





**OFFER TO THE DEPARTMENT OF PUBLIC SAFETY CANADA  
VENDOR INFORMATION AND AUTHORIZATION**

**Each proposal must include a copy of this page properly completed and signed.**

**Vendor Name and Address**

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**Legal Status (incorporated, registered, etc.)**

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**GST or HST Registration Number and/or Business Identification Number (Canada Revenue Agency)**

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**Name and Title of Person authorized to sign on behalf of Vendor**

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Central Point of Contact**

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Print Name: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## PART 1 – GENERAL INFORMATION

### 1. INTRODUCTION

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

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

The Annexes include

- Annex A: Statement of Work
- Annex B: Basis of Payment
- Annex C: Security Requirements Checklist

### 2. SUMMARY

Public Safety Canada objectives of the current project are to (1) explore the prevalence of sexual victimization (i.e., sexual coercion<sup>1</sup>, sexual violence<sup>2</sup>, and sexual harassment<sup>3</sup>) in Canadian federal institutions, (2) understand the nature and extent of the problem for racialized and at-risk offenders (e.g., Indigenous individuals, women, LGBTQ2+), and (3) identify potential approaches to further inform effective prevention and intervention plans. This research will inform future research, policy and program development aimed at preventing, tracking, and responding to sexual coercion and violence in federal institutions as identified in Annex A – Statement of Work.

**This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.**

There is a security requirement associated with this requirement. For additional information, see Part 6 – Resulting Contract Clauses; Annex C, Security Requirements Checklist

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<sup>1</sup> **Sexual coercion** refers to sexual assault carried out using coercive tactics, such as psychological pressure, tricks, threats, and intimidation (e.g., threatening to spread rumors if the person does not engage in sexual activity; ostracizing if the person does not comply).

<sup>2</sup> **Sexual violence** refers to sexual assault carried out using physical force or against a person who is incapacitated (e.g., unconscious).

<sup>3</sup> **Sexual harassment** refers to a persistent pattern of behaviour, including unwelcome sexual advances, requests for sexual favours, and other forms of verbal or physical conduct of a sexual nature. Sexual harassment can involve an abuse of power and is often used as a way of controlling or intimidating someone.



The requirement is subject to the provisions of the Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), Canadian Free Trade Agreement (CFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Comprehensive Economic and Trade Agreement (CETA), and the World Trade Organization-Agreement on Government Procurement (WTO-AGP).

The resulting contract contract will **not** include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs).

### **3.     DEBRIEFINGS**

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



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

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

#### 1.1 **2003 Standard Instructions - Goods or Services – Competitive Requirements (2020-05-28)**

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

Delete: sixty (60) days

Insert: one-hundred twenty (120) days

### 2. SUBMISSION OF BIDS

Bids submitted by facsimile or by courier will not be accepted.

Bids must **only be emailed** to the email address provided below. The only acceptable email is:

[contracting@ps-sp.gc.ca](mailto:contracting@ps-sp.gc.ca)

Bids not received at the aforementioned email address by the closing date and time specified on page 1 of this solicitation document will not be accepted.

For email transmissions, Canada will not be responsible for any failure or delay attributable to the transmission or receipt of the email including, but not limited to:

- Receipt of garbled or incomplete bid;
- File size;
- Delay in transmission or receipt of the bid;
- Failure of the Bidder to properly identify the bid;
- Illegibility of the bid; or
- Security of the bid data.

**Please note that .zip files will be rejected by Government of Canada servers.**

**Bids submitted by facsimile or by courier will not be accepted.**



### **3. ENQUIRIES – BID SOLICITATION**

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

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

It is the responsibility of the Bidder to obtain clarification of the requirements contained herein, if necessary, prior to submitting a bid.

A request for a time extension to the bid closing date will be considered provided it is received in writing by the PS Contracting Authority at least five (5) working days before the closing date shown on page 1 of this RFP document. The request, if granted, will be communicated by [www.BuyandSell.gc.ca](http://www.BuyandSell.gc.ca) at least three (3) working days before the closing, showing the revised closing date. The request, if rejected, will be directed to the originator at least three (3) working days before the closing date by the PS Contracting Authority.

### **4. APPLICABLE LAWS**

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

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.

### **5. IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to **the Contracting Authority** named in this bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **five (5)** days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **6. OFFICE OF THE PROCUREMENT OMBUDSMAN**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



## 7. **INTELLECTUAL PROPERTY**

Public Safety Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

The main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination

Although Public Safety Canada will retain all intellectual property rights arising from the performance of the work under any resulting contract, Public Safety will, at the request for the Contractor, may grant a no-fee end-use restricted license.



## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **1. BID PREPARATION INSTRUCTIONS**

Canada requires that bidders submit their bid in separate files as follows:

Section I:            Technical Bid: 1 soft copy, received by email  
Section II:           Financial Bid: 1 soft copy, received by email  
Section III:          Certifications 1 soft copy, received by email

Bidders may submit their bid as a single email however, each section of the bid must be submitted as a separate

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

Canada requests that bidders submit their bid in an editable format such as Microsoft Word or in PDF.

#### **Section I:        Technical Bid**

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

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

The technical proposal must exclude any reference to financial information relative to the costing of the proposal.

**Failure to provide a technical proposal with the submission will result in non-compliance and will not be evaluated.**

#### **Section II:       Financial Bid**

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

**Failure to provide a financial proposal with the submission will result in non-compliance and the bid will not be evaluated.**

#### **Section III:      Certifications**

Bidders must submit the certifications 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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### **2. TECHNICAL EVALUATION**

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purposes of this evaluation. The Bidder should provide complete details as to where, when, month and year, and how, through which activities / responsibilities, the stated qualifications / experience were obtained. Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

When completing the resource grids the specific information which demonstrates the requested criteria should be in the grid. The reference to the page and project number should also be provided so that the evaluator can verify this information. It is not acceptable that the grids contain all the project information from the résumé, only the specific answer should be provided.

Bidders are advised that the month(s) of experience listed for a project in which the timeframe overlaps that of another referenced project of the same resource 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.

Bidders are also advised that the experience is as of the closing date of the Request for Proposal. For example, if a given requirement states, "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP.

Proposals not meeting the mandatory requirements below will be given no further consideration.



## 2.1. Mandatory Technical Criteria

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

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

The Bidder must provide sufficient detail to clearly demonstrate **how** they meet each mandatory requirement below. Bidders are advised that only listing experience without providing any supporting data and information to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered “demonstrated” for the purpose of this evaluation.

Item	Evaluation Criteria	Demonstrated Compliance
<b>MT1</b>	<p>The Bidder must propose and clearly identify, by name and role, an individual or a team of resources to complete the work as described in the Statement of Work.</p> <p>If the Bidder proposes a team, they must describe the structure of the team and include a description of the role that each resource will undertake. At a minimum, the Bidder must propose a Principal Investigator (PI).</p> <p>The Bidder must submit an up-to-date <i>curriculum vitae</i> for each proposed resource.</p> <p>Any junior level resources the Bidder does not need to name the resource or provide a resource but describe the role and how many needed.</p>	
<b>MT2</b>	<p><b>Publication Record in the Area of Corrections</b></p> <p>The Bidder must demonstrate that <b>the PI</b> has published a minimum of three (3) <b>quantitative or qualitative research projects in the area of adult corrections</b> (i.e., adult correctional programs and/or interventions, violence and/or victimization in adult correctional settings, or health and/or mental health issues among individuals in the criminal justice system) within the last ten (10) years.</p> <p>For the purpose of this criterion, a publication record includes articles published in an independent, peer-reviewed journal, academic publications, and scientific working papers or technical reports published through a recognized university, governmental, or non-governmental organization.</p> <p>To meet this criterion, it is not sufficient to simply refer to the PI's <i>curriculum vitae</i>. The Bidder should provide all relevant information for each publication listed, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Publication title</li> <li>• Publication dates</li> <li>• A detailed description of publication (e.g., what was the study's purpose, what methods were employed)</li> <li>• Proposed PI's roles and responsibilities</li> </ul> <p><i>Note:</i> The experience of multiple members of the project team cannot be combined to satisfy this criterion.</p>	



Item	Evaluation Criteria	Demonstrated Compliance
<p><b>MT3</b></p>	<p><b>Experience in Survey Based Research</b></p> <p>The Bidder must demonstrate that <b>the proposed PI</b> has experience conducting a minimum of three (3) <b>survey-based research projects</b> (i.e., the collection of information from a sample of individuals through their responses to questions) within the last ten (10) years.</p> <p>To meet this criterion, it is not sufficient to simply refer to the PI's <i>curriculum vitae</i>. The Bidder should provide all relevant information for each project listed, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Project title</li> <li>• Project start and end dates</li> <li>• Description of the work, scope, and purpose</li> <li>• Data collection and analysis methods</li> <li>• Proposed PI's roles and responsibilities</li> </ul> <p><i>Note:</i> The experience of multiple members of the project team <b>cannot</b> be combined to satisfy this criterion.</p>	
<p><b>MT4</b></p>	<p><b>Professional Experience in the Area of Sexual Victimization</b></p> <p>The Bidder must demonstrate that, within the last ten (10) years, <b>the PI</b> has:</p> <ul style="list-style-type: none"> <li>• published a minimum of one (1) <b>research project in the area of sexual victimization</b>, or</li> <li>• <b>worked for a minimum of one (1) year, providing a professional mental health or counselling services to individuals who have experienced sexual victimization.</b></li> </ul> <p>For the purpose of this criterion, <b>a publication record</b> must include articles published in an independent, peer-reviewed journal, academic publications, and scientific working papers or technical reports published through a recognized university, governmental, or non-governmental organization. <b>Work experience</b> must include providing a professional mental health or counselling service to individuals who have experienced sexual victimization (e.g., a counsellor, a psychologist, a clinical social worker).</p> <p>To meet this criterion, it is not sufficient to simply refer to the PI's <i>curriculum vitae</i>. The Bidder should provide all relevant information for each publication or work experience listed, including but not limited to:</p> <p><b>Publication record:</b></p> <ul style="list-style-type: none"> <li>• Publication title</li> <li>• Publication dates</li> <li>• A detailed description of publication (e.g., what was the study's purpose, what methods were employed)</li> <li>• Proposed PI's roles and responsibilities</li> </ul> <p>or,</p> <p><b>Work experience:</b></p> <ul style="list-style-type: none"> <li>• Position title</li> <li>• Institution</li> <li>• Employment period</li> <li>• A detailed description of work</li> <li>• Proposed PI's roles and responsibilities.</li> </ul>	



Item	Evaluation Criteria	Demonstrated Compliance
	<i>Note:</i> The experience of multiple members of the project team cannot be combined to satisfy this criterion.	
<b>MT5</b>	The Bidder must demonstrate how they will ensure communication is in the preferred official language (French and/or English) of the participant when conducting a survey.	

## 2.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

	Point Rated Criteria	Scoring	Max Pts	Pts Awarded	Demonstrate Experience
RT1	<p>The Bidder should demonstrate that <b>at least one member of the project team</b> has experience collecting data from criminal justice-involved persons (e.g., inmates, probationers, patients from the forensic psychiatric institution) in the context of a research project within the last ten (10) years.</p> <p><i>Note.</i> Data collection experience must include primary data, which is collected by researchers directly from main sources through interview, observations, surveys, experiments, etc. Any secondary data collection experience (e.g., using datasets that have already been collected) is not accepted.</p> <p>The Bidder should provide all relevant information for each project listed, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Project title</li> <li>• Project start and end dates</li> <li>• Description of the work, scope, and purpose</li> <li>• Data collection and analysis methods</li> <li>• Proposed resource's roles and responsibilities</li> </ul>	<p><b>4 points:</b></p> <p>1 project = 1 points            2 projects = 2 points            3 projects = 3 points            4 or more projects = 4 points</p>	4 points		



	Point Rated Criteria	Scoring	Max Pts	Pts Awarded	Demonstrate Experience
RT2	<p>The Bidder should demonstrate that <b>at least one member of the project team</b> has experience conducting multi-site survey (i.e., collecting data from more than one locations and intuitions) or population-based surveys (i.e., focus on communities, cities, states, and even entire nations) within the last ten (10) years.</p> <p>The Bidder should provide all relevant information for each project listed, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Project title</li> <li>• Project start and end dates</li> <li>• Description of the work, scope, and purpose</li> <li>• Data collection and analysis methods</li> <li>• Proposed resource's roles and responsibilities</li> </ul>	<p><b>4 points:</b></p> <p>1 project = 1 points            2 projects = 2 points            3 projects = 3 points            4 or more projects = 4 points</p> <p><b>2 points:</b></p> <p>Should more than one project include the use of software or technology for conducting surveys an additional 2 points would be awarded. This would include but limited to:</p> <ul style="list-style-type: none"> <li>- Uploading questions into the software or technology used</li> <li>- Operating the software</li> <li>- Gathering and analysing data from the software</li> </ul>	6 points		



	Point Rated Criteria	Scoring	Max Pts	Pts Awarded	Demonstrate Experience
RT3	<p>The Bidder should demonstrate that <b>at least one member of the project team</b> has experience in survey/questionnaire development and/or validation in the context of a research project within the last ten (10) years.</p> <p>The Bidder should provide all relevant information for each project listed, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Project title</li> <li>• Project start and end dates</li> <li>• Description of the work, scope, and purpose</li> <li>• Data collection and analysis methods</li> <li>• Proposed resource's roles and responsibilities</li> </ul> <p><i>Note:</i> The experience of multiple members of the project team can be combined to satisfy this criterion.</p>	<p><b>4 points:</b></p> <p>1 project = 1 points            2 projects = 2 points            3 projects = 3 points            4 or more projects = 4 points</p>	4 points		
RT4	<p>The Bidder should demonstrate that <b>at least one member of the project team</b> has published research in the area of sexual victimization within the last ten (10) years.</p> <p>For the purpose of this criterion, a publication record includes articles published in an independent, peer-reviewed journal, academic publications, and scientific working papers or technical reports published through a recognized university, governmental, or non-governmental organization.</p> <p><i>Note:</i> to meet this criterion, it is not sufficient to simply refer to the member's</p>	<p><b>4 points:</b></p> <p>2 projects = 2 points            3 projects = 3 points            4 or more projects = 4 points</p>	4 points		



	Point Rated Criteria	Scoring	Max Pts	Pts Awarded	Demonstrate Experience
	<p>curriculum vitae. A short description (approx. 100 words) must be provided that explains why the work cited is of relevance (i.e., what was the study's purpose, what methods were employed).</p> <p>The Bidder should provide all relevant information for each publication or work experience listed, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Publication title</li> <li>• Publication dates;</li> <li>• Detailed description of publication</li> <li>• Proposed resources roles and responsibilities.</li> </ul> <p><i>Note:</i> The experience of multiple members of the project team can be combined to satisfy this criterion.</p>				
RT5	<p><b>Work Plan</b></p> <p>The Bidder should provide a proposed work plan that they would use to conduct <b>Phase II and Phase III</b> of the project described in Annex A - Statement of Work.</p>	<p><b>15 points:</b></p> <p><b>Points will be awarded as follows:</b></p> <p>Maximum 15 points</p> <p>Points will be awarded per element up to a maximum of <b>3</b> points as follows</p> <p>0 points – element is not addressed or incomplete and/or insufficient detail provided</p> <p>1 points – element is unsatisfactorily addressed; it is only partially addressed or is only addressed in a superficial manner</p>	<b>15 points</b>		

	Point Rated Criteria	Scoring	Max Pts	Pts Awarded	Demonstrate Experience
		<p>2 points – element is satisfactorily addressed; sufficient detail has been provided</p> <p>3 points – element is well addressed and clear</p> <p>The proposed work plan should include the following <b>elements</b>:</p> <ul style="list-style-type: none"> <li>i. a clear and precise breakdown of all tasks to be completed</li> <li>ii. a clear and precise breakdown of each resource’s roles and responsibilities within tasks</li> <li>iii. demonstration that the deadlines and deliverables will be met</li> <li>iv. identification of any risks associated with the timelines, deliverables or outputs and any mitigation strategies.</li> <li>v. demonstrates how the Bidder will ensure that the data collected for the project will be kept secured and protected.</li> </ul>			
RT6	<p><b>Approach/Methodology</b></p> <p>The Bidder should provide a detailed approach and study methodology that will be used to conduct studies for Phase II and Phase III of the Project Described in Annex A – Statement of Work.</p> <p>Note: the approach/methodology may be revised following Contract Award.</p>	<p><b>15 points:</b></p> <p><b>Points will be awarded as follows:</b></p> <p>Maximum 15 points</p> <p>Points will be awarded per element up to a maximum of 3 points as follows</p> <p>0 points – element is not addressed or incomplete and/or insufficient detail provided</p>	15 points		



	Point Rated Criteria	Scoring	Max Pts	Pts Awarded	Demonstrate Experience
		<p>1 points – element is unsatisfactorily addressed; it is only partially addressed or is only addressed in a superficial manner</p> <p>2 points – element is satisfactorily addressed; sufficient detail has been provided</p> <p>3 points – element is well addressed and clear</p> <p>The detailed approach and study methodology should address specifically EACH of the following elements:</p> <ul style="list-style-type: none"> <li>i. Clear questionnaire modification and validation strategies for the work in Phase II and Phase III</li> <li>ii. an outline demonstrating a proposed approach to conduct a survey with individuals who are under community supervision at the time of the study <b>including survey administration procedures.</b>(Phase II and Phase III).</li> <li>iii. advantages and disadvantages of the proposed approach and methodology <b>of survey administration.</b></li> <li>iv. Risk mitigation strategies for the highly sensitive nature of the research topic during survey administration</li> <li>v. A outline demonstrating a proposed approach to ensure adequate sampling methodologies</li> </ul>			



	Point Rated Technical Criteria	Maximum Points	Scoring	Proposal / Resume Reference.
	<b>MAXIMUM POINTS AVAILABLE</b>	<b>48</b>		
	<b>MINIMUM POINTS REQUIRED</b>	<b>34</b>		

***NOTE: Any proposal that fails to achieve the minimum points required will be considered non-compliant and will not receive further consideration***



### 3. FINANCIAL EVALUATION

**The Bidder must complete this pricing schedule and include it in its financial bid. Prices must only appear in the Financial Bid and in no other part of the bid.**

The price of bids will be evaluated in Canadian dollars, Goods and Services Tax (GST) excluded; FOB destination, Customs duties and Excise taxes included. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

**Firm Fixed Price:** A firm fixed price is a basis of payment that applies when the total amount payable to the contractor for all of the contractual obligations, is a firm price agreed upon by the contracting authority and the contractor.

Table 1

Professional Services			
Resource Name	Estimated Level of Effort	Firm per diem rate*	Total
<b>Phase I</b>			
<b>Phase II</b>			
<b>Phase III</b>			
<b>Firm Fixed Price:</b>			

\* **Per Diem rates** are firm and all inclusive of overhead, profit and expenses such as travel and time to the NCR facilities.

**Please note the following:**

Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days\_worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:



**Table 2**

Other expenses	Amount	Mark-up	TOTAL
<b>Phase I</b>			
<b>Direct Expenses:</b> Materials, supplies, and other direct expenses incurred during the performance of the Work at actual cost with a Mark-up		_____ %	
<b>Phase II</b>			
<b>Direct Expenses:</b> Materials, supplies, and other direct expenses incurred during the performance of the Work at actual cost with a Mark-up		_____ %	
<b>Phase III</b>			
<b>Direct Expenses:</b> Materials, supplies, and other direct expenses incurred during the performance of the Work at actual cost with a Mark-up		_____ %	
<b>Total</b>			

**Table 3**

Other expenses	Phase	Amount	Mark-up	Total
<b>Subcontracts: at actual cost with mark-up.</b> List any subcontracts proposed for any portion of the Contract describing the work to be performed and a cost breakdown with a Mark-up	<b>Phase I</b>		_____ %	
	<b>Phase II</b>		_____ %	
	<b>Phase III</b>		_____ %	
	<b>Total</b>			

**Table 4**

Travel	Estimate Amount	Total
Travel and Living expenses: at actual cost without mark- up	<b>\$20,000.00</b>	<b>\$20,000.00**</b>

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, private vehicle and incidental expenses provided in Appendices B,C and D of the Treasury Board Travel Directive ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp) ), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".



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

All payments are subject to government audit.

**\*\*This value has been estimated by Public Safety Canada. Bidders must not change this amount.**

**Table 5**

<b>TOTAL (sum tables 1 – 4)</b>	\$
---------------------------------	----

**Other Expenses**

All original supporting documentation is required for the reimbursement of all direct expenses and sub-contracts.

**Bidders should note the basis of payment is defined in Part 6 – Resulting Contract Clauses**

**4. Basis of Selection – Highest Combined Rating of Technical Merit 70% and Price 30%**

4.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Part 4 for the point rated technical criteria.

4.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i) : **PSi = LP / Pi x 30**. Pi is the evaluated price (P) of each responsive bid (i).

4.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): **TMSi = OSi x 70**. OSi is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Article 4, determined as follows: total number of points obtained / maximum number of points available.

4.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: **CRi = PSi + TMSi**

4.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in article 4 will be recommended for award of a contract.

4.7 The table below illustrates an example where the selection of the contractor is determined by a 70/30 ratio of the technical merit and price, respectively.



<b>Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)</b>			
<b>Bidder</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	<b>90</b>	<b>86</b>	<b>79</b>
<b>Bid Evaluated Price</b>	<b>C\$60,000</b>	<b>C\$55,000</b>	<b>C\$50,000</b>
<b>Calculations</b>	<b>Technical Merit Points</b>	<b>Price Points</b>	<b>Total Score</b>
<b>Bidder 1</b>	$90 / 100 \times 70 = 63.00$	$50,000^* / 60,000 \times 30 = 24.99$	87.99
<b>Bidder 2</b>	$85 / 100 \times 70 = 59.50$	$50,000^* / 55,000 \times 30 = 27.27$	86.77
<b>Bidder 3</b>	$79 / 100 \times 70 = 55.30$	$50,000^* / 50,000 \times 30 = 30.00$	85.30

\* represents the lowest evaluated price

In the example above, Bidder 1 is the Bidder who obtained the highest combined technical and financial score.



## PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract. The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 1.        **Certifications Required with the Bid**

#### 1.1.     **Certification 1 – Acceptance of Terms and Conditions**

I, the undersigned, as the Bidder and/or an authorized representative of the Bidder, hereby certify that by signing the proposal submitted in response to **RFP 202200482** that I agree to be bound by the instructions, clauses and conditions in their entirety as they appear in this RFP. No modifications or other terms and conditions included in our Proposal will be applicable to the resulting contract notwithstanding the fact that our proposal may become part of the resulting contract

Name (block letters): \_\_\_\_\_

Title \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Date: \_\_\_\_\_

#### 1.2     **Certification 2 – Integrity Provisions – Declaration of Convicted Offences**

In accordance with the Ineligibility and Suspension Policy (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.



### 1.3 Certification 3 – Employment Equity, Federal Contractors' Program

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 ([http://publiservice.gc.ca/services/fcp-pcf/index\\_f.htm](http://publiservice.gc.ca/services/fcp-pcf/index_f.htm)) available from Human Resources and Skills Development Canada (HRSDC) - 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 1.4 Certification 4 – Former Public Servant

#### Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### Definitions

For the purposes of this clause,

"former public servant" means a 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 and includes:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made up 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 Public Service.

"Pension" means a pension payable pursuant to the *Public Service Superannuation Act, R.S., 1985, c. P-36* as indexed pursuant to the *Supplementary Retirement Benefits Act, R.S., 1985, c. S-24*.

#### Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above?

YES ( )    NO ( )



If so, the Bidder must provide the following information:

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

**Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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,; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including Goods and Services Tax or Harmonized Sales Tax.

**STATEMENT:**

I, the undersigned, as a director of the Bidder, hereby certify that the information provided on this form and in the attached proposal are accurate to the best of my knowledge.

Name (block letters): \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

The above-named individual will serve as intermediary with Public Service Canada



1.5 Certification 5: Basis for Canada’s Ownership of Intellectual Property (SACC Clause K3200T – 2016-01-28)

Public Safety Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: \_\_\_\_\_ (ONE OF THE 7 EXCEPTIONS)

The Bidder, \_\_\_\_\_, Ottawa, Ontario concurs with the foregoing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

1.6 Certification 6: 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.

Name of Bidder \_\_\_\_\_

Name of duly authorized representative of Bidder \_\_\_\_\_

Signature of duly authorized representative of Bidder \_\_\_\_\_

Date \_\_\_\_\_

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder must submit one copy of the following certification for each non-employee proposed.

1.6.1 This section is to be completed only if bidder is proposing any person in fulfillment of this requirement who is not an employee of the bidder.

One copy of this certification must be submitted for each non-employee proposed.

Availability and Status of Personnel

“I, \_\_\_\_\_ (name of proposed candidate), certify that I consent to my résumé being submitted on behalf of \_\_\_\_\_ (name of firm) in response to the Request for Proposal \_\_\_\_\_ (RFP number).”

Signature of Proposed Personnel \_\_\_\_\_

Date \_\_\_\_\_



### 1.7      **Certification 7 Education and Experience**

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

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Name of duly authorized representative of Bidder

\_\_\_\_\_  
Signature of duly authorized representative of Bidder

\_\_\_\_\_  
Date

### 1.8      **Certification 8: Conflict of Interest**

Canada may have engaged the assistance of private sector contractors in the preparation of this solicitation. Responses to this solicitation from any such contractor or with respect to which any such Bidder or any of its subcontractors, employees, agents or representatives are in any manner directly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. The Bidder represents and certifies that it has not received, nor requested, any information or advice from any such contractor or from any other company or individual in any way involved in the preparation of this solicitation or in the definition of the technical requirement. The Bidder further warrants and certifies that there is no conflict of interest as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### 1.9    SACC Manual clause A3081T – COVID 19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification is incorporated into, and forms a binding part of any resulting Contract.

#### COVID-19 Vaccination Requirement Certification

I, \_\_\_\_\_ (first and last name), as the representative of \_\_\_\_\_ (name of business) pursuant to \_\_\_\_\_ (insert solicitation number), warrant and certify that all personnel that \_\_\_\_\_ (name of business) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

(a) fully vaccinated against COVID-19; or

(b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

(c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (name of business) have been notified of the vaccination requirements of the Government of Canada’s COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_



Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servant



## **PART 6 – RESULTING CONTRACT CLAUSES**

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

### **1.        REQUIREMENT**

See Annex A, Statement of Work.

### **2.        STANDARD CLAUSES AND CONDITIONS**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. However any reference to Public Works and Government Services Canada or its Minister contained in these terms and conditions shall be interpreted as reference to Public Safety Canada or its Minister

#### **2.1      General Conditions**

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

#### **2.2      Supplemental Conditions**

4007 (2010-08-16) Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information.

### **3.        SECURITY REQUIREMENT**

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

1. The contractor must, at all times during the performance of the contract, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP) of the ISS, PSPC
2. The contractor personnel must EACH hold a valid reliability status, granted or approved by the CSP/ISS/PSPC
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of the CSP/ISS/PSPC
4. The contractor must comply with the provisions of the:
  1. Security Requirements Check List, attached at Annex C
  2. Industrial Security Manual (Latest Edition)

### **4.        GENDER-BASED ANALYSIS PLUS (GBA +)**

In 1995, the Government of Canada committed to using GBA+ to advance gender equality in Canada, as part of the ratification of the [United Nations' Beijing Platform for Action](#).

Gender equality is enshrined in the *Charter of Rights and Freedoms*, which is part of the Constitution of Canada. Gender equality means that diverse groups of women, men and gender-diverse people are able to participate fully in all spheres of Canadian life, contributing to an inclusive and democratic society.



The Government recently renewed its commitment to GBA+ and is working to strengthen its implementation across all federal departments.

Public Safety Canada encourages Contractors to promote and implement GBA programming within their organization amongst their employees, agents, representatives or any of its subcontractor to support the Government of Canada in the achievement of gender equality which depends on closing key gaps between diverse groups of women, men and gender-diverse people.

## **5. THE OFFICE OF THE PROCUREMENT OMBUDSMAN (OPO)**

### **Dispute Resolution**

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

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

### **Contract Administration**

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

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

## **6. TERM OF CONTRACT**

### **6.1 Period of the Contract**

The Work is to be performed from date of contract award to **March 31, 2024**.

### **6.2 Termination on Thirty Days' Notice**

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. 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.



## 7. AUTHORITIES

### 7.1 Contracting Authority

The Contracting Authority for the Contract is:

Contracting and Procurement Unit  
Public Safety Canada  
269 Laurier Avenue, West  
Ottawa ON K1A 0P8

Email: [contracting@ps-sp.gc.ca](mailto:contracting@ps-sp.gc.ca)

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

### 7.2 Project Authority

*To be identified at Contract award.*

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

### 7.3 Contractor's Representative

*To be identified at Contract award.*

## 8. PAYMENT

For the Work described in *the statement of work* in Annex A

A limitation of expenditure is a predetermined amount of money representing Canada's total liability to the contractor. The contractor is expected to do its best to satisfactorily complete all the work indicated in the contract to which this basis of payment applies without exceeding the limitation of expenditure. If the contractor cannot perform a part of the work without exceeding the limitation of expenditure, it is not legally required to perform this part of the work unless a negotiated increase to the limitation of expenditure has been previously included in the contract in writing by the Contracting authority.

8.1 Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

8.2 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 specifications, 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 percent committed, or
- (b) four (4) months before the Contract expiry date, or
- (c) if the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- 8.3 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

## **9. INVOICING INSTRUCTIONS**

- 9.1 The Contractor must submit invoices in accordance with the information required in Section 12 of 2035, General Conditions – Higher Complexity – Services.
- 9.2 An invoice for a single payment cannot be submitted until all Work identified on the invoice is completed.
- 9.3 Each invoice must be supported by:
- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. all such documents have been verified by Canada;
  - c. the Work performed has been accepted by Canada.
  - d. Direct Expenses will be paid at actual cost with mark-up, upon submission of an itemized statement supported by receipt vouchers
  - e. Travel Expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.
- 9.4 In the ongoing efforts of being a department that contributes to the greening initiative, as well as to improve our efficiencies when processing invoices, Public Safety Canada is moving towards receiving all invoices electronically from vendors. We ask, where possible, that vendors send their invoices electronically and do not send their invoices in paper format through regular postal mail services.

Email address: [PS.InvoiceProcessing-TraitementDesFactures.SP@canada.ca](mailto:PS.InvoiceProcessing-TraitementDesFactures.SP@canada.ca)

## **10. CERTIFICATIONS**

### **10.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



## 11. APPLICABLE LAWS

The 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 as specified by the bidder in its bid, if applicable.*)

## 12. 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 general conditions 2035 (2020-05-28), General Conditions – Higher Complexity – Services;
- c) the supplemental condition 4007 (2010-08-16) Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information.
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirement Checklist
- g) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

## 13. FOREIGN NATIONALS (CANADIAN CONTRACTOR)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

**OR**

## 13. FOREIGN NATIONALS (FOREIGN CONTRACTOR)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements

## 14. WORK PERMIT AND LICENSES

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation.

The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor will provide a copy of any such permit, license, or certificate to Canada.



## 15. **NON-PERMANENT RESIDENT**

### Non-Permanent Resident

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfillment of this Contract. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

**OR**

### Non-Permanent Resident (Foreign Contractor)

The Contractor must ensure that non-permanent residents intending to work in Canada on a temporary basis in fulfillment of the Contract, who are neither Canadian citizens nor United States nationals, receive all appropriate documents and instructions relating to Canadian immigration requirements and secure all required employment authorizations prior to their arrival at the Canadian port of entry.

The Contractor must ensure that United States nationals having such intentions receive all appropriate documents and instructions in that regard prior to their arrival at the Canadian port of entry. Such documents may be obtained at the appropriate Canadian Embassy/Consulate in the Contractor's country. The Contractor will be responsible for all costs incurred as a result of noncompliance with immigration requirements.

## 16. **INTERNATIONAL SANCTIONS**

1. Persons in Canada, and Canadians outside of Canada, are bound by economic sanctions imposed by Canada. As a result, the Government of Canada cannot accept delivery of goods or services that originate, either directly or indirectly, from the countries or persons subject to economic sanctions.

Details on existing sanctions can be found at: <http://www.dfait-maeci.gc.ca/trade/sanctions-en.asp>

2. It is a condition of this Contract that the Consultant not supply to the Government of Canada any goods or services which are subject to economic sanctions.
3. By law, the Consultant must comply with changes to the regulations imposed during the life of the Contract. During the performance of the Contract, should the imposition of sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services cause an impossibility of performance for the Consultant, the situation will be treated by the Parties as a force majeure. The Consultant shall forthwith inform Canada of the situation; the procedures applicable to force majeure shall then apply.

## 17. **CANADA FACILITIES, EQUIPMENT, DOCUMENTATION & PERSONNEL**

1. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the work:
  - a. Client department's premises;
  - b. Client department's computer systems;
  - c. Documentation; and
  - d. Personnel for consultation.



2. Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
3. Subject to the approval of the Project Authority, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Client department's earliest convenience.

## **18. INSURANCE**

The Contractor is responsible to decide if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor will be at its own expense and for its own benefit and protection. It will not release the Contractor from or reduce its liability under the Contract.



## ANNEX A STATEMENT OF WORK

### 1. TITLE

Prevalence of Sexual Coercion and Violence (SCV) in Federal Custody

### 2. CONTEXT

Public Safety Canada (PS) is committed to reducing crime and enhancing the safety of our communities through effective prevention, policing, and corrections. With respect to federal corrections, the Correctional Service of Canada (CSC) is responsible for maintaining a safe environment for inmates and staff working in correctional institutions. This includes freedom from sexual coercion and violence. In the 2019-2020 report, the Office of the Correctional Investigator (OCI) recommended that “the Minister of Public Safety directs that CSC designate funds for a national prevalence study of sexual coercion and violence involving inmates in federal corrections” (Office of the Correctional Investigator, 2020).

According to the *Department of Public Safety and Emergency Preparedness Act*, S.C. 2005, c. 10 s.5, “the Minister shall coordinate the activities of the entities for which the Minister is responsible, including the Royal Canadian Mounted Police, the Canadian Security Intelligence Service, the Canada Border Services Agency, the Canadian Firearms Centre, the Correctional Service of Canada and the Parole Board of Canada, and establish strategic priorities for those entities relating to public safety and emergency preparedness”.

The current prevalence of sexual coercion and violence in federal correctional institutions is unknown. PS is committed to addressing this gap by conducting this study, the results of which will inform the further development of CSC policies related to sexual coercion and violence.

The objectives of the current project are to (1) explore the prevalence of sexual victimization (i.e., sexual coercion<sup>4</sup>, sexual violence<sup>5</sup>, and sexual harassment<sup>6</sup>) in Canadian federal institutions, (2) understand the nature and extent of the problem for racialized and at-risk offenders (e.g., Indigenous individuals, women, LGBTQ2+), and (3) identify potential approaches to further inform effective prevention and intervention plans. This research will inform future research, policy and program development aimed at preventing, tracking, and responding to sexual coercion and violence in federal institutions.

### 3. OBJECTIVES

The primary objectives of the work described herein are to a) develop a study methodology (e.g., sampling, recruitment methodology, survey administration, and data analysis plans), b) modify the U.S. National Inmate Survey [NIS] questionnaire in the Canadian context for conducting a national study on the prevalence of sexual victimization in federal institutions, c) conduct a pilot study to test the methodology and survey questionnaire, and d) conduct a national study on the prevalence of sexual victimization in federal correctional institutions. Both pilot and national studies will be conducted with offenders under community supervision, which will include residents of Community Residential Facilities (CRFs) and Community Correctional Centres (CCCs), as well as those released to the community without any residency.

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<sup>4</sup> **Sexual coercion** refers to sexual assault carried out using coercive tactics, such as psychological pressure, tricks, threats, and intimidation (e.g., threatening to spread rumors if the person does not engage in sexual activity; ostracizing if the person does not comply).

<sup>5</sup> **Sexual violence** refers to sexual assault carried out using physical force or against a person who is incapacitated (e.g., unconscious).

<sup>6</sup> **Sexual harassment** refers to a persistent pattern of behaviour, including unwelcome sexual advances, requests for sexual favours, and other forms of verbal or physical conduct of a sexual nature. Sexual harassment can involve an abuse of power and is often used as a way of controlling or intimidating someone.

This project will be conducted by an external independent expert with the experience and capacity to conduct research on this topic in a correctional population, as recommended by the OCI. The Government of Canada will act as the Project Authority for this external contract and will play a consultative role in the development of the methodology. Although the Government of Canada will provide a list of potential participants (i.e., the target population) that will be used for recruitment for the pilot and national studies, they will not be involved in any data collection or analysis for the pilot study or national study. The independent contractor will provide the final results to PS.

The current project is divided into three phases (refer to Section 6 DELIVERABLES AND SCHEDULE). Important considerations for each of these elements are listed in Appendix A.

## A. Phase I: Methodology Development

The Contractor must develop a methodology for examining experiences of sexual victimizations in federal institutions among offenders under community supervision. Specifically, the Contractor will be responsible for developing the sampling strategy, recruitment, survey administration, data collection, data entry, data analysis, and modifying the questionnaire used in the U.S. National Inmate Survey [NIS] study (refer to the website for some examples: <https://bjs.ojp.gov/data-collection/national-inmate-survey-nis#surveys-0>) for the Canadian context.

The target population for both the pilot and the national study are federal offenders under community supervision (~  $N = 8,200$  to  $8,400$ ). The target population includes those in Community-Based Residential Facilities [CBRF<sup>7</sup>] as well as those released to the community without any residency. There are two types of Community-Based Residential Facilities: 1) Community Residential Facilities (CRFs), which are owned and operated by non-governmental agencies, and 2) Community Correctional Centres (CCCs) which are owned and operated by CSC. In total, across Canada there are approximately 200 Community Residential Facilities (CRFs), including hostels, private home placements, alternative community beds, and supervised apartments, and 14 Community Correctional Centres (CCCs), providing structured living environments with 24-hour supervision.

The Government of Canada will provide a list of the target population that the contractor will recruit from for both the pilot and national study. In addition, the method of survey administration must offer a combination of: 1) mail, 2) online, and 3) telephone survey (See **Appendix A** for the Methodological Considerations).

For each phase, the methodology must be trauma-informed, follow the ethical guidelines outlined by the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#), and the Contractor will be required to obtain ethics approval(s) for their proposed methodology from the appropriate independent ethics board(s) (e.g., a university research ethics board).

## B. Phase II: Pilot Study

The purpose of the pilot study is to test the proposed methodology and questionnaire with a relatively small sample, in order to ensure the quality and efficiency of the national study. Pilot studies represent best-practice when conducting large-scale surveys because they allow methodological issues to be addressed before data collection takes place at a national level. This ultimately improves the validity and reliability of the data and is more cost-effective (e.g., than making changes to a national survey in the middle of implementation). The pilot study will be conducted with a sub-sample that is randomly selected from the list of federal offenders under community supervision that will be provided by PS. It is expected that about 300 participants would need to be recruited to attain a final sample of 90 for analysis (assuming a 30% response rate). This sample size will ensure that meaningful results will be obtained from the pilot study that can be used to inform the national study (Phase III).

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<sup>7</sup> A Community-Based Residential Facility (CBRF) is a half-way house, providing a bridge between the CSC institution and the community.

The Contractor will be responsible for recruitment, data collection, data entry, preparation, and analysis. The Contractor must also complete a report, including the objectives, method, results, limitations, and methodological recommendations for the national study. In particular, this pilot study must provide information about whether a national study (Phase III) is feasible and list any recommended amendments to the methodology design of the national study and the survey questionnaire.

### **C. Phase III: National Study**

For the national study, the Contractor will be responsible for revising their methodology and survey questionnaire as needed, based on the results of the pilot study. Participants in the pilot study should not be included in the national study.

The Contractor must conduct the participant recruitment, data collection, data entry, preparation, and analysis. The Contractor must also complete a final report, including a literature review, objectives, methods, results, limitations, conclusions, and recommendations for future research and policy on sexual coercion and violence in federal institutions.

## **4. BACKGROUND**

Sexual victimization during incarceration can have serious negative consequences (e.g., depression, post-traumatic stress disorder, suicidal ideation), which may be exacerbated by the correctional environment (e.g., lack of autonomy; long-term and repetitive victimization; Beck et al., 2013; Dumond, 2000). In addition, there is an increased risk of transmission of HIV and other sexually transmitted infections (STI), which is a significant public health concern due to the risk of spread inside and outside prison (Beck & Johnson, 2012; Hensley, 2002).

In Canada, there has only been one nationally representative survey examining sexual coercion and violence against inmates in prisons. This survey was conducted by the Correctional Service of Canada (CSC) in 1995 and only included male inmates. Of the 4,285 male federal inmates who completed the survey, approximately 3% reported being sexually assaulted by another inmate, and 6% experienced sexual coercion (Robinson & Mirabelli, 1996). This study is now outdated and did not cover the prevalence of different types of sexual victimization by other inmates and/or staff and did not examine different groups who have been found to experience higher rates of sexual coercion and violence while incarcerated (e.g., women, LGBTQ2).

In the United States, the Bureau of Justice Statistics conducted a national survey of jail and prison inmates ( $N = 106,532$ ; Beck et al., 2013). They found that approximately 4% of inmates reported experiencing one or more incidents of sexual victimization by another inmate or facility staff in the past 12 months, including sexual assault (e.g., oral, anal, vaginal penetration) and abusive sexual contacts (e.g., touching of inmates' penis, breasts, or vagina; Beck et al., 2013). Female inmates were more likely to report inmate-on-inmate sexual victimization in prison and jails; whereas, males were more likely to report staff-on-inmate sexual victimization in jails only. Additionally, individuals who reported severe psychological distress (i.e., a high likelihood of having a diagnosable mental illness severe enough to cause functional limitations and to require treatment), diverse-sexual orientation (gay, lesbian, bisexual, and other sexual orientations), and experiencing sexual victimization prior to entering the facility, were more vulnerable to sexual victimization while incarcerated.

The Bureau of Justice Statistics also surveyed former state inmates about their experiences of sexual victimization while incarcerated (Beck & Johnson, 2012). Specifically, the study sampled former inmates who were under community supervision at the time of the study. In total, 9.6% of survey participants reported sexual victimization during their prior period of incarceration. Although this is almost double the self-reported rate of victimization observed for confined inmates, this difference is likely explained by longer average exposure to incarceration among former inmates (39.4 months) than confined inmates (7.9 months). Furthermore, it is possible that former inmates were more comfortable disclosing sexual

victimization experiences once they were no longer incarcerated. Confined inmates may hesitate to disclose sexual victimization due to fear of retaliation from inmates or staff or might be following a code of silence common to prison culture.

## 5. TASKS

The tasks to be completed by the Contractor must include, but are not necessarily limited to the following:

### <Phase I - Methodology Development >

- 5.1 Within one week of contract award, the Contractor must attend a kick-off teleconference or virtual meeting with the Technical Authority (TA) to discuss the overall scope of the work; the provisional work plan and approach that was submitted during the Request for Proposal stage; and, to clarify any issues.
- 5.2 Based on the discussion at the kick-off meeting, the Contractor must submit a detailed work plan that identifies expected timelines and deliverables and a detailed description of the proposed methodology (e.g., sampling, recruitment survey administration, data analysis plans) as described in the OBJECTIVES section for pilot and national study. Please note, however, that the Government of Canada will provide a list of the target population to be sampled from. In addition, the method of survey administration must provide the following options: 1) mail, 2) online, and 3) telephone survey. The Contractor must submit a detailed description of each methodology and provide detailed pros and cons of using each method of administration for evaluation purposes. They must also submit detailed plans for developing a team of resources to complete the work described. These documents must be submitted within three weeks of the kick-off teleconference for approval by the TA.
- 5.3 The Contractor must provide the finalized work plan and detailed methodology within two weeks of receiving feedback from the TA.
- 5.4 Within five weeks of the kick-off meeting, the Contractor must submit a draft questionnaire for approval by the TA. Specifically, the Contractor must review the Bureau of Justice Statistic's National Inmate Survey Questionnaire (refer to some examples from: <https://bjs.ojp.gov/data-collection/national-inmate-survey-nis#surveys-0>) and modify the questionnaire for the Canadian context. The Contractor must ensure that the questionnaire gathers demographic information including gender, ethno-cultural background, age, history of sexual victimization (lifetime), mental health problems, current conviction, incarceration period(s), and location(s) of incarceration. The survey questionnaire itself should be designed to complete in an average of 30 minutes per individual.
- 5.5 Within five weeks of the kick-off meeting, the Contractor must develop and submit recruitment materials and an informed consent form for approval by the TA.
- 5.6 The Contractor must provide the finalized questionnaire, recruitment materials and informed consent form within two weeks of receiving feedback from the TA. The finalized questionnaire should include all format options: (1) paper, (2) the online survey with a software approved by the Government of Canada, and provide the survey link for verification and approval by the TA, and (3) the phone script for the telephone survey. The online survey must meet all of the accessibility requirements outlined in the Standard on Web Accessibility<sup>8</sup> that applies to websites and web applications.

### <Phase II – Pilot Study>

- 5.7 The Contractor must obtain ethics approval from a recognized institution for the proposed methodology once it has been approved by the TA.
- 5.8 Once ethics approval has been obtained, the Contractor must conduct a pilot study. The required sample size for analysis is 90. This pilot study must be performed reflecting all the procedures of the National Study so that the results of this pilot study can become a part of the national study

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<sup>8</sup> [Standard on Web Accessibility](#)

- Survey Content: [Web Content Accessibility Guidelines \(WCAG\) 2.0](#)
- Survey Authoring Tool: [Authoring Tool Accessibility Guidelines \(ATAG\) 2.0](#)



data should there be no modifications to the methodology and tool that would prevent pooling the data. Informed consent process must be robust and ensure that consent is obtained from potential participants prior to sending the survey questionnaire. It is the Contractor's responsibility to inform the TA of any methodological and implementation difficulties or delays.

- 5.9 The Contractor must evaluate the administration time of the survey, reliability and validity of the survey questionnaire and analyze the pilot study data according to the approved data analysis plan. Should the administration time, reliability and validity be adequate, the survey questionnaire can be maintained for the national study data.
- 5.10 The Contractor must submit to the TA a draft of the research report for the pilot study (including findings from the survey with offenders under community supervision), and a research brief that addresses and adheres to the "Objectives" section (above). The TA will provide the Contractor with feedback and may request changes to be incorporated in the final deliverable at least four weeks before the deadline for the final Phase II report.

### **<Phase III – National Study>**

- 5.11 Within one week of the start of Phase III, the Contractor must attend a kick-off teleconference or virtual meeting with the TA to discuss the methodology of the national study.
- 5.12 The Contractor must submit the revised detailed methodology, questionnaire, and/or administration strategy based on the process and outcome results of the Phase II pilot study for approval by the TA. These documents must be submitted within three weeks of the kick-off teleconference (Phase III) for approval by the TA.
- 5.13 The Contractor must provide the finalized revised methodology within two weeks of receiving feedback from the TA.
- 5.14 After approval by the TA, the Contractor is responsible for ensuring that any changes made to Phase III are cleared by the Ethics Administrator, thereby potentially requiring a second ethics submission.
- 5.15 Once ethics approval has been obtained, if applicable, the Contractor must conduct the national study, ensuring a robust informed consent process prior to administering the survey questionnaire. It is the Contractor's responsibility to inform the TA of any methodological and administration difficulties or delays.
- 5.16 The Contractor must analyze the national study data according to the approved analysis plan.
- 5.17 The Contractor must submit to the TA a draft of the research report for the national study (that may include the findings from Phase II) and a research brief that addresses and adheres to the "Objectives" section (above). The TA will provide the Contractor with feedback and may request changes to be incorporated in the final deliverable at least four weeks before the deadline for the final Phase III report.
- 5.18 The Contractor must submit the final report and research brief. The TA will provide the Contractor with feedback and may request changes to the final report.

### **<General>**

- 5.19 The Contractor is responsible for providing PS with a data spreadsheet that reflects survey response rates and rate of disclosure of SCV incidents for any identified institutions. If applicable, the spreadsheet should also include an addendum with any concerns raised by participants related to health and safety or security matters (i.e., food allergies that are not appropriately addressed).
- 5.20 It is the responsibility of the Contractor to facilitate and maintain regular (at least monthly) communication with the TA. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may include phone calls, electronic mail, and (virtual) meetings. In addition, the Contractor is also responsible for immediately informing the TA of any challenges or delays concerning the deliverables outlined in the approved work plan.
- 5.21 Methodology will be developed as per COVID-19 restrictions at that time and will be subject to changes based on new or imposed restrictions. The Contractor must follow Public Health Guidelines relating to the COVID-19 pandemic.
- 5.22 All team members must be fully vaccinated and attest their COVID-19 vaccination status.



## 6. DELIVERABLES AND SCHEDULE

The Contractor must produce the following deliverables:

No.	Deliverable	Content	Format	Due Date
<b>Phase I – Methodology Development</b>				
6.1	Detailed Work Plan and Methodology	<ul style="list-style-type: none"> <li>Tasks, deliverables, resource assignment and schedule, and</li> <li>Concrete and detailed approach &amp; methodology proposed to successfully complete the mandate.</li> </ul>	MS Word	within 3 weeks of a kick-off meeting
6.2	Final Work Plan and Methodology	A finalized work plan and methodology approved by the TA.	MS Word	within 2 weeks after feedback is received
6.3	Draft Questionnaire, Recruitment Materials and Informed Consent Form	<p>A list of questions.</p> <ul style="list-style-type: none"> <li>The National Inmate Survey [NIS] questionnaire will be used; however, it must be modified to the Canadian context.</li> <li>Recruitment materials must include sufficiently detailed information on the study.</li> <li>Informed consent form must indicate that participation in the study is completely voluntary and their responses are confidential. The form must also outline the risks and benefits of participating in the study.</li> </ul>	MS Word	within 5 weeks of a kick-off meeting
6.5	Final Questionnaire, Recruitment Materials and Informed Consent Form	A final list of questions and informed consent form for approval by the TA.	MS Word	within 2 weeks after feedback is received
6.6	Create and test survey with software	A developed survey link verified by the TA	Approved survey software	within 2 weeks after feedback is received
<b>Phase II – Pilot Study</b>				
6.7	Draft Report for the Pilot Study	<p>The report for this study should consist of the following sections, at a minimum:</p> <ul style="list-style-type: none"> <li>rationale and objectives for the pilot study;</li> <li>literature review;</li> <li>a detailed description of the methodology used;</li> </ul>	MS Word	within 24 weeks of a kick-off meeting (including ethics approval processing time; about 4 weeks)



		<ul style="list-style-type: none"> <li>a detailed description of the study sample and selection criteria;</li> <li>process (e.g., participation rates, reasons for refusal to participate) and outcome (e.g., rates of sexual victimization) results;</li> <li>limitations of the current study with a focus on methodological and implementation limitations; and</li> <li>conclusions and methodological/ implementation recommendations for the national study</li> </ul>		
6.8	Final Report for the Pilot Study	The final report must include an abstract (approximately 250-300 words) and the main report (maximum 45 pages, excluding references, visuals, annexes, and appendices). Annexes and appendices can be used to present supporting methodological and analytical documentation not central to communicating the main findings.	MS word	within 4 weeks after feedback is received on Draft
6.9	Status Reports	Activities completed/active/upcoming, schedule & budget variance, issues/risks & proposed responses, and proposed change requests.	Email	as and when required
<b>Phase III – National Survey</b>				
6.10	Revise Detailed Methodology	Revise methodology, questionnaire, and administration strategies based on process and outcome results of the pilot study	MS word	within 3 weeks of a kick-off meeting
6.11	Final Methodology	A finalized revised detailed methodology approved by the TA.	MS Word	within 2 weeks after feedback is received
6.12	Draft Research Report and Research Brief	<p>The research report for this study should consist of the following sections, at a minimum:</p> <ul style="list-style-type: none"> <li>rationale and objectives of the literature review;</li> <li>a detailed description of the methodology used for the surveys;</li> <li>a detailed description of the study sample and selection criteria;</li> <li>results of the surveys with the prevalence of sexual victimization overall and by at-risk groups;</li> <li>limitations of the current study; and</li> <li>conclusions and recommendations for future research, policy and program development to prevent sexual victimization in federal institutions.</li> </ul> <p>The Contractor will also prepare a two-page “Research Brief”, which will contain a summary</p>	MS word	within 40 weeks of a kick-off meeting (including ethics approval, if it necessary)



		of the background and rationale, methods, results, conclusions, and policy implications of the work. A template for the Research Brief and Research Report will be provided by the TA.		
6.13	Final Research Report and Research Brief	The final report must include an abstract (approximately 250-300 words) and the main report (maximum 45 pages, excluding references, visuals, annexes, and appendices). Annexes and appendices can be used to present supporting methodological and analytical documentation not central to communicating the main findings.  <i>Note.</i> PS is responsible for translation in French and formatting for publication.	MS word	within 4 weeks after feedback is received on Draft
6.14	Status Reports	Activities completed/active/upcoming, schedule & budget variance, issues/risks & proposed responses, and proposed change requests.	Email	as and when required

The Contractor may be required to submit revised drafts with required changes. Deliverables will only be considered final upon written confirmation by the PS Project/Technical Authority.

The Contractor must provide all electronic copies of deliverables using the Microsoft Office suite of software (version 2010, 2016, or 2019).

**7. PUBLIC SAFETY CANADA SUPPORT**

- 7.1 As required to perform the contract work and at the discretion of the PS Project/Technical Authority, PS will endeavour to provide Contractor personnel with:
  - i. relevant internal documentation;
  - ii. required PS equipment (e.g., a laptop, a tablet) to administer the survey, including approved software;
  - iii. scheduled access to PS and portfolio partners (e.g., CSC), if needed, through video or voice meetings; and,
  - iv. any necessary translation of documents in French or English.
  - v. provision of timely review, feedback on, and approval of deliverables (approximately 5-10 business days unless otherwise specified).
- 7.2 PS will provide the sample list for pilot and national studies. PS will be responsible for keeping de-anonymized/ identifiable data.
- 7.3 PS will play a consultative and supportive role as stated above, but will not be involved in conducting surveys/interviews or analyzing respondent data and the independent contractor will be free to provide final results and recommendations.

**8. LANGUAGE OF WORK**

- 8.1 All communications with PS staff and the Canadian public (*if applicable*) must be performed in the official language (*English or French*) preferred by the employee/ citizen.
- 8.2 All deliverables must be submitted in English.



8.3 PS will arrange for the translation of Contractor-produced deliverables, as required.

## **10. LOCATION OF WORK**

- 10.1 The Contractor will be expected to conduct the work at their own facilities.
- 10.2 If the Contractor requires a team of resources to complete the work described, all members must be available to participate in regular video or voice meetings with PS as required by the PS Project/Technical Authority.
- 10.3 PS will not accept any travel and/or living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract. No travel is anticipated in the performance of the activities described in this Statement of Work.

## **11. CONSTRAINTS**

- 11.1 Contractor personnel must adhere to the following standards / specifications / policies / directives:
- i. [Standard on Web Accessibility](#) (for online, digital form)
    - Survey Content: [Web Content Accessibility Guidelines \(WCAG\) 2.0](#)
    - Survey Authoring Tool: [Authoring Tool Accessibility Guidelines \(ATAG\) 2.0](#)
  - ii. [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2](#)
  - iii. [Values and Ethics Code for the Public Sector](#)
- 11.2 All services provided by the Contractor under the contract must, at the time of acceptance, be free from defects in workmanship, and conform to the requirements of the contract. If the Contractor must correct or replace the work or any part of the work, it will be at no cost to the Government of Canada.
- 11.3 The sole source of data will be survey data collected independently by the Contractor. In other words, the Contractor will not have access to CSC computer databases or offender files.
- 11.4 The Contractor will be expected to work with PS IM as required, to ensure comprehensive inventory of all data collected which may extend to special arrangements of the destruction of any hard copy of information that is obtained.

## **12. Collection, Creation and Storage of Information**

- 12.1 The information collected, and created for the purpose of this investigation can only be stored and transmitted using Government networks and systems. The Contractor must ensure information and network security requirements are met and the safekeeping of the equipment for the duration of the contract.
- 12.2 PS will provide the contractor with the required equipment and network access along with the training and information on PS network security requirements.
- 12.3 The Contractor must secure the PS devices at their work place. If The Contractor work from home, they have to take the same measures as all PS employees to ensure no one else has access to the device (refer to the [Public Safety Guidance on Teleworking During COVID-19 Pandemic](#)).



## REFERENCES

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## Appendix A

### Methodological Considerations in the sampling, questionnaire, recruitment methodology, and data collection

**Table A1**

*Methodological Considerations Across Each Methodological Area*

Methodological Elements	Considerations
Sampling	<p>As of October 2021, there are approximately 8,827 individuals (approximately 8,106 men and 721 women) under federal community supervision orders (day parole, full parole, or statutory release)<sup>9</sup>. Considerations include whether all offenders under community supervision should be invited to participate in the study, or whether a representative sample should be randomly selected for inclusion based on the survey methodologies (i.e., a combination of mail, online, and/or telephone). Inclusion and exclusion criteria should be explicit for Community-Based Residential Facilities and client selection.</p> <p><i>Stratified sampling and oversampling</i> methods should be considered for vulnerable groups, including women and transgender offenders.</p> <p>Alternative option of the oversampling method for the underrepresented, but vulnerable groups could also be considered to collect all the sub-group population, such as women (<math>n = 721</math>) and transgender (<math>n = unknown</math>). Consequently, we expect to have about 200 women (based on the expected response rate: 30%).</p> <p>If all women and transgender offenders will be invited in this survey, stratified sampling may not be necessary for the sub-groups.</p> <p>If oversampling methods are used, statistical weighting should be applied when calculating sexual victimization prevalence rates.</p> <p>Sampling methodology will be developed by the Contractor and finalized in consultation with the Government of Canada. However, the Government of Canada will be responsible for providing a list of the target population to the Contractor. Participants will be selected from the list up to the required number of participants determined by the sampling criteria.</p>
Recruitment Materials/ Informed Consent Form	<p>Recruitment letter must provide all eligible participants with sufficiently detailed information on the study.</p> <p>The wording in the informed consent form must reflect voluntary participation (e.g., participants will be presented with the opportunity to participate, as opposed to being selected for participation). The risks of participation must be identified and relayed to participants to promote informed consent. Such risks may include possible exposure to psychologically distressing situations, such as being asked about one's prior experience of sexual victimization.</p>

<sup>9</sup> Please note that these estimated total numbers are not appropriately reflected the significant decline in the custody population during COVID. The total number would be decreased when conducting the survey study.



	<p>In addition, the informed consent form must clearly state that there are no rewards or incentives offered for participation; participation and non-participation will not affect any decisions in their case; the information gathered will be used to inform future policy, initiatives and programs in the Government of Canada.</p>
<p>Questionnaire</p>	<p>The National Inmate Survey [NIS] questionnaire will be used, but the Contractor must make an appropriate modification for the Canadian context. The modifications of the questionnaire must also reflect the context of survey conducted with offenders under the community supervision for their experiences in the past incarceration period in the CSC institutions.</p> <p>It is important that the interview protocol and/ or questionnaire is developed based on best-practices in survey development for sensitive topics.</p> <p>It is important that questions are based on best-practices for asking about sexual victimization(e.g., Krebs, 2014). For example, questions should be behaviorally specific and cover a range of sexual acts, perpetrators, and contexts.</p> <p>Further elements around survey/interview design should be incorporated that reflect risk mitigation, recognizing the highly sensitive nature of the research topic. There are standards that have been established for conducting surveys on trauma – including standards in the context of online/virtual formats. This may include features such as sensitive wording/language, warnings before questions that may prompt negative feelings, the option to skip questions, information about support services, etc.</p> <p>Questions should make the distinction between the type of perpetrator (inmate vs. staff), a tactic used (e.g., physical force vs. verbal pressure/coercion), and sexual act (e.g., intentional sexual touching vs. vaginal or anal penetration). It is also important that the status of the sexual victimization incident in the institution was assessed (e.g., not reported/allegation/investigation).</p> <p>The following types of sexual victimization must be assessed:</p> <p><b><u>Sexual assault</u></b> is any non-consensual contact of a sexual nature by one person or a group of persons towards another, ranging from unwanted sexual touching, kissing, or fondling to forced sexual intercourse.</p> <p>Broadly, the behaviours leading to sexual assault can be categorized as coercive or violent:</p> <ul style="list-style-type: none"> <li>• <b><u>Sexual coercion</u></b> refers to sexual assault carried out using coercive tactics, such as psychological pressure, tricks, threats, and intimidation (e.g., threatening to spread rumors if the person does not engage in sexual activity; ostracizing if the person does not comply).</li> <li>• <b><u>Sexual violence</u></b> refers to sexual assault carried out using physical force or against a person who is incapacitated (e.g., unconscious).</li> <li>• <b><u>Sexual harassment</u></b> refers to a persistent pattern of behaviour, including unwelcome sexual advances, requests for sexual favours, and other forms of verbal or physical conduct of a sexual nature. Sexual harassment can involve an abuse of power and is often used as a way of controlling or</li> </ul>



	<p>intimidating someone.</p> <p>In addition, the Contractor must ensure that the questionnaire collects demographic information such as gender, ethno-cultural background, age, history of sexual victimization (lifetime), mental health problems, current conviction, and incarceration characteristics (e.g., life sentence).</p> <p>The incarceration period and location must also be assessed. For instance, respondents under community supervision could be asked about all previous incarceration periods or only the most recent period of incarceration. The justifications of the selected survey periods in the national study should be explicit. However, the focus should be on victimization within federal custody.</p> <p>The validity of responses should also be addressed in the methodology and analysis plan. For example, assessing social desirable patterns of responses.</p> <p>The instructions of the questionnaire must also indicate that the participants should only use one method of completing the survey (either mail, online, or phone interview); however, should there be any duplicates detected due to the multiple use of the same identifier number, the default option chosen will be the online method.</p>
Data collection	<p><b>Administrator</b></p> <p>It is important that all persons involved in data collection via telephone interview have appropriate training and experience in working with victims of sexual violence.</p> <p>It is also important that mental health resources are readily available for participants who experience psychological distress during or following the study. Thus, the list of available mental health resources will be provided to participants for any experiences of psychological distress during or following the study. The Government of Canada will be responsible for contributing a list of available mental health resources, but it is not the only resources that can be used.</p> <p>To maintain an arms-length distance from this research, the Government of Canada will NOT be involved in data collection in any way. Only the Contractor will be involved in data collection. However, the Government of Canada will be responsible for keeping de-anonymized/identifiable data.</p> <p>Data will be confidential, and the Contractor will store the data in a secure place where they will not be shared with anyone outside the research team or secured server provided by the Government of Canada. Consequently, the Contractor must plan detailed measures to ensure confidentiality and anonymity.</p> <p>The survey questionnaires must be available in both English and French. The survey questionnaire itself should be designed to complete in an average of 30 minutes per individual.</p> <p><b>Method of Administration</b></p>



	<p>The survey must include the following administration options:</p> <ol style="list-style-type: none"><li>1) Mail-in (i.e., pencil and paper survey),<ul style="list-style-type: none"><li>• The Contractor will be responsible for mailing the survey questionnaire to potential participants who signed informed consent as well as follow-up survey mail to the non-respondents at the initial mail, and</li><li>• Only the Contractor will receive the responses from participants. The Contractor will also be responsible to enter and save the data manually in the PS server.</li></ul></li> <li>2) Online (i.e., providing a survey link as an another option).<ul style="list-style-type: none"><li>• The Government of Canada will be responsible for providing the Contractor with Government devices (e.g., laptop, tablet) with approved survey software. The software must meet the Standard on Web Accessibility criteria of the Government of Canada as below: 1) Survey Content: <a href="#">Web Content Accessibility Guidelines (WCAG) 2.0</a> and 2) Survey Authoring Tool: <a href="#">Authoring Tool Accessibility Guidelines (ATAG) 2.0</a>.</li><li>• The Contractor will be responsible for creating the online survey using the approved software</li><li>• Online survey must allow “login” with personal anonymized Identifier for each participant, instead of including a full URL.</li></ul></li> <li>3) Telephone Interview<ul style="list-style-type: none"><li>• The Contractor will be responsible for arranging and conducting telephone interview with participants who would prefer a telephone interview</li><li>• The Contractor must ensure that communication is in the preferred official language (French and/or English) of the participant when conducting the interview. The Contractor will also be responsible for entering and saving the data manually in the PS server.</li></ul></li></ol>
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## **ANNEX B BASIS OF PAYMENT**

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

*(To be inserted at contract award.)*

Canadian Customs Duty and GST/HST extra.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, where applicable.

### **PAYMENT PERIOD**

Canada's standard payment period is thirty (30) days. The payment period is measured from the date an invoice is acceptable in form and content, and is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the 31st day following that date and interest will be paid automatically in accordance with the section entitled Interest on Overdue Accounts of the General Conditions.

If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within fifteen (15) days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within fifteen (15) days will only result in the date specified in subsection 1 of the clause to apply for the sole purpose of calculating interest on overdue accounts.

### **GOOD AND SERVICES TAX (GST) / HARMONIZED SALES TAX (HST)**

All prices and amounts of money in the Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price and will be paid by Canada.

The estimated GST or HST is included in the total estimated cost. GST or HST, to the extent applicable, 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 the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency any amounts of GST and HST paid or due.



### Annex C Security Requirements Checklist (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité Unclassified

#### 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	Public Safety Canada	2. Branch or Directorate / Direction générale ou Direction Community Safety and Countering Crime Branch
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		
<p>2 The objectives of the current project are to explore the prevalence of sexual victimization (e.g., sexual coercion, sexual violence, sexual harassment, and other problematic sexual conduct) in Canadian federal institutions, understand the nature and extent of the problem for racialized and at-risk groups (e.g., women, LGBTQ2), and identify potential approaches to inform effective prevention and intervention plans. This research will inform policies and initiatives aimed at preventing, tracking, and responding to sexual coercion and violence in federal institutions.</p>		
5. a) Will the supplier require access to Controlled Goods? 2 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? 2 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? 2 Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. 2 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? 2 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		
2 Canada <input checked="" type="checkbox"/>	2 NATO / OTAN <input type="checkbox"/>	2 Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information 2		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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**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 : [Redacted]

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 : [Redacted]  
 Document Number / Numéro du document : [Redacted]

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE 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 : [Redacted]

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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	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?  No / Non  Yes / Oui

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

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

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Amel Loza-Fanous	Title - Titre Manager	Signature LozaFanous, Amel <small>Digitally signed by LozaFanous, Amel Date: 2021.07.07 16:15:47 -0400</small>	
Telephone No. - N° de téléphone 613-292-5621	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Amel.Loza-Fanous@PS-SP.GC.CA	Date 2021-06-29
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Alexis Bordeleau	Title - Titre Personnel Security Officer	Signature Bordeleau, Alexis <small>Digitally signed by Bordeleau, Alexis Date: 2021.06.29 15:59:09 -0400</small>	
Telephone No. - N° de téléphone 343-549-1494	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel alexis.bordeleau@ps-sp.gc.ca	Date 2021-06-29
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 / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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