





## Amendment # 4

**This amendment is raised to modify the following terms and conditions :**

**A) Annex A – Statement of Work section 4 Objectives -A. Phase I: Methodology Development is deleted in it’s entirety and replaced with the following ;**

### **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. 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 and for federal offenders under community supervision. Prior to the awarding of the contract, PS will conduct initial work in the modification of the questionnaire and development of the informed consent form.

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>1</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.

PS will provide a list of the target population that the Contractor will recruit from for both the pilot and national study. **This list will include demographic and contact information (i.e., mailing addresses).** 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 an appropriate independent ethics board(s) (e.g., a university research ethics board).



**B) Appendix A – Methodological Considerations in the sampling, questionnaire, recruitment methodology, and data collection is deleted in it’s entirety and replaced with the following ;**

**Table A1**

*Methodological Considerations Across Each Methodological Area*

<b>Methodological Elements</b>	<b>Considerations</b>
Sampling	<p>The sampling methodology will be developed by the Contractor and finalized in consultation with PS. However, PS 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> <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>1</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/virtual interview). Inclusion and exclusion criteria should be explicit for Community-Based Residential Facilities and client selection.</p>
Recruitment Materials/ Informed Consent Form	<p>The Contractor will be responsible for developing the recruitment materials. PS will develop the informed consent and work with the Contractor to obtain the required consents from participants prior to sending out the survey questionnaire in Phase II and III.</p> <p>Any recruitment material must provide all eligible participants with sufficiently detailed information on the study.</p>
Questionnaire	<p>The Contractor will be responsible for modifying the questionnaire used in the U.S. National Inmate Survey [NIS] study (refer to the website for some examples: <a href="https://bjs.ojp.gov/data-collection/national-inmate-survey-nis#surveys-0">https://bjs.ojp.gov/data-collection/national-inmate-survey-nis#surveys-0</a>) for the Canadian context and for federal offenders under community supervision. Prior to the awarding of the contract, PS will conduct initial work in the modification of the questionnaire, which will be provided to the Contractor.</p> <p>The National Inmate Survey [NIS] questionnaire will be the basis, but the Contractor must finalize 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. PS will provide the Contractor with an initial draft of the modified questionnaire that the Contractor will be responsible for finalizing.</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>

<sup>1</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.



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.

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.

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 is assessed (e.g., not reported/allegation/investigation).

The following types of sexual victimization must be assessed:

**Sexual assault** 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.

Broadly, the behaviours leading to sexual assault can be categorized as coercive or violent:

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

In addition, the Contractor must ensure that the questionnaire collects any demographic information beyond the demographic data provided in the dataset, including information regarding incarceration period(s) and location. However, the focus of the questionnaire should be on victimization within federal custody.

The validity of responses should also be addressed in the methodology and analysis plan. For example, assessing social desirable patterns of responses.

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.



Data collection	<p><b>Administrator</b></p>
	<p>The Contractor will be responsible for developing the survey administration strategy.</p> <p>It is important that all persons involved in data collection via telephone/virtual 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. <b>PS will work with CSC to provide a list of available regional mental health resources</b> PS will be responsible for contributing a list of available mental health resources, but these are not the only resources that can be used.</p> <p>To maintain an arms-length distance from this research, PS will NOT be involved in data collection in any way. Only the Contractor will be involved in data collection. However, PS will be responsible for providing de-anonymized/identifiable data to the Contractor.</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 PS. 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 approximate average of 20-25 minutes per individual.</p>
	<p><b>Method of Administration</b></p>
	<p>The Contractor will be responsible for developing the survey administration strategy. However, the survey must include a combination of 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 sign the informed consent as well as mailing a follow-up survey to the non-respondents from the initial mail, and</li> <li>• Only the Contractor will receive the responses from participants. The Contractor will also be responsible for entering and saving 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>• PS will be responsible for providing the Contractor with Government devices (e.g., laptop/tablet) with approved survey software. The</li> </ul> </li> </ol>



	<p>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>.</p> <ul style="list-style-type: none"><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> <p>3) Telephone/Virtual Interview</p> <ul style="list-style-type: none"><li>• PS will be responsible for providing the Contractor with Government telephones.</li><li>• The Contractor will be responsible for arranging and conducting telephone/virtual interview with participants who would prefer this option.</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>
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**END**