)

The Project Authority for the Contract is:

Name: (XXX)

Service correctionnel Canada

Title: (XXX)

Correctional Service Canada Branch/Directorate: (XXX)

Telephone: (XXX) Facsimile: (XXX) E-mail address: (XXX)

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

## 5.3 Contractor's Representative (to be filled by the bidder)

The Authorized Contractor's Representative is:

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

#### 6. Payment

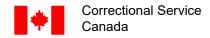
### 6.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$\_\_\_\_\_\_ (will be completed upon contract award), duties are insert included and Applicable Taxes are extra.

#### 6.2 Limitation of Expenditure

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

whichever comes first.



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

#### 6.3 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

## 6.4 Monthly Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payment.

## 6.5 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

# 6.6 Direct Deposit Request

All new suppliers have to sign up for Direct Deposit to receive their payment. All "**IFMMS Supplier Record Requests/ Revisions**" CSC/ SCC 1400-03 (R-2014-06) form, must be sent to **GEN-QUE307FOURNISSEURS@CSC-SCC.GC.CA** 

### 7. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

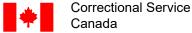
Invoices must be distributed as follows:

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

# 8. Certifications and Additional Information

### 8.1 Compliance

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



## 9. Applicable Laws

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

# 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.

apply to and form part of the Contract.

- (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 Contractor's bid dated (will be completed upon contract award).

# 11. Termination on Thirty Days Notice

- 11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
- 11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

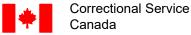
# 12. Insurance - Specific Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 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

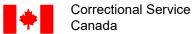
- 14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation 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

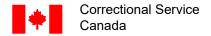
The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

- 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 themself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

# 19. Dispute Resolution Services

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

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at the Office of the Procurement Ombudsman email address, or by web at the Office of the Procurement Ombudsman website.



## 20. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at the Office of the Procurement Ombudsman email address, by telephone at 1-866-734-5169, or by web at the Office of the Procurement Ombudsman website.

### 21. Proactive Disclosure of Contracts with Former Public Servants

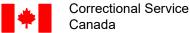
By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports,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

## 23. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.



#### ANNEX A - Statement of Work

### 1. Introduction

- 1.1 CSC, Health Services, is seeking the services of a firm specialized in the integrative approach based on Doctor Livesley's model to provide professional training and supervision services (group and one-on-one) to all CSC institutions in the Quebec region, including the community. The Contractor shall provide services to identified employees and work with the multi-disciplinary health care team at the designated institution, which includes, among others, nurses, institutional physicians, psychologists, psychiatrists, social workers, and all other identified health professionals.
- 1.2 The Contractor shall provide training and supervision services at the following sites:

Regional Mental Health Centre (RMHC), located at 242 Gibson Boulevard, Sainte-Anne-des-Plaines, Quebec J0N 1H0;

Federal Training Centre (FTC sites 6099 and 600), located at 6099 Lévesque Boulevard East, Laval, Quebec H7C 1P1;

Donnacona Institution, located at 1537 Highway 138, Donnacona, Quebec G3M 1C9; Joliette Institution, located at 400 Marsolais Street, Joliette, Quebec J6E 8V4;

Archambault Institution, located at 242 Gibson Boulevard, Sainte-Anne-des-Plaines, Quebec J0N 1H0;

Regional Reception Centre (RRC-USD), located at 246 Gibson Boulevard,

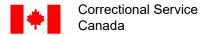
Sainte-Anne-des-Plaines, Quebec J0N 1H0;

Drummond Institution, located at 2025 Jean-de-Brébeuf Boulevard, Drummondville, Quebec J2B 7Z6;

Cowansville Institution, located at 400 Fordyce Avenue, Cowansville, Quebec J2K 3N7; La Macaza Institution, located at 321 Chemin de l'Aéroport, La Macaza, Quebec J0T 1R0; Port-Cartier Institution, located at 1 Chemin de l'Aéroport, Port-Cartier, Quebec G5B 2W2.

### 2. Background

- 2.1 The Corrections and Conditional Release Act (CCRA) requires CSC to provide all inmates with essential health care and to provide them with access to non-essential health care where possible.
- 2.2 The Commissioner's Directives 800 series (on clinical services, mental health services, and public health services) are essential reference documents on essential health services.
- 2.3 CSC's mission is to provide inmates with effective and efficient health services that encourage individual responsibility, promote healthy reintegration, and contribute to community safety.
- 2.4 Consistent with its transformation agenda, CSC recognizes that health outcomes are a shared responsibility between service providers and offenders.
- 2.5 CSC's Health Services are provided in ambulatory Health Service Centres in institutions, regional hospitals and regional treatment / psychiatric centres. Incarcerated offenders may have to go to the community for emergency services, specialized health care services and for hospitalization that cannot be accommodated in CSC's regional hospitals. In CSC, health care is provided by a wide range of regulated and non-regulated health professionals.
- 2.6 Health care obligations set out in the CCRA include decision-making based on appropriate mental health criteria. The development of professional skills meets this legal obligation.



# 3. Objective

The contractor must provide training and supervision on the integrative approach based on Doctor Livesley's model to staff identified in all institutions and in communities in the Quebec Region. The Contractor must provide these training and supervision services virtually online, on the *Cisco Webex Team* platform or other platform, based on instructions received by mental health managers, or face-to-face when authorized by CSC.

#### 4. Performance standards

### The Contractor shall:

- 4.1 take into account gender, cultural, religious and linguistic differences and Aboriginal-specific needs:
- 4.2 provide services that meet the practice and ethics standards established by the provincial body that issues the licence of the health professional acting as a contractor;
- 4.3 comply with CSC guidelines and directives and the ethics requirements and other provincial authorities' guidelines;
- 4.4 be available to provide face-to-face and/or virtual sessions, as required;
- 4.5 be available upon contract award and able to travel throughout the province of Quebec, including Port-Cartier.

The Contractor shall provide training and supervision services in accordance with the integrated modular approach based on Doctor Livesley's model in accordance with applicable legislation and guidelines; CSC's standards of practice, guidelines, and policies; and the National Essential Health Services Framework established by CSC (available on request).

The Contractor shall consult with CSC's regional mental health managers to ensure that training and supervision services comply with the latest applicable legislation, standards of practice, and policies.

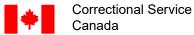
### References:

The following is a non-exhaustive list of applicable legislation and relevant CSC policies and guidelines. CSC policies and guidelines can be found on CSC's Web page at <a href="www.csc-scc.gc.ca">www.csc-scc.gc.ca</a>. They are also available in hard copy (upon request).

- Corrections and Conditional Release Act, sections 85 to 89 Health Services
- Commissioner's Directive No. 800 Health Services
- National Essential Health Services Framework (see attached document)
- Documentation procedures for Health Services Professionals
- · Abbreviations for Health Services
- Guidelines for Sharing Personal Health Information
- Discharge Planning Guidelines: A Client-Centred Approach
- Clinical Discharge Planning and Community Integration Service Guidelines
- Accreditation Standards and required Organization Practices
- Integrated Mental Health Guidelines

### 5. Tasks

5.1 Under the provisions of section 3, the Contractor shall provide training and supervision on the integrative approach based on Doctor Livesley's model (one-on-one and group) at the request of the regional mental health managers, in accordance with the National Framework for Essential



Health Services, and in accordance with any changes to that Framework issued by CSC during the contract period by Canada.

These services include, but are not limited to, the following tasks:

- Training for clinical stakeholders responsible for delivering treatment models
- Correctional Officer (CX) training
- Training for psychiatrists and doctors
- Training for other clinician and non-clinician stakeholders acting outside the treatment
- Counter-transference management training
- Group supervision
- Individual supervision

Any other type of training and/or supervision related to the integrative approach based on Doctor Livesley's model, not previously listed, could be added at the request of the organization and in collaboration with the Contractor.

#### 5.2 Continuity of services

The Contractor must appoint a replacement to ensure continuity of service in the event that the Contractor is unable to provide training and supervision services due, inter alia, to vacation or prolonged illness (more than five days). The replacement must be approved by the regional mental health managers and be in office before the Contractor's absence. All alternates must have the qualifications and experience required to meet the Contractor's selection criteria and must be approved by CSC. The replacement must also have a valid security clearance that meets with the contract's security requirements.

#### 6. Services related to the provision of Health Services in CSC

The Contractor shall be familiar with, and comment on (if relevant or required), CSC's accreditation standards, required organizational practices, and other CSC initiatives for quality assurance and improvement.

# 7. Licence and notification requirements

The Contractor must have a valid licence in good standing with the Ordre des Psychologues du Québec throughout the contract and hold a professional liability insurance to exercise their profession.

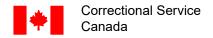
The Contractor shall notify regional mental services managers of any problem that may call into question its competency and of any restrictions imposed by the professional regulatory body that affect the Contractor's ability to provide health services to inmates.

The Contractor shall immediately inform the regional mental health services managers of any complaints against them.

#### 8. Safety

Any equipment, including communication devices, that the Contractor wishes to bring to the institution must be approved in advance by the regional mental health managers and CSC security staff.

Prohibited items: The Contractor shall ensure that all resources (including the Contractor itself and its alternates) that provide services directly or indirectly under this contract are familiar with section 2 of the Corrections and Conditional Release Act and section 42 of the Corrections and Conditional Release Regulations and Commissioner's Directive 060 - Code of Discipline.



The Contractor and its alternate shall not enter into a personal or work relationship with an inmate. The Contractor or his replacement is prohibited from giving items to or receiving them from an inmate. These items include, but are not limited to, cell phones, cigarettes, toiletries, hobby items, drugs, alcohol, letters received or sent by inmates, money, and weapons or items that can be used as weapons. Any person found responsible for providing unauthorized or prohibited items to inmates may be immediately fired from the correctional institution or subject to criminal charges or both. Such breaches could result in a termination of the contract by Canada, in accordance with the contract's breach provisions.

As a visitor to a CSC correctional facility, the Contractor shall be required to comply with the institution's security requirements, which may vary depending on the inmates' activities. The Contractor may be faced with delays or denied entry to some areas at certain times, even if prior arrangements for access have been made.

## 9. Language of work

The contractor must provide these services in the official language of the participants, either English or French.

#### 10. Deliverables

The Contractor shall provide training and supervision services such as:

Training and supervision services shall not exceed the total set out in Annex B - Payment Base and the schedule determined by the Project Authority.

#### 11. Schedule

Service schedules are based on the institutions in question, namely, Monday to Friday, between 08:00 a.m. and 06:00 p.m., as required by CSC. (*To be determined when the contract is awarded.*)

## Change of schedule or cancellation

If the schedule of clinics and/or supervision is postponed, CSC will give the Contractor fifteen (15) working days' notice. It is understood that, on this condition, the Contractor will not charge the rates set out in the contract, otherwise the costs will be reimbursed in full.

#### 12. Meetings

At the request of the regional mental health managers, the Contractor may be required to participate in multi-disciplinary meetings of the Health Services Team. The Contractor may charge for the time spent attending meetings at the hourly rate set out in the Contract as per Annex B – Basis of Payment.

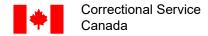
#### 13. Restrictions

Working in a correctional environment:

Comply with the security guidelines established at CSC and those of the institution.

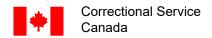
### 14. Confidentiality

In accordance with the confidentiality provisions of the contract, the Contractor may not communicate with the media about the health services provided to CSC. The Contractor must immediately inform regional mental health services managers if a media member has contacted them about the health services provided to CSC. The Contractor shall not disclose, at any time, any confidential information about the identities of the inmates.



# 15. Contractor support

According to the specifications of section 3, CSC shall provide the necessary space and computer support to provide training and supervision services.



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

### 1.0 Contract Period

The Contractor shall be paid on the basis of payment for the work performed under the Contract as set out in the annex provided for that purpose. The inclusion of volumetric data in this document does not represent a commitment on the part of Canada that its future use of the services described in the bid solicitation will be consistent with this data.

# Table 1 - Firm period

### 1.1 Professional services

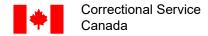
FIRM PERIOD: As of award on March 31, 2022, inclusive

FIRM PERIOD: As of award on March 31, 2022, inclusive							
DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	PRICE	TOTAL (plus tax)			
Training	Day	22	\$	\$			
Group supervision(duration: 3 hours/each)	Session	84	\$	\$			
One-on-one supervision (duration 1 hour/each)	Hour	660	\$	\$			
Participating in multi- disciplinary Health Services Team meetings	Hour	5	\$	\$			
Maximum travel and living expenses for Port-Cartier (as per the National Joint Council Travel Directive)	N.A.	1	\$ 6 000.00	\$ 6 000.00			
TOTAL TABLE 1 – FIRM PE	RIOD (only	services rend	ered will be paid):	\$			

# 2.0 Contract period extension options

Subject to exercising the option to extend the contract period, in accordance with section 4. The contract term of the original contract, Contract Extension Options, the Contractor shall be paid the daily or all-inclusive firm rate, according to the following table, plus applicable taxes, to perform all the work and services required in connection with the contract extension.

The Contractor shall notify the Project Authority when it reaches 75% of the contract's financial limits. This financial information may also be required, upon request, by the Project Authority.



# Table 2 – Optional period

### 1.1Professional services

OPTIONAL PERIOD: April 1, 2022 to March 31, 2023 inclusive

DESCRIPTION DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	PRICE	TOTAL (plus tax)
Training	Day	8	\$	\$
Group supervision (duration: 3 hours/each)	Session	75	\$	\$
One-on-one supervision (duration 1 hour/each)	Hour	550	\$	\$
Participating in multi- disciplinary Health Services Team meetings	Hour	3	\$	\$
Maximum travel and living expenses for Port-Cartier (as per the National Joint Council Travel Directive)	N.A.	1	N/A	N/A
TOTAL – OPTIONAL PI	\$			
	GI	RAND TOTAL -	- TABLES 1 AND 2	\$

## 3.0 Reimbursable expenses

- 3.1 Canada will not accept travel and living expenses for the following:
  - (a) The work performed at the institutions listed in section 1.2 Introduction of Annex A, Statement of Work except for Port-Cartier or any other site approved by the regional health manager;
  - (b) Any travel between the contractor's place of business and the institution; and
  - (c) To relocate resources to meet contract conditions. These costs are included in the hourly all-inclusive rates set out in this annex.

### 4.0 HST or GST

- 4.1 All prices and amounts of money in the Contract do not include the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. GST or HST, whichever is applicable, is added to the price herein and will be paid by Canada.
- 4.2 The estimated amount of HST or GST of N/A. \$\(\frac{1}{2}\) is included in the estimated total cost shown on page 1 of this contract. If it applies, the GST or HST shall be included in all invoices and in all advance payments as a separate item. All items that are zero-rated or exempt, or to which the GST or HST do not apply, shall appear as such on all invoices. The Contractor agrees to pay the Canada Revenue Agency (CRA) the amount of GST or HST paid or due.

# Annex C - Security Requirement Check List

			DSD-QUE4289				
Government	Goov	vernement	Contract Number / Numéro du cont	trat			
of Canada	of Canada du Canada 21301-21-368				3		
	Security Classification / Classification de						_
			Non-classifié				_
PART A - CONTRACT INFOR	LISTE D	SECURITY REQUIREMENTS CHECK DE VÉRIFICATION DES EXIGENCES RELATIV PARTIE A - INFORMATION CONTRACTUELLE			2 2		
Originating Government De-	partment or	r Organization /	<ol><li>Branch or Directorate / Direction gene</li></ol>	rale ou	Direc	tion	
Ministère ou organisme gou		Survice correctionmen de Camada	Services de santé		-		
. a) Subcontract Number / Nu . Brief Description of Work / E	W. C. C.		ess of Subcontractor / Nom et adresse du s	ious-trai	itant		
Services de formation et super	vision						
a) Will the supplier require a Le fournisseur aura-t-il au		ontrolled Goods7 marchandises contrôlees7		V	No Non		Yes
b) Will the supplier require a	ccess to ur	nclassified military technical data subject to the provis	ions of the Technical Data Control		No	-	Yes
Regulations?			Managara sayarsa ya taraka sayan tara	V	Non	_	Out
sur le contrôle des donné		données techniques militaires non classifiées qui sont ues?	t assujetties aux dispositions du Regiernent	100			
		Indiquer le type d'accès requis					_
		require access to PROTECTED and/or CLASSIFIED a			No	Г.	Yes
(Specify the level of acce	as using the	és auront-ils accès à des renseignements ou à des bie e chart in Question 7, c) ant le tableau qui se trouvé à la question 7, c)	ens PROTÉGÉS et/ou CLASSIFIÉS?	Ш	Non	-	Oui
Le fournisseur et ses emp à des renseignements ou c. c) Is this a commercial coun	ASSIFIED I ployés (p. e i à des bien ier or delive	(e.g. cleaners, maintenance personnel) require access information or assets is permitted. ex. rettloyeurs, personnel d'antratien) auront-ils accès la PROTEGES et/ou CLASSIFIES n'est pas autorisé ary requirement with no overnight storage? ou de livraison commerciale sams entreposage de nui	à des zones d'accès restreintes? L'accès	V	No Non No		Yes Oui Yes
		요마 () - 아니는			Non	-	Jou
	tation that	the supplier will be required to access / Indiquer le typ			cces	_	
Canada	~	NATO / OTAN	Foreign / Etranger				
<ul> <li>b) Release restrictions / Res No release restrictions</li> </ul>	anctions re	All NATO countries	No estima a consistencia		_		
Aucune restriction relative à la diffusion	~	Tous les pays de l'OTAN	No release restrictions Aucune restriction relative à la diffusion				
Not releasable							
À ne pas diffuser							
Restricted to: / Limité à		Restricted to: / Limité à	Restricted to: / Limité à :		1		
Specify country(ies): / Précise	r le(e) neu			-	1		
specify country(les). / Precise	it so(s) pays	s Specify country(ies): / Préciser le(s) pay	Specify country(ies): / Precis	ier le(s)	pays		
c) Level of information / Nive	au d'inform	nation			_	_	_
PROTECTED A	~	NATO UNCLASSIFIED	PROTECTED A		1		
PROTÉGÉ A PROTECTED B		NATO NON CLASSIFIÉ	PROTÉGÉ A				
PROTÉGÉ B	V	NATO RESTRICTED NATO DIFFUSION RESTREINTE	PROTECTED B PROTÉGÉ B				
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PART A /con	tinued) / PARTIE A (suite)				
8. Will the sup	oplier require access to PROTECT	TED and/or CLASSIFIED COMSEC	information or assets?		No Yes
Le fourniss	eur aura-t-il accès à des renseign cate the level of sensitivity:	ements ou à des biens COMSEC de	tsignés PROTÉGÉS et/ou C	LASSIFIES?	Non Ou
Dans l'affin	mative, indiquer le niveau de sens	sibilité :			
9. Will the sup	oplier require access to extremely	sensitive INFOSEC information or a ements ou à des biens INFOSEC de	ssets?	4.2	✓ No Yes
Torono con como	s) of material / Titre(s) abrégé(s) o		- ration of state in the incidence	= 1	Non Oui
Document I	Number / Numéro du document :				
10 a) Person	RSONNEL (SUPPLIER) / PARTIE	B - PERSONNEL (FOURNISSEU) ed / Niveau de contrôle de la sécurit	3)		
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	Special comments				
	Commentaires spéciaux :				
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10. b) May uns	screened personnel be used for pr	ortions of the work?		i de la securité doit être	T No. T Yes
		e peut-il se voir confier des parties d	lu travail7		Non Oui
	will unscreened personnel be esco affirmative, le personnel en question				No Yes
	and the second s		220 CO 200 CO 20		Non LOui
	ON / ASSETS / RENSEIGNE	IE C - MESURES DE PROTECTION	(FOURNISSEUR)		
THE SECTION OF	on Page 19 / Hendeldhei	MENTO / BIENO			
11. a) Will the	supplier be required to receive an	nd store PROTECTED and/or CLASS	SIFIED information or assets	on its site or	No Yes
premise Le fourn	E I	t d'entreposer sur place des renseig	namento es des blass PRAS	nhada	Non LOui
CLASSI	FIES?	t d'entreposer sur place des renseig	nements ou des biens PRO	EGES 6000	
11 h) Will the	simplier be required to safequard	COMSEC information or assets?			
Le fourn	isseur sera-t-il tenu de protéger d	les renseignements ou des biens CC	DMSEC?		Non Yes
PRODUCTIO	ON .				
and the same of th					60 2000 14-4350 T
occur at	the supplier's site or premises?	air and/or modification) of PROTECTI	ED and/or CLASSIFIED mate	nai or equipment	No Yes Oui
Les insta	illations du fournisseur serviront-elli ASSIFIÉ?	es à la production (fabrication et/ou ré	paration et/ou modification) de	matériel PROTÉGÉ	
e500 CL	ASSIFIE /				
INFORMATIO	ON TECHNOLOGY (IT) MEDIA /	SUPPORT RELATIF À LA TECHNI	OLOGIE DE L'INFORMATIO	N (TI)	
11. d) Will the s	supplier be required to use its IT sys	tems to electronically process, produc	oe or store PROTECTED and	or CLASSIFIED	✓ No Yes
Le fourn	ion or data? isseur sera-t-il tenu d'utiliser ses pri rements ou des données PROTÉGI	opres systèmes informatiques pour tra	siter, produire ou stocker élect	roniquement des	NonOui
Disposer	r be an electronic link between the ra-1-on d'un lien électronique entre l ementale?	supplier's IT systems and the governing le système informatique du fournisseu	nent department or agency? ir et celui du ministère ou de l'	agence	Non Yes
TBS/SCT 350	0-103(2004/12)	Security Classification / Clas	sification de sécurité		
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PART D - AUTHORIZATION / PAR						
13. Organization Project Authority /	Chargé de projet de l'org	anisme				
Name (print) - Nom (en lettres moul	ées)	Title - Titre		Signature		
Nancy Massicotte		Directrice o	des services de santé	(X)	Don Tourde	
Telephone No N° de téléphone 450 972-7629	Facsimile No N° de 1 450 972-7662	élécopieur		il address - Adresse courriel Date y Massicotte@csc-scc.gc.ca 2020-07-29		
14. Organization Security Authority	Responsable de la sécu	rité de l'orga	inisme			
Name (print) - Nom (en lettres moul	ées)	Title - Titre		Signature		
Rita Dubois Contract Securi Analyste de la sécuri				lyst Dubois, Rita		
Telephone No - N' de téléphone Facsimile No - N' de télécoleur E-mai Rita Dubois @ (			E-mail address - Adresse ois@CSC-SCC.GC.	CA	Date 2020-12-31	
<ol> <li>Are there additional instructions Des instructions supplémentaire</li> </ol>				ant-elles jointe	No Yes	
16. Procurement Officer / Agent d'a	pprovisionnement					
Name (print) - Nom (en lettres moul	ées)	Title - Titre		Signature	0	
HANON PAULIA	j	AGENT	E RÉG., APDROV.	0	Marin faulix	
Telephone No N° de téléphone 450 664 - 66 12- 17. Contracting Security Authority /	Facsimile No N° de t 100 - 664 - 6 Autorité contractante en r	élécopieur 626 natière de sé	Final address - Adresse Honon - Paulin (	collected	Date	
Cynthia Laverdure Quality Control Officer/Age PSPC/SPAC		a qualité		Signature Laverd	Ure, Cynthia Cynthia Cynthia Cynthia Date: 2021.01.19 08:94:15-05'00'	
Cynthia.laverdure@twgsc- Tel: (343)552-1365	pwgsc.gc.ca		ess - Adresse	courriel	Date	

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#### Annex D - Evaluation Criteria

#### 1.0 Technical Evaluation:

- 1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.
- 1.2
- Mandatory Technical Criteria

It is <u>imperative</u> that the proposal <u>address each of these criteria</u> to demonstrate that the requirements are met.

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

# 1.6 Response Format

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

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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 CRITERIA - Professional Mental Health Training and Supervision Services

N°	Mandatory criterion	Bidder's description (include a reference to the bid)	Met (yes/no)
01	The Contractor or the proposed staff must have a valid licence in good standing with the Ordre des Psychologues du Québec (provide evidence in the bid submission).		
O2	The Contractor or proposed staff must have a minimum of three (3) years experience in mental health training and supervision on the integrative approach based on Doctor Livesley's model (integrated modular treatment for personality disorders obtained over the last ten (10) years (provide evidence in the bid submission).		
O3	Experience with a wide range of intervention models whose principles and techniques are used within the framework for integrated modular treatment (dialectical behaviour therapy, cognitive-behavioural therapy, mentalization-based treatment, transfer-focused therapy, schemafocused therapy, etc.) provide proof in the bid submission).		
O4	Minimum experience of six (6) months in applying training and supervision content to institutional staff or any other organization involved in the criminal justice process to clients under warrant of committal (provide proof in the bid submission).		

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## **ANNEX E: Commercial General Liability Insurance**

- 1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - 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)
  - 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.
  - 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.
  - I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - n. All Risks Tenants Legal Liability to protect the Contractor for liabilities arising out of its occupancy of leased premises.

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- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the <u>Department of Justice Act</u>, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

## q. For the province of Quebec, send to:

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

## For other provinces and territories, send to:

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

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

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