

RETURN OFFERS TO :
RETOURNER LES OFFRES À :
 Bid Receiving - Réception des soumissions:

Gen-Atl-bidsubmission-soumission@csc-scc.gc.ca

REQUEST FOR A STANDING OFFER
DEMANDE D'OFFRE À COMMANDES

Regional Master Standing Offer (RMSO)
 Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of the
 Correctional Service of Canada, hereby requests a
 Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service
 correctionnel Canada, autorise par la présente, une
 offre à commandes au nom des utilisateurs identifiés
 énumérés ci-après.

Comments — Commentaires :

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

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

Title — Sujet: ICPM - Moncton, Fredericton, Saint John	
Solicitation No. — N° de l'invitation 21280-23-4190402	Date: July 1, 2023
Client Reference No. — N° de Référence du Client 21280-23-4190402	
GETS Reference No. — N° de Référence de SEAOG PW-22-01015089	
Solicitation Closes — L'invitation prend fin at / à : 2:00pm – 14:00h On / Le : January 13, 2023	Time Zone Fuseau horaire AST HNA
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Jolaine Amos	
Telephone No. – N° de téléphone: 506-269-3787	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Security – Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	
Instructions: See Herein Instructions : Voir aux présentes	
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement
4. Revision of Department name
5. Debriefings
6. Procurement Ombudsman

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Former Public Servant
4. Enquiries - Request for Standing Offer
5. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Certifications Precedent to Issuance of a Standing Offer and Additional Information

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Insurance Requirements

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Identified Users
8. Call-up Instrument
9. Limitation of Call-ups
10. Financial Limitation
11. Priority of Documents
12. Certifications and Additional Information
13. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Proactive Disclosure of Contracts with Former Public Servants
5. Payment
6. Invoicing Instructions
7. Insurance – Specific Requirements
8. Liability
9. Ownership Control
10. Closure of Government Facilities
11. Tuberculosis Testing
12. Compliance with CSC Policies
13. Health and Labour Conditions
14. Identification Protocol Responsibilities
15. Dispute Resolution Services
16. Contract Administration
17. Privacy
18. Information Guide for Contractors

List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Security Requirements Checklist
- Annex D - Insurance Requirements
- Annex E - Evaluation Criteria
- Annex F - Contract Security Program – Application for Registration
- Annex G - IT Security Requirements

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|--|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions, which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

- 2.1 The Correctional Service Canada has a requirement for the delivery of programs to offenders. Integrated Community Maintenance Programs (Multi-Target and Sex Offender) are integrated self-management programs for moderate or high-risk offenders who completed an ICPM program (non-transition offenders) or have participated in the former cadre of Correctional Programs (transition offenders). The main goal of maintenance is to review and refine core self-management skills and apply them to real-life situations, obstacles, and high-risk situations to reduce risk to re-offend. If the need for a Sex Offender stream arises including a focus on sexual deviancy for the sex offender stream.

CSC may award up to three (3) Standing Offers as part of this request for standing offer process. The Offeror may submit an offer for one group of institutions or more, according to their ability to serve the areas where the institutions are located (see Annex B – Proposed Basis of Payment).

- the period of the Standing Offer; July 1, 2023 to June 30, 2024.

3. Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.

4. Revision of Departmental Name

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

5. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

6. Procurement Ombudsman

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the request for standing offers (RFSO).

Section 06 Late offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late offers:

For offers submitted by email, Canada will delete offers delivered after the stipulated RFSO closing date and time. Canada will keep records documenting receipt of late offers by email.

Section 07 Delayed offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 07 in its entirety.

Insert: 07 Delayed offers:

Canada will not accept any delayed offers.

Section 08 Transmission by facsimile or by E-Post Connect of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 08 in its entirety.

Insert: 08 Transmission by email

- a. Unless specified otherwise in the RFSO, Offerors must submit their offer to the CSC bid submission email address indicated on page 1 of the RFSO document. This email address is the only acceptable email address for Offerors to submit their offer in response to this RFSO.

- b. Offerors may transmit their offer at any time prior to the RFSO closing date and time.
- c. Offerors should include the RFSO number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the offer by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete offer;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the offer;
 - v. Failure of the Offeror to properly identify the offer;
 - vi. Illegibility of the offer;
 - vii. Security of offer data;
 - viii. Failure of the Offeror to send the offer to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Offeror's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Offeror's email by email from the bid submission email address provided for the submission of offers. This acknowledgement will confirm only the receipt of the Offeror's email and will not confirm if all of the Offeror's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Offerors requesting confirmation of attachments.
- f. Offerors must ensure they are using the correct email address for offer submission and should not rely on the accuracy of copying and pasting the email address from the RFSO cover page.
- g. A offer transmitted by an Offeror to the CSC bid submission email address constitutes the Offeror's formal offer, and must be submitted in accordance with section 05 of 2006, Standard Instructions - Request for Standing Offers Goods or Services - Competitive Requirements.
- h. Offerors are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

Section 09 Customs clearance of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is

completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

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

4. Enquiries - Request for Standing Offer

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

CSC requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format**

Section II: Financial Offer: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

Section IV: Additional Information: **one (1) electronic copy in PDF format**

Prices should appear in the financial offer only. No prices should be indicated in any other section of the offer.

Offerors should submit their technical offer and financial offer in two (2) separate documents.

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

- 1) Include all environmental certification(s) relevant to their organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to their product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

Section IV: Additional Information

1.1 Offeror's Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirements, the Offeror must provide the full addresses of the Offeror's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance.

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

- 1.2 The Company Security Officer (CSO) must ensure through the Contract Security Program (CSP) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.1.2 Point Rated Technical Criteria

Offers will be evaluated to determine their score with regards to the point rated technical criteria outlined in **Annex D – Evaluation Criteria**.

1.2 Financial Evaluation

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer of PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

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

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

2. Basis of Selection

2.1 Basis of Selection - Minimum Point Rating

1. To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers (RFSO); and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 60% percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 125 points.

2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

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

1.2 Integrity Provisions – Required documentation

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

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

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Language Requirements - English

By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

1.4 Education and Experience

SACC Manual clause M3021T (2012-07-16) Education and Experience

1.5 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (e) the Offeror must provide the addresses of proposed sites or premises of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Contract Security Program \(CSP\)](#) of Public Works and Government Services Canada website.
4. Offerors should complete the Contract Security Program – Application for Registration – Form (AFR), at Annex E, and submit it with their offer but may submit it afterwards. If the AFR is not completed and submitted as requested, the Contracting Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the AFR within the time frame provided will render the offer non-responsive.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 The following security requirements (SRCL and related clauses provided by CSP) apply to and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21280-23-4190402

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), and obtain approved Document Safeguarding Capability at the level of PROTECTED B, issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets, or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor/Offeror MUST NOT utilize its facilities to process, produce, or store PROTECTED information or assets until the CSP, PWGSC has issued written approval.
4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce, or store PROTECTED information until the CSP, PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED B including an IT Link at the level of PROTECTED B.
5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition)

2.2 Offeror's Site or Premises Requiring Safeguarding Measures / IT Authorization for Storage or Processing

Where safeguarding measures are required in the performance of the Work, the Offeror must diligently maintain up-to-date the information related to the Offeror's and proposed individuals' sites or premises for the following addresses:

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

2.3 The Company Security Officer (CSO) must ensure through the Contract Security Program (CSP) that the Offeror and individual(s) hold a valid security clearance at the required level.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

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

3.1 General Conditions

2005 (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from July 1, 2023 to June 30, 2024.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 4 period, from July 1, 2024 to June 30, 2028 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jolaine Amos
Title: Contracting Officer
Correctional Service of Canada
Branch or Directorate: RHQ/Finance/Contracting and Material Services
Address: 1045 Main St
Moncton NB E1C 1H1
Telephone: 506-269-3787
E-mail address: jolaine.amos@csc-scc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative (to be completed by the Offeror)

The Authorized Contractor's Representative is:

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
Atlantic Region
Moncton, Fredericton and Saint John Areas

8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$_____ (Applicable Taxes included).

10. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. 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 call-up against the Standing Offer, including any annexes;
- b. the articles of the Standing Offer;
- c. the general conditions 2005 (2022-01-28), General Conditions - Standing Offers - Goods or Services
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List ;
- g. Annex D, Insurance Requirements;
- h. the Offeror's offer dated _____ (insert date of offer),

12. Certifications and Additional Information

12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

12.2 SACC Manual Clauses

M3020C (2016-01-28) - Status of Availability of Resources - Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010B (2022-01-28), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

2.2 Replacement of Specific Individuals

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

3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment

5.2 Limitation of Expenditure

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

5.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

5.4 SACC Manual Clauses

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

5.5 Travel and Living Expenses

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

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

All payments are subject to government audit.

Estimated Cost: **\$ 15,000.00**

5.6 Electronic Payment of Invoices – Contract

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

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

6. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of program attendance sheet indicating names of participants of each program

Invoices must be distributed as follows:

- b. One (1) copy must be forwarded to the Program Manager using the below corresponding email address for certification and payment.

GEN-ATL-NBWest@CSC-SCC.GC.CA - Moncton

GEN-ATL-NBEastPEI@CSC-SCC.GC.CA – St John and Fredericton

7. Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right

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

8. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

9. Ownership Control

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

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

10. Closure of Government Facilities

- 10.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 10.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

11. Tuberculosis Testing

- 11.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at

the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

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

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

12. Compliance with CSC Policies

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

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

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

13. Health and Labour Conditions

13.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

13.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.

13.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.

13.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."

14. Identification Protocol Responsibilities

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

14.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

14.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

14.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

14.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

15. Dispute Resolution Services

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

16. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

17. Privacy

17.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

17.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

18. Information Guide for Contractors

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

ANNEX A STATEMENT OF WORK

TITLE: INTEGRATED CORRECTIONAL PROGRAM MODEL (ICPM) – COMMUNITY MAINTENANCE PROGRAM – MULTI-TARGET (CMP-MT) AND COMMUNITY MAINTENANCE PROGRAM – SEX OFFENDER (CMP-SO)

BACKGROUND AND PURPOSE:

As part of its mandate, the Correctional Service of Canada (CSC) has a requirement for the delivery of programs to offenders. These programs play an essential role in the successful reintegration of offenders as productive law-abiding citizens. Candidates who meet the selection criteria will be referred to the Contractor by the Correctional Service of Canada (CSC).

ICPM - Community Maintenance Programs (Multi-Target and Sex Offender) are integrated self-management programs for moderate or high-risk offenders who completed an ICPM program (non-transition offenders) or have participated in the former cadre of Correctional Programs (transition offenders). The main goal of maintenance is to review and refine core self-management skills and apply them to real-life situations, obstacles, and high-risk situations to reduce risk to re-offend, including a focus on sexual deviancy if the need for a sex offender stream arises.

One ICPM-CMP (Multi-Target or Sex Offender) program cycle is delivered at a rate of one session per week for twelve weeks on a continuous intake basis; the total number of hours per cycle per program is described in detail in the table provided in this document.

RESPONSIBILITIES OF THE CORRECTIONAL SERVICE OF CANADA (CSC)

CSC will:

- a) Schedule the CMP-MT and/or CMP-SO, which are continuous entry programs, in Offender Management System (OMS) on an as and when required basis;
- b) Process ICPM referrals according to the ICPM: National Implementation and Program Management Guidelines. Clients are referred through the CSC Correctional Intervention Board via OMS. Program Assignment lists are emailed, when updated, to the Contractor;
- c) Ensure the program is kept at or near participant capacity (10 participant maximum) by conducting a weekly review and continuous intake of waitlisted participants with Program Manager by phone/video conference or via the bi-weekly Correctional Intervention Board;
- d) Ensure that the facilitator(s):
 - meets the mandatory requirements as outlined in the Evaluation Criteria,
 - is trained in the Integration Correctional Program Model (ICPM), Indigenous Social History, Generic Program Performance Measure (GPPM) AND is deemed suitable to deliver the program by Regional Program Manager/Trainer, and;
 - participates in the Quality Review process by video recording specific sessions, immediately following the training, which then are viewed and assessed/evaluated for quality assurance by RHQ – Programs. It should be noted that Certification is the goal of the Quality Review process and a pass, fail and/or conditions will be assessed and potential follow up may be required.

RESPONSIBILITIES OF THE CONTRACTOR/FACILITATOR

The Contractor/facilitator must:

- a) Provide delivery and delivery space (approx. 2 hours per session) of the requested number of ICPM sessions (CMP MT or CMP SO) to offenders referred by CSC, depending upon the need and according to national directives, policy and guidelines to a maximum of ten (10) participants;

- b) Obtain necessary program materials and prepare lesson plans;
- c) For all individuals who meet the criteria for ICPM Maintenance (MT or SO) - the facilitator(s) must:
 - conduct file review;
 - complete pre-program semi-structured interview, logging and recording information which will be placed on the Offender's Education and Training File and reviewed by Program Manager ;
 - complete Pre/Post program testing (i.e. GPPM) and assessment interviews as required;
 - ensure participant's understanding and signing (or refusal to sign) of program consent form prior to program commencement while documenting such in a casework record in OMS. The consent to participate is placed on the Education and Training File;
 - ensure to set up a meeting for those participants who failed to attend a session and cover content missed. This must not be counted as an extra session and **must be inclusive** in the session rate;
 - prepare detailed and risk management based participant progress reports following the ICPM template report for entry into OMS at the completion of the required number of sessions. Offenders will participate in a 12 session cycle unless determined otherwise by CSC.
- d) Complete program interim and/or final reports within (8) working days from the last day of the Offender's attendance and input data into the CSC Offender Management System (OMS) Note: when OMS is not available, please refer to section "Transmission of Casework Records and Program Reports on Computer Media";
- e) Consult or provide feedback, as required, with each participant's parole officer with reference to the conduct, attendance, the clients' response to individuals in group and individual treatment;
- f) As per most recent Commissioner's Directive 726 - Correctional Programs, the facilitator will complete a casework record in OMS (unless at a site where there is no connectivity) within one working day:
 - when there is an offender contact which is not a requirement of the program,
 - an individual interview is completed with the offender,
 - a make-up session has been completed,
 - there is sharing of information regarding offender participation in the program
 - if there is significant information for the Case Management Team, and
 - after every session during the participant's cycle.
- g) In the event of a non-scheduled absence from group or individual sessions, provide a written casework record in the Offender Management System within a 24 hour period. Should the circumstances surrounding the absence be deemed a possible security concern, the parole officer, program manager or National Monitoring Center must be immediately notified by phone or email;
- h) Consult with the offender's parole officer and the Program Manager prior to removing a participant from the program;
- i) Maintain a program attendance sheet indicating the names of participants of each program (which must be forwarded with monthly invoice to Project Authority);
- j) The facilitator is expected to enter a casework record per session for each regular attending participant. This record of attendance should be entered within 24 hours of the offender participating in the program in the Offender Management System (OMS); the attendance log will be forwarded along with the monthly invoice to the Project Authority and the casework record entries will be verified;
- k) Provide classroom space, program equipment and supplies, and all administrative services associated with the project;
- l) Participate in the Correctional Intervention Board (CIB) to provide consultation in regards to CSC Core Program entry criteria and opinion on specific case direction and program involvement as requested by the Program Manager.
- m) Each session follows the same process (see below) and is approximately two hours in duration (and may include a break of up to 15 minutes):

- Roundtable and introductions (30 minutes)
- Grab Bag
- Structured segment, each focusing on a specific theme and skills set (50 - 60 minutes)
- Update Self-Management Plan (10 minutes)
- Wrap-up (5 - 10 minutes)

n) Programs are to be delivered in the evenings

- o) The Contractor must provide the delivery of 2-hour group sessions for up to ten (10) participants. In addition, one-on-one interventions must be provided for participants who were absent during group sessions in order to cover content missed.
- p) The Contractor must advise CSC in writing when changes occur within the delivery of the program, such as schedule change and facilitator availability.
- q) Participate in CSC-funded program delivery training as required and available. Contractor will be reimbursed for Travel costs associated to the training as per the Basis of Payment. However, the Contractor **will NOT be paid for time spent in training**.
- r) Training to deliver CMP-MT consists of: a 10-business day initial training followed by a 2 day Indigenous Social History Training, and a 7.5 hour training over 2 days on Generic Program Performance Measure (GPPM). The training to deliver CMP-SO, should it be required, consists of: 5 additional training days, along with 3 to 5 sessions on SO Risk-Assessment Tools. All training is provided by CSC, in person. Location – **the Correctional Learning and Development Centre in Moncton, New Brunswick** - and dates vary and depend on the number of referrals made, by the Project Authority, to attend the training. Once the required training is complete, the Contractor will only be required to attend training when significant changes have been made to the Program Model. (To be determined by the Project Authority)
- s) The Contractor is to respond in a timely manner to Parole Officer initiated contacts via telephone and e-mail (encrypted to the level of GC encryption standards if no connectivity to CSC email).

TRANSMISSION OF CASEWORK RECORDS AND PROGRAM REPORTS ON COMPUTER MEDIA:

When OMS Connectivity is unavailable to the Contractor, the Casework Records and Program Reports are to be submitted in hard copy and electronic format. The electronic format must be in Microsoft Word 2016 format or earlier version of MS Word, or at least in a compatible word processing program.

- **CASEWORK RECORDS** are to be completed on each case for one on one and make up sessions following the delivery of each session, within ONE working day and be electronically forwarded, via encrypted email, to the Project Authority if OMS Connectivity is unavailable.
- **FINAL / INTERIM PROGRAM REPORTS MUST** be entered into OMS within eight (8) working days following the offender's departure from the program assignment. Once report is completed, an email is to be forwarded to the program assistant by way of the GEN-East/West email for entry into the OMS and to the Program Manager for Quality Review once it has been entered in the Offender Management System. **** When providing protected B documents electronically via e-mail, the message must be encrypted to the level of GC encryption standards: (see below excerpt from the IT Security Requirements document)

All PROTECTED information in the Contractor's custody stored, processed and/or shared electronically must be encrypted using a product that meets Government of Canada (GC) encryption standards as defined in [ITSB-111 Cryptographic Algorithms for Protected Information](#) and protected by a strong password (minimum 8 characters, uppercase letters, lowercase letters and numbers).

- When OMS Connectivity is available to the Contractor, with Secure E-Mail, the Program Reports and Casework Records shall be processed as follows: the Contractor must enter the report and casework record and advise the administrative assistant to programs department and the Program Manager that the report has been entered and is ready to be reviewed; the Contractor must also relay the assignment status of the offender as it relates to the reason for the final report.
- **GPPM RELATED DATA MUST BE ENTERED FOR EACH OFFENDER AS PER PROGRAM MATERIAL/POLICY.**
- **PERSONAL TARGET RATINGS MUST BE ENTERED IN OMS TO REFLECT THE PRE-PROGRAM, POST-PROGRAM AND OVERALL RATINGS.**

CANCELLATION OF A PROGRAM:

1. Written confirmation of Program cancellation will be given to the Contractor 48 hours prior to the scheduled start date of the program.
2. Written notification is required to the Project Authority for the Correctional Services of Canada when the Contractor must cancel a scheduled program 48 hours prior to the scheduled start date of the program.

Delivery of the ICPM: Community Maintenance Programs must be provided in accordance with the following documents:

- Correctional Programs (CD 726);
- Standards for Correctional Programs (CD 726-1);
- ICPM: Program Implementation and Program Management Guidelines
- Available at:
 - English: <http://www.csc-scc.gc.ca/acts-and-regulations/726-cd-eng.shtml>
 - French: <http://www.csc-scc.gc.ca/lois-et-reglements/726-cd-fra.shtml>
- ICPM Community Maintenance Program (Multi Target) Manuals - when connected to OMS;
- CRF/Community Agencies Security Connection Standard-Annex 10.26.2006;

DELIVERY AUTHORIZATION:

This document does not oblige Her Majesty in any way to authorize services in sufficient quantities to expend the total estimated expenditures or any portion thereof whatsoever.

COMMUNITY MAINTENANCE PROGRAM, MULTI-TARGET (CMP-MT)

THE SESSION CONTENT OF THE CMP-MT COVERS THE FOLLOWING MODULES:

- | | |
|--|-------------------------------------|
| - Finding a SMART Balance | - Coping with Risky Thinking |
| - Managing Cravings, Urges, Temptations and Impulses | - Balancing the Good Life Wheel |
| - Communication Skills and Relationships | - Good and Bad Support |
| - Focus on Problem Solving | - Dealing with Conflict |
| - Managing Harmful Emotions | - Watch for Warning Signs |
| - What I want From My Leisure Time | - Keep your Thinking in Perspective |

NOTE: additional sessions are provided to support the needs of the group

Estimated Hours for a maximum of ten (10) clients:

List of activities for non-transition clients	ESTIMATED MAXIMUM HOURS
<p>Pre-program Interview and Assessment Outcome: Request priority list from Program Manager Contact Offender to schedule the interview Notify Parole Officer of program start date Ensure that the offender signs <i>Consent to Participate in a Correctional Program</i> Follow the <i>ICPM Maintenance Program Interview & Participant Summary Booklet</i> as outlined. (1.5 to 3 hours maximum per non-transition offender***)</p>	<p>30 for non-transitional cases/ 50 for transitional cases</p>
<p>Preparation for Delivery: Prepare lesson plan, obtain delivery materials, classroom enhancements, etc. (2 hour per session)</p>	<p>24</p>
<p>Conduct the Program – 2 hours x 12 sessions = 24 hours</p>	<p>24</p>
<p>Correcting Homework: Clients are assigned homework tasks throughout the program. Facilitator must correct and provide feedback. Also, scoring of tests included. (.5 per session)</p>	<p>6</p>
<p>Daily Session/Participant Evaluations: Assessments are done daily while conducting the program and casework records are entered in OMS (2 hour per session)</p>	<p>24</p>
<p>Make Up Sessions: Missed sessions must be made up by facilitator in a one to one session as required</p>	<p>12</p>
<p>Preparation of Reports/Post Program Requirements: To be compiled at the conclusion of the program for each participant based on progress throughout the program in identified areas of need. Complete <i>ICPM Maintenance Program Interview & Participant Summary Booklet</i> as outlined and ensure file information is sent to offender files. Complete a thorough and risk assessment focused final report addressing all Personal Targets Ensure the Report and GPPM is to be entered into OMS and OMS/R. (7.5 hours per participant)</p>	<p>75</p>
<p>Total Estimated Hours of Delivery Per Cycle (12 weeks)</p>	<p>195 (non-transition)/ 215 (transition)</p>

***non-transition offenders are offenders who were admitted at the Regional Reception Centre as of July 1, 2011. The work completed with transition offenders will require additional time. Transitional offenders are those who have completed previous correctional programs, but not ICPM. The facilitator is responsible to complete the Crime Process and enter it in OMS, show a 15 minutes presentation and establish personal targets for each transition participant. It is estimated that it will take an extra 2 hour per offender to complete the work required for those transitional cases.

COMMUNITY MAINTENANCE PROGRAM, SEX OFFENDER (CMP-SO)

THE SESSION CONTENT OF THE CMP-SO COVERS THE FOLLOWING MODULES:

- Finding a SMART Balance
- Managing Risky Sexual Thought, Fantasies, and Arousal
- Communication Skills and Relationships
- Focus on Problem Solving
- Managing Harmful Emotions
- What I want From My Leisure Time
- Coping with Risky Thinking
- Healthy Sexual Lifestyle
- Good and Bad Support
- Dealing with Conflict
- Watch for Warning Signs
- Keep your Thinking in Perspective



NOTE: additional sessions are provided to support the needs of the group

Estimated Hours for a maximum of ten (10) clients:

List of activities for non-transition clients	ESTIMATED MAXIMUM HOURS
<p>Pre-program Interview and Assessment Outcome: Request priority list from Program Manager Ensure referrals meets the selection criteria Notify Parole Officer of program start date Ensure that the offender signs <i>Consent to Participate in a Correctional Program</i> Follow the <i>ICPM Maintenance Program Interview & Participant Summary Booklet</i> as outlined. (1.5 to 3 hours maximum per non-transition offender***)</p>	<p>30 for non-transitional cases/ 50 for transitional cases</p>
<p>Preparation for Delivery: Prepare lesson plan, obtain delivery materials, classroom enhancements, etc. (1 hour per session)</p>	<p>12</p>
<p>Conduct the Program – 2 hours x 12 sessions = 24 hours</p>	<p>24</p>
<p>Correcting Homework: Clients are assigned homework tasks throughout the program. Facilitator must correct and provide feedback. Also, scoring of tests included. (.5 per session)</p>	<p>6</p>
<p>Daily Session/Participant Evaluations: Assessments are done daily while conducting the program and casework records are entered in OMS (1 hour per session)</p>	<p>12</p>
<p>Make Up Sessions: Missed sessions must be made up by facilitator in a one to one session as required</p>	<p>6</p>
<p>Preparation of Reports/Post Program Requirements: To be compiled at the conclusion of the program for each participant based on progress throughout the program in identified areas of need. Complete <i>ICPM Maintenance Program Interview & Participant Summary Booklet</i> as outlined and ensure file information is sent to offender files. Complete a thorough and risk assessment focused final report addressing all Personal Targets Ensure the Report and GPPM is to be entered into OMS and OMS/R. (7.5 hours per participant) Psychometric assessment – see Note below</p>	<p>75</p>
<p>Total Estimated Hours of Delivery Per Cycle (12 weeks)</p>	<p>165 (non-transition)/ 185 (transition)</p>

***non-transition offenders are offenders who were admitted at the Regional Reception Centre as of July 1, 2011. The work completed with transition offenders will require additional time. Transitional offenders are those who have completed previous correctional programs, but not ICPM. The facilitator is responsible to complete the Crime Process and enter it in OMS, show a 15 minutes presentation and establish personal targets for each transition participant. It is estimated that it will take an extra 2 hour per offender to complete the work required for those transitional cases.

NOTE : **Psychometric assessment** to be administered for CMP-SO only are:

- PRE-Program – The facilitator must conduct and code that STATIC-99, the STABLE 2007 and the ACUTE and enter results in the OMS-R module.
- DURING PROGRAM DELIVERY – The facilitator must conduct and code the ACUTE and enter in OMS-R monthly or if risk elevates.
- POST-Program – The facilitator must conduct and code the ACUTE and enter results in OMS-R.



WORK RELATIONS:

1. This standing offer agreement provides for the provision of a service, and the Contractor is engaged as an independent Contractor for the sole purpose of providing a service. The Contractor himself/herself or his/her potential substitutes are not engaged here under as employees, public servants nor agents of the Crown.
2. The Contractor agrees to be the sole party responsible for the payment of all the required premiums and/or salary deductions, including those required for the Canada Pension Plan, the Unemployment Insurance Program, the Workmen's Compensation Plan, or the income tax.

VEHICLE LIABILITY INSURANCE:

The Contractor must obtain and maintain, in force for the duration of the Standing Offer, adequate insurance coverage with regard to losses, damages or injuries that may be caused to, or suffered by, third parties, Her Majesty or the Contractor's employees of Contractor vehicles in the performance of their duties under the Standing Offer. Her Majesty will not be liable for any losses, damages, or injuries caused by the Contractor or Contractor's employees.

LANGUAGE OF WORK:

The Contractor must perform all work in English



**ANNEX B
PROPOSED BASIS OF PAYMENT**

NOTICE TO BIDDER:

The bidder may bid on the following Correctional Service Canada (CSC) requirements.

ZONE 1 – Moncton Area

or

ZONE 2 – Fredericton Area

or

ZONE 3 – Saint John Area

or

A combination of 2, or All of the above ZONES

*The evaluation for Zone 1, Zone 2 and Zone 3 will be done separately; therefore one, two or three Standing Offer Agreements may be authorized as a result of the solicitation process.

TITLE: INTEGRATED CORRECTIONAL PROGRAM MODEL (ICPM) - COMMUNITY MAINTENANCE PROGRAM - MULTI TARGET (CMP-MT) AND COMMUNITY MAINTENANCE PROGRAM - SEX OFFENDER (CMP-SO)

Terms of the Standing Offer:

- ICPM Community Maintenance Programs (Either Multi Target or Sex Offender) sessions are delivered once a week. Up to a maximum of 2 programs can be delivered at any one time in each area.
- The maximum number of sessions available to be delivered during a 12-month period is 52 per Community Maintenance Program. As such, the maximum number of sessions per area, for a 12-month period, is 104 sessions.
- Call-Ups will be based on individual sessions.
- Call-Up maximum is 104 sessions.
- When Contractor is required to attend training, he or she will be reimbursed for Travel costs associated to the training (as per Basis of Payment), however he or she will not be paid for time spent in training.

For billing purposes, "Participant" is defined as:

- An offender who has attended the session
- An offender who is absent and a makeup session will occur (must include date of makeup session on invoice)
- Offenders who are Temporarily Reassigned due to the Suspension of their release will be considered "Participants" until the recommendation of Cancellation or Revocation is made and the offender is either re-admitted to program or the assignment is closed and the final report is completed (following the timeframes established in the Statement of Work).

MONCTON AREA

- 1.0 For professional services requested by Canada, Canada will pay the Contractor up to the maximum price, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive rates set in this Annex, Applicable Taxes are extra.



Initial Standing Offer Period – July 1, 2023 to June 30, 2024

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only):
\$5,000.00

Maximum available cost for the Initial Standing Offer Period (taxes are extra): \$ _____

2.0 Subject to the exercise of the option to extended the Standing Offer period in accordance with Article 4.2 of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all-inclusive Rate(s), in according with the following, Applicable Taxes are extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

First Optional Standing Offer Period – July 1, 2024 to June 30, 2025

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*



Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the First Optional Standing Offer Period (taxes are extra): \$ _____

Second Optional Standing Offer Period – July 1, 2025 to June 30, 2026

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the Second Optional Standing Offer Period (taxes are extra): \$ _____

Third Optional Standing Offer Period – July 1, 2026 to June 30, 2027

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____



A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees:

\$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only):

\$5,000.00

Maximum available cost for the Third Optional Standing Offer Period (taxes are extra): \$ _____

Fourth Optional Standing Offer Period – July 1, 2027 to June 30, 2028

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees:

\$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only):

\$5,000.00

Maximum available cost for the Fourth Optional Standing Offer Period (taxes are extra): \$ _____

FREDERICTON AREA

Initial Standing Offer Period – July 1, 2023 to June 30, 2024



Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the Initial Standing Offer Period (taxes are extra): \$ _____

First Optional Standing Offer Period – July 1, 2024 to June 30, 2025

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)



Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the First Optional Standing Offer Period (taxes are extra): \$ _____

Second Optional Standing Offer Period – July 1, 2025 to June 30, 2026

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the Second Optional Standing Offer Period (taxes are extra): \$ _____

Third Optional Standing Offer Period – July 1, 2026 to June 30, 2027

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____



For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the Third Optional Standing Offer Period (taxes are extra): \$ _____

Fourth Optional Standing Offer Period – July 1, 2027 to June 30, 2028

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the Fourth Optional Standing Offer Period (taxes are extra): \$ _____

SAINT JOHN AREA

Initial Standing Offer Period – July 1, 2023 to June 30, 2024

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*



Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the Initial Standing Offer Period (taxes are extra): \$ _____

First Optional Standing Offer Period – July 1, 2024 to June 30, 2025

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the First Optional Standing Offer Period (taxes are extra): \$ _____

Second Optional Standing Offer Period – July 1, 2025 to June 30, 2026



Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the Second Optional Standing Offer Period (taxes are extra): \$ _____

Third Optional Standing Offer Period – July 1, 2026 to June 30, 2027

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)



Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the Third Optional Standing Offer Period (taxes are extra): \$ _____

Fourth Optional Standing Offer Period – July 1, 2027 to June 30, 2028

Fees for the delivery of up to 2 ICPM Community Maintenance Programs (Multi-Target and/or Sex-Offender) per year as described in the Statement of Work.

Session delivery for 1 to 2 offenders	45% of the session rate*
Session delivery for 3 to 5 offenders	70% of the session rate*
Session delivery for 6 to 10 offenders	100% of the session rate*

Session delivery for a maximum of 10 offenders, based on an all-inclusive per session rate* of:
\$ _____

A "No Show" fee, for scheduled sessions with zero attendance, based on a per session rate of \$100.00, for a maximum of 12 sessions per year.

**Session rates are all inclusive. Each rate includes travel, delivery of 1 session (either CMP-MT or CMP-SO) as well as pre-session tasks and preparations and post session requirements (All of which are described in the Statement of Work). Taxes are extra.*

Maximum available cost for Fees: \$ _____

For training purposes only. The Contractor shall be paid for pre-authorized reasonable and proper travel and living expenses, supported by original receipts, incurred by personnel directly engaged in the performance of the Work, without any allowance thereon for overhead or profit, in accordance with the contract. Travel and living expenses shall not exceed the rates outlined in the then-current Treasury Board Travel Directive. Charges for air travel shall not exceed that for economy class. All payments are subject to government audit. (2004-08-17)

Total estimated cost for Travel (for training purposes only): **\$5,000.00**

Maximum available cost for the Fourth Optional Standing Offer Period (taxes are extra): \$ _____

**Note that taxes are not applicable to travel. Therefore, when making your calculations, only apply taxes to the services section at a rate of 15%.

Total Cost for Moncton Area

	Services	Travel	Taxes	Total
Initial Period (July 1, 2023 to June 30, 2024)		5,000.00		
Option Period 1 (July 1, 2024 to June 30, 2025)		5,000.00		
Option Period 2 (July 1, 2025 to June 30, 2026)		5,000.00		
Option Period 3 (July 1, 2026 to June 30, 2027)		5,000.00		
Option Period 4 (July 1, 2027 to June 30, 2028)		5,000.00		
Total (A)		25,000.00		



Total Cost for Fredericton Area

	Services	Travel	Taxes	Total
Initial Period (July 1, 2023 to June 30, 2024)		5,000.00		
Option Period 1 (July 1, 2024 to June 30, 2025)		5,000.00		
Option Period 2 (July 1, 2025 to June 30, 2026)		5,000.00		
Option Period 3 (July 1, 2026 to June 30, 2027)		5,000.00		
Option Period 4 (July 1, 2027 to June 30, 2028)		5,000.00		
Total (B)		25,000.00		

Total Cost for Saint John Area

	Services	Travel	Taxes	Total
Initial Period (July 1, 2023 to June 30, 2024)		5,000.00		
Option Period 1 (July 1, 2024 to June 30, 2025)		5,000.00		
Option Period 2 (July 1, 2025 to June 30, 2026)		5,000.00		
Option Period 3 (July 1, 2026 to June 30, 2027)		5,000.00		
Option Period 4 (July 1, 2027 to June 30, 2028)		5,000.00		
Total (C)		25,000.00		

TOTAL A+B+C		75,000.00		
--------------------	--	------------------	--	--

3.0 Invoicing

The following information must be indicated on invoice(s):

- a. An invoice number;
- b. Invoice date;
- c. Contractor's name and address;
- d. Reference Contract Number;
- e. Reference Financial Code;
- f. Project title;
- g. Session delivery dates;
- h. Attendance Record
- i. Facilitator Name;
- j. Language of program delivered
- k. Reports (see Statement of Work)

Invoices are to be submitted monthly by email to:

Moncton - ProgramBoard.GEN-ATL-NBEastPEI@CSC-SCC.GC.CA
 Saint John & Fredericton - ProgramBoard.GEN-ATL-NBWest@CSC-SCC.GC.CA



4.0 Applicable Taxes

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

5.0 Electronic Payment of Invoices - Offer

Canada requests that Offerors complete option 1 or 2 below:

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

The following Electronic Payment Instrument(s) are accepted:

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

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

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

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



ANNEX C SECURITY REQUIREMENTS CHECK LIST

DSD-ATL5091



Contract Number / Numéro du contrat 21280-23-4190402
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	Correctional Service Canada	2. Branch or Directorate / Direction générale ou Direction Assessment & Interventions
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 ICPM CMP-MT/CMP-SO		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





DSD-ATL5091



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
21280-23-4190402

Security Classification / Classification de sécurité
Unclassified

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : _____	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





DSD-ATL5091



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

21280-23-4190402

Security Classification / Classification de sécurité

Unclassified

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	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	Protected Protégé			CONFIDENTIAL	SECRET	TOP SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	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).



DSD-ATL5091



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
21280-23-4190402

Security Classification / Classification de sécurité
Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres mouillées) Nicole Ouellet		Title - Titre Director of Programs NB/PEI	
Signature 		Digitally signed by Ouellet, Nicole Date: 2022.09.07 14:29:28 -03'00'	
Telephone No. - N° de téléphone 506-962-4681	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel nicole.ouellet@csc-scc.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres mouillées) Dominic St-Denis		Title - Titre A/Contracting Security Analyst	
Signature 		Digitally signed by StDenis, Dominic Date: 2022.09.13 06:07:34 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres mouillées) Jessyko Bernard		Title - Titre A/ Regional Contracting Officer	
Signature 		Digitally signed by Bernard, Jessyko Date: 2022.09.09 12:13:05 -03'00'	
Telephone No. - N° de téléphone 506-378-8710	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jessyko.bernard@csc-scc.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres mouillées) Stephanie Tompkins Contract Security Officer Stephanie.Tompkins@tpsgc-pwgsc.gc.ca		Title - Titre	
Signature 		Digitally signed by Tompkins, Stephanie Date: 2022.09.14 06:32:25 -04'00'	
Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





ANNEX D INSURANCE REQUIREMENTS

Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be



excluded by the standard care, custody or control exclusion found in a standard policy.

- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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



ANNEX E EVALUATION CRITERIA

1.0 Technical Evaluation:

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

- Mandatory Technical Criteria
- Rated Technical Criteria

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

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does



not include the required month and year for the start date and end date of the experience claimed.

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

MANDATORY REQUIREMENTS

It is understood by the parties submitting offers that to be considered valid, an offer MUST meet all of the following mandatory requirements. Proposals must be supported by proper and adequate detail, particularly where supporting evidence is required by a mandatory item. Those not meeting all of these mandatory requirements will be given no further consideration.

ATTENTION OFFERORS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

<u>The Offer must:</u>		PAGE NO	RESERVED FOR EVALUATION		COMMENTS
			MET	NOT MET	
1	Demonstrate that their firm/organization have at least one (1) year of experience within the last five (5) years in project(s) involving counselling and/or intervention services with at-risk clients in an organization that delivers services to persons who have been referred to them by a professional or federal or provincial department.				
2	Demonstrate that the proposed facilitator(s) have at least one (1) year of experience within the last five (5) years in assessing human behaviour.				
3	Demonstrate that the proposed facilitator(s) have at least one (1) year of experience within the last five (5) years in intervening or providing individual support aimed at changing human behaviour with various clientele, such as individuals who had: mental illness, been involved in the criminal justice system, been homeless.				
4	Demonstrate that the proposed facilitator(s) have at least 1 year experience in the last five (5) years facilitating to group(s) aimed at changing human behaviour with various clientele such as those who had : mental illness, been involved in the criminal justice system, been homeless.				



5	Proposed facilitator must have at least one (1) year experience in writing formal documents and/or assessments based on their work with the client(s) aimed at changing human behavior. Provide at least one professional reference attesting to the quality of their written work from previous person who would have supervised and approved the individual's reports.				
6	Demonstrate that the proposed Facilitator(s) is a graduate from a recognized college or university in a field that focuses on understanding and assessing human behaviour (such as a BA in the area of Psychology, Sociology, Social Work, Criminology or Education); - OR - Demonstrate that the proposed Facilitator(s) has a secondary school diploma and experience in understanding and assessing human behaviour.				
7	Include complete résumés for each proposed facilitator(s)				
8	Proposed resource must provide proof of "General Liability Insurance" coverage required herein to carry out the required duties of the contract. Bidders must provide a copy of the General Liability Insurance with their bid.				

Evaluation Criteria

1. When citing past projects as examples, details should be including such as:

- Project descriptions and overview of deliverables;
- Types of population. (e.g. gender, culture/language, ageing populations, disabled, low functioning, varying treatment needs....);
- Type of group and number of participants per group;
- Start and end time (month / year) of the project and specify actual time period (months, years) (if applicable) spent on the project, and/or number of hours providing the services;
- Role and responsibilities of your company and facilitator(s) within the project, including a description of the services provided to the client and type of deliverables; and
- Identify the client organization (provide references). Include the client contact name for which the work was directly performed, as well as contact information.



2. Personnel résumés used within the context of the proposal should provide details regarding the qualifications, relevant experience, and expertise of the proposed facilitator(s), including a summary/description of their past projects.
3. Note that contact information for any reference cited should include contact name, title and current telephone number. The evaluation team reserves the right to contact any reference provided.
4. A copy of the educational degree(s) for the proposed facilitator(s) should be included with the proposal.

POINT RATED REQUIREMENTS:

In addition to meeting all of the mandatory requirements, the technical proposal will be evaluated on the basis of the following. The proposal must obtain 60% of the maximum overall score of 125 points in order to be deemed responsive.

ATTENTION OFFERORS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

		RESERVED FOR EVALUATION	
		Page No.	Score
		Comments	
1,	Understanding Total maximum score for this section: 50 points		
	<p>1.1 Demonstrated understanding</p> <p>Proposals will be rated based on</p> <p>Demonstrated understanding of correctional programs and assess client's progress in relation to the objectives of the correctional plan; manage, support and motivate clients in individual and/or group settings; report on the impact of the program as it relates to the management of the client's risk; work in cooperation with the Correctional Service Canada (CSC) case management team to identify the client's needs and contribute to program planning; able to communicate effectively orally and in writing. (20 Points)</p> <p>Demonstrated understanding of the process of change and techniques to deal with resistant clients: (15 Points)</p> <p>Demonstrated understanding of correctional program standards (15 Points)</p> <p>Maximum 50 points</p>		



2.	Facilitator(s) Experience : Total maximum score for this section: 50 points			
	<p>2.1 The proposed facilitator(s) will be assessed for each degree level obtained.</p> <p>Proposals will be rated based on the demonstrated education of the proposed facilitator(s) e.g. Bachelor, Master, PHD (over an above the mandatory requirement number 4).</p> <p>10 Points: 1st degree obtained 4 Points: for each additional degree obtained</p> <p>Maximum 18 points</p>			
	<p>2.2 The proposed facilitator(s), will be assessed for experience in providing individual or group intervention with socially disadvantaged persons. (i.e. offender populations, domestic violence, substance abuse counseling, etc)</p> <p>Proposals will be rated based on a minimum of six months of providing interventions or group intervention.</p> <p>8 Points: for the first six months of experience 4 Points: for each additional 6 months of experience</p> <p>Maximum 20 points</p>			
	<p>2.3 The proposed facilitator(s) will be assessed based on the experience in providing group (four or more participants) intervention with different populations (e.g. by gender, by culture/language, ageing populations, disabled, low functioning, varying treatment needs).</p> <ul style="list-style-type: none"> Proposals will be rated based on the number of type of populations worked with. <p>4 Points: for each type of group the facilitator has worked with.</p> <p>Maximum 12 points</p>			
3.	Offeror's firm/organization experience. Total maximum score for this section: 25 points			
	<p>3.1 The Offeror's firm/organization will be assessed based on the number of years and projects completed involving counseling and/or intervention services.</p> <p>5 Points for each full year the firm or organization has provided counseling and/or intervention services</p> <p>Maximum 25 points</p>			



ANNEX F
CONTRACT SECURITY PROGRAM
APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities
Instructions for completing the Application for Registration (AFR)

Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the *Policy on Government Security and Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca/tpsgc-pwgsc.gc.ca)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.tpsgc-pwgsc.gc.ca/tpsgc-pwgsc.gc.ca)). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

General Instructions:

- This form is used for registering Canadian legal entities **ONLY**. The CSP does not register foreign based organizations. **ALL** Foreign based firms must contact the **International Industrial Security Directorate (IISD)** for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.

In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.

Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided
 - **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders



who own it and having rights to issue stock and exist indefinitely.

Provide the following information to substantiate this "Type of Organization" selection:

- Stock exchange identifier (if applicable);
- Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
- Ownership structure chart is mandatory

- **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnershipsthat join together to carry on a trade or business.

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status, ie. partnership agreement;
- Provincial partnership name registration (if applicable);
- Ownership structure chart

- **Sole proprietor** refers to the owner of a business who acts alone and has no partners.

Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registrationdocument

- **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status such as acts, charters, bands, etc.
- Ownership structure chart and management structure chart

- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not beaccepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, IndigenousPeoples, persons with disabilities and visible minorities.

Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address(site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers **must** meet all of the following criteria:
 - an employee of the organization;
 - physically located in Canada;
 - a Canadian citizen*; and
 - security screened at the same level as the organization (in some cases alternates may require a different level).

*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractualrequirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.

Section C - Officers

- Your organization must list **all** the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remaineven though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of astate or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section D - Board of Directors

- List **all** members of your organization's board of directors. Indicate all board titles including the chairperson if there is one.



Add additional rows to the section or on a separate page if required.

- For the purposes of the Contract Security Program, the term “Country of Primary Residence/National Domicile” refers to the particular country for a person’s true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
 - **Direct (or registered) ownership** are **all** owners who hold legal title to a property or asset in that owner’s name.
 - **Ownership** refers to either (1) voting rights attached to the corporation’s outstanding voting shares or (2) outstanding shares measured by fair market value.
 - **Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.



APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

NOTE:

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

SECTION A - BUSINESS INFORMATION

1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
<p>3. Type of organization - Indicate the type of organization and provide the required validation documentation (select one only)</p> <p><input type="checkbox"/> Sole proprietor</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Corporation</p> <p style="padding-left: 40px;"><input type="checkbox"/> Private</p> <p style="padding-left: 40px;"><input type="checkbox"/> Public</p> <p><input type="checkbox"/> Other (specify)</p>	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/ classified information/assets/sites



SECTION B – SECURITY OFFICERS

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.

Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

For Document Safeguarding Capability ONLY:

00 – Address will be principal place of business	
01 – Site address:	
02 – Site address:	

SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

Position title - within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

Position title	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile



SECTION E - OWNERSHIP INFORMATION - PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

Please complete for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada's Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include **all** levels of ownership from direct to ultimate.

Note: The organization structure chart with percentages of ownership must be included with your submission

SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet

Ownership - Level 1 (Direct Parent)			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION E-2 - OWNERSHIP LEVEL 2

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-1 (Level 2)			
Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			



Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION E-3 - OWNERSHIP LEVEL 3

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-2 (Level 3)

Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)

SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.**



Surname	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature



ANNEX G - IT Security Requirements



IT Security Requirements Technical Document / Document technique – Exigences en matière de sécurité des TI

Contract # / N° de contrat :	21280-23-4190402
Date (yyyy-mm-dd / aaaa-mm-jj) :	2022-09-12
Reviewed By (signature) / Révisé par (signature) :	Houle, Kaitlin <small>Digitally signed by Houle, Kaitlin Date: 2022.09.12 13:16:43 -0700</small>

(La version française suit)

IT Security Requirements

The IT Security Requirements are derived from the [Directive on Security Management](#).

The requirements below apply to the above-noted contract and all contractors and external partners therein who access information of PROTECTED level sensitivity and use **PROTECTED IT Equipment** (refer to Appendix A: Definitions).

1. Any suspected loss or theft of PROTECTED IT Equipment containing PROTECTED information must be reported by the Contractor to the Project Authority immediately.
2. All PROTECTED IT Equipment must be located in a space that meets the requirements of an Operations Zone as defined in the [G1-026 Guide to the Application of Physical Security Zones](#).
3. All PROTECTED information in the Contractor's custody stored, processed and/or shared electronically must be encrypted using drive encryption and/or file encryption using a product that meets Government of Canada (GC) encryption standards as defined in [Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information](#) and protected by a strong password (minimum 8 characters, uppercase letters, lowercase letters and numbers). Passwords should comply with [Canadian Center Cyber Security \(CCCS\) Best Practices for Passphrases and Passwords](#).
4. All PROTECTED information in the Contractor's custody must be stored in Canada only as per section 4.4.1.10 of the [Directive on Service and Digital](#). Storage of PROTECTED information on any other equipment or in any other location is **prohibited**.
5. Only Canadian-based cloud storage services that have been **formally authorized by CSC** may be used to store PROTECTED information. All other cloud services are **prohibited**. GC Cloud Brokering service listed as [GC Cloud Providers](#) by Shared Services Canada (SSC) and [Canadian Center for Cyber Security \(CCCS\)](#) must have a **formal Security Assessment and Authorization (SA&A)** by CSC. Authorization by CSC means service(s) has been reviewed by the Designated Official for Cyber Security (DOCS) and signed by the Chief Information Officer (CIO).
6. Current antivirus software must be installed and enabled with the most current virus definitions, updates and maintained on all PROTECTED IT Equipment on which it is possible to install antivirus software.
7. The Operating System (OS) and applications used on PROTECTED IT Equipment must be vendor-supported, i.e. current security patches must be available and the product must not have reached end of life, and the latest security patches must be installed. (For example, as of January 14th, 2020 Windows 7 OS is no longer supported).



IT Security Requirements Technical Document / Document technique – Exigences en matière de sécurité des TI

8. Each authorized user who accesses PROTECTED IT Equipment must use their own unique account with user-level privileges and protect it using a strong password. Computer accounts must not be shared. Computer accounts with Administrator-level privileges must be used for system administration tasks only and must not be used for general user tasks, e.g. surfing the Internet, checking email, accessing OMS.
9. Security event logging must be enabled and logs kept for a minimum of 1 month on all PROTECTED IT Equipment on which event logging is possible.
10. A password protected screen saver set to 15 minutes or less must be enabled on all PROTECTED IT Equipment connected to or including a digital display or monitor.
11. All PROTECTED IT Equipment that is connected to the Internet must reside behind a network router that is securely-configured using industry best practices, e.g. NAT-enabled firewall, password-protected and documented configuration, security logging enabled, maintained and reviewed, and filtered access.
12. When PROTECTED IT Equipment is no longer required to store or process PROTECTED information, the information stored on the equipment must be securely destroyed in accordance with [IT Media Sanitization](#). Any PROTECTED information stored on cloud storage services must also be deleted when no longer needed.
13. All PROTECTED IT Equipment must have its internal data storage devices, e.g. hard drives, removed and secured with the Contractor prior to the equipment being removed from the Contractor's premises for service.
14. If it has been determined that PROTECTED IT Equipment is no longer serviceable, any internal data storage devices, e.g. hard drives, contained in the equipment must be surrendered to the Project Authority for destruction. If the internal storage cannot be removed from its host equipment, the host equipment itself must be surrendered to the Project Authority for destruction.
15. When PROTECTED information is displayed on the screens of PROTECTED IT Equipment or viewed in printed format, it must not be viewable by unauthorized persons.
16. All remote access to PROTECTED IT Equipment is prohibited.

Additional Security for Connectivity (and other External Partners)

In addition, for contracts where a connectivity requirement has been identified in the SRCL, i.e. "yes" to question 11e, the following IT Security requirements must be met:

17. All PROTECTED IT equipment used to access Offender Management System (OMS), its ancillary applications or CSC's email system must meet the following requirements:
 - a. The BIOS is protected with a strong password.
 - b. The BIOS is configured to allow booting only from the system drive, e.g. C: drive.
 - c. All wireless capability is disabled.
 - d. The system is locked or shut down when not in use.
18. All PROTECTED IT equipment used to access OMS, its ancillary applications or CSC's email system must never have the following installed and/or used on the equipment unless specifically-authorized by CSC:



IT Security Requirements Technical Document / Document technique – Exigences en matière de sécurité des TI

- a. Tools that could circumvent security controls.
- b. Peer-to-peer (P2P) software used to communicate with other systems over the Internet
- c. Client-server software such as web servers, proxy servers or file servers.
- d. Web-based email services.
- e. Remote-control software.
- f. Cloud services, including storage (see Requirement 4).

Departmental Security – Physical and Personnel

In addition to the aforementioned items, compliance with the following items below is assumed through Designated Organization Screening (DOS) and Document Safeguarding Capability (DSC) verifications conducted by Canadian Industrial Security Directorate (CISD):

- Each Contractor, Contractor's agents, subcontractors, volunteers or any other parties requiring access to PROTECTED information must hold a valid RELIABILITY STATUS security clearance, granted by the CISD of Public Works and Government Services Canada (PWGSC) and have a legitimate need-to-know for the information provided.
- When not in use, all Portable Data Storage Devices containing PROTECTED information must be secured in a security container that meets GC security standards within an Operations Zone.
- All documentation produced or completed by the Contractor which contains PROTECTED information must have its sensitivity labeled in the upper right hand corner on the face of each page of the document. Also, all Portable Data Storage Devices must be labelled with the highest sensitivity level of the information contained therein, e.g. PROTECTED B.



IT Security Requirements Technical Document / Document technique – Exigences en matière de sécurité des TI

Appendix A: Definitions

PROTECTED IT Equipment - All Information Technology (IT) equipment and devices (such as, but not limited to, servers, desktop computers, Portable Data Storage Devices) that are used to access, store and/or process information of PROTECTED level sensitivity.

Portable Data Storage Device (PDSD) - Devices that are portable and contain storage or memory into which users can store information are considered portable data storage devices. Examples of portable data storage devices include:

- USB devices (e.g. memory sticks, external hard drives);
- eSATA (External Serial Advanced Technology Attachment) devices;
- Tablets, laptops, smart devices (e.g. BlackBerry), and cameras; and
- Portable media – tapes, optical discs (e.g. CDs and DVDs).

Appendix B: References

- Directive on Security Management
<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32611>
- Directive on Service and Digital
<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32601>
- G1-026 - Guide to the Application of Physical Security Zones
<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-026-eng.htm>
- Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information
<https://cyber.gc.ca/en/guidance/cryptographic-algorithms-unclassified-protected-and-protected-b-information-itsp40111>
- IT Media Sanitization
<https://www.cyber.gc.ca/en/guidance/it-media-sanitization-itsp40006>
- G1-001 - Security Equipment Guide
http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home_e.htm
- Best Practices for Passphrases and Passwords (ITSAP.30.032)
<https://cyber.gc.ca/en/guidance/best-practices-passphrases-and-passwords-itsap30032>
- Security requirements for contracting with the Government of Canada
<https://www.tpsgo-pwgsc.gc.ca/esc-src/index-eng.html>



IT Security Requirements Technical Document / Document technique – Exigences en matière de sécurité des TI

(The English version precedes the French version)

Exigences en matière de sécurité des technologies de l'information (TI)

Les présentes exigences en matière de sécurité des TI découlent de la [Directive sur la gestion de la sécurité](#).

Les exigences énoncées dans les paragraphes qui suivent s'appliquent au contrat précisé ci-dessus ainsi qu'à tous les entrepreneurs et partenaires externes concernés qui consultent des renseignements PROTÉGÉS ou utilisent de l'équipement de TI PROTÉGÉ (voir l'annexe A : Définitions).

1. L'entrepreneur doit signaler immédiatement au chargé de projet toute perte ou tout vol soupçonné d'équipement de TI PROTÉGÉ contenant des renseignements PROTÉGÉS.
2. Tout l'équipement de TI PROTÉGÉ doit se trouver dans un espace qui respecte les exigences d'une zone de travail, telle qu'elle est définie dans le [G1-026 Guide pour l'établissement des zones de sécurité matérielle](#).
3. Tous les renseignements PROTÉGÉS dont l'entrepreneur a la garde et qui sont stockés, traités ou transmis par voie électronique doivent être chiffrés selon la méthode de chiffrement de disque dur et/ou de chiffrement de fichier à l'aide d'un produit conforme aux normes de chiffrement du gouvernement du Canada définies sur le site Web [Algorithmes cryptographiques pour l'information NON CLASSIFIÉ, PROTÉGÉ A et PROTÉGÉ B](#). Ils doivent également être protégés par un mot de passe sûr (doit contenir au moins huit caractères, une majuscule, une minuscule et un chiffre). Les mots de passe doivent être conformes aux [Pratiques exemplaires de création de phrases de passe et de mots de passe](#) du Centre canadien pour la cybersécurité.
4. Tous les renseignements PROTÉGÉS sous la garde de l'entrepreneur doivent être conservés au Canada uniquement conformément au paragraphe 4.4.1.10 de la [Directive sur les services et le numérique](#). Le stockage de l'information PROTÉGÉE sur tout autre équipement ou à l'extérieur du Canada est **interdit**.
5. Seuls les services de stockage infonuagique basés au Canada et **autorisés officiellement par le Service correctionnel du Canada (SCC)** peuvent être utilisés pour stocker des renseignements PROTÉGÉS; tous les autres services infonuagiques sont **interdits**. Les services de courtage infonuagique du gouvernement du Canada (GC) qui figurent dans la liste des [fournisseurs de services infonuagiques du GC](#) établie par Services partagés Canada et le [Centre canadien pour la cybersécurité](#) doivent faire l'objet d'une **évaluation et d'une autorisation officielles de la sécurité par le SCC**. On entend par « services autorisés par le SCC » ceux qui ont été examinés par l'agent désigné pour la cybersécurité et approuvés par le dirigeant principal de l'information.
6. Sur tout l'équipement de TI PROTÉGÉ où cette installation est possible, un logiciel antivirus récent doit être installé et mis à jour avec les définitions de virus les plus récentes.
7. Sur tout l'équipement de TI PROTÉGÉ, le système d'exploitation et les applications doivent être pris en charge par le fournisseur (c.-à-d. que des correctifs de sécurité récents doivent être accessibles et que le produit ne doit pas avoir atteint sa fin de vie utile). De plus, les correctifs de sécurité les plus récents doivent être installés. (Par exemple, depuis le 14 janvier 2020, le système d'exploitation Windows 7 n'est plus pris en charge.)
8. Chaque utilisateur autorisé qui utilise de l'équipement de TI PROTÉGÉ doit se servir de son propre compte unique doté de privilèges d'utilisateur et le protéger par un mot de passe sûr. Il est interdit de partager les comptes informatiques. Les comptes informatiques dotés de privilèges d'administrateur



IT Security Requirements Technical Document / Document technique – Exigences en matière de sécurité des TI

doivent servir exclusivement à des tâches d'administration des systèmes et ne doivent pas être utilisés pour des tâches de nature générale, comme pour naviguer sur Internet, vérifier ses courriels ou accéder au Système de gestion des délinquant(e)s (SGD).

9. Sur tout l'équipement de TI PROTÉGÉ permettant la consignation des événements, le journal des événements de sécurité doit être activé et conservé au moins un mois.
10. Sur tout l'équipement de TI PROTÉGÉ connecté ou incluant un affichage digital ou un écran, un économiseur d'écran protégé par un mot de passe et réglé à 15 minutes ou moins doit être activé.
11. Tout l'équipement de TI PROTÉGÉ qui est branché sur Internet doit être connecté à un routeur configuré de façon sécuritaire conformément aux pratiques exemplaires de l'industrie (p. ex. pare-feu compatible avec la traduction d'adresse de réseau (NAT), protection par un mot de passe, configuration documentée, journal des événements de sécurité activé, tenu à jour et passé en revue, et filtrage des accès).
12. Quand l'équipement de TI PROTÉGÉ n'est plus requis pour traiter ou stocker des renseignements PROTÉGÉS, les renseignements qu'il contient doivent être éliminés de façon sécuritaire conformément au *Nettoyage des supports de TI*. Tout renseignement PROTÉGÉ stocké dans un service infonuagique canadien doit aussi être supprimé lorsqu'il n'est plus requis.
13. L'entrepreneur doit retirer et mettre en lieu sûr les supports de stockage de données internes de tout l'équipement de TI PROTÉGÉ, comme les disques durs avant de retirer l'équipement de ses locaux aux fins d'entretien.
14. S'il a été déterminé qu'un équipement de TI PROTÉGÉ n'est plus utilisable, tout support de stockage de données interne, comme le disque dur, doit être remis au chargé de projet en vue de sa destruction. Si le support de stockage interne ne peut être retiré de son équipement hôte, l'équipement hôte lui-même doit être remis au chargé de projet en vue de sa destruction.
15. Si les renseignements PROTÉGÉS sont affichés sur les écrans d'un équipement de TI PROTÉGÉ ou consultés en format imprimé, ils ne doivent pas être visibles par des personnes non autorisées.
16. L'accès à distance à de l'équipement de TI PROTÉGÉ est interdit en tout temps.

Mesures de sécurité supplémentaires aux fins de connectivité (et autres partenaires externes)

De plus, en ce qui a trait aux contrats pour lesquels des exigences en matière de connectivité ont été énoncées dans la Liste de vérification des exigences relatives à la sécurité (c.-à-d. que l'on a répondu « oui » à la question 11e), les exigences en matière de sécurité des TI suivantes doivent être respectées.

17. Tout équipement de TI PROTÉGÉ utilisé pour accéder au SGD, à ses applications auxiliaires ou au système de courriel du SCC doit répondre aux exigences suivantes :
 - a. Le BIOS est protégé par un mot de passe sûr.
 - b. La configuration du BIOS est faite de façon à ne permettre le démarrage qu'à partir d'un lecteur système, comme le C.



IT Security Requirements Technical Document / Document technique – Exigences en matière de sécurité des TI

- c. Toutes les fonctionnalités sans fil sont désactivées.
 - d. Le système est verrouillé ou arrêté lorsqu'il n'est pas utilisé.
18. Tout équipement de TI PROTÉGÉ utilisé pour accéder au SGD, à ses applications auxiliaires ou au système de courriel du SCC ne doit jamais comporter ou utiliser l'équipement suivant à moins que le SCC ne l'ait précisément autorisé :
- a. Outils qui pourraient contourner les contrôles de sécurité.
 - b. Logiciels poste-à-poste (P2P) servant à communiquer avec d'autres systèmes par Internet.
 - c. Logiciels client-serveur comme les serveurs Web, des serveurs mandataires ou des serveurs de fichiers.
 - d. Services de messagerie électronique Web.
 - e. Logiciels de commande à distance.
 - f. Services infonuagiques, y compris support de stockage (voir l'exigence 4).

Sécurité ministérielle – Sécurité physique et personnelle

En plus des éléments susmentionnés, la Direction de la sécurité industrielle canadienne (DSIC) procédera à des vérifications d'organisation désignée et à des vérifications de la cote de protection des documents afin de garantir le respect des exigences suivantes :

- Chaque entrepreneur, agent de l'entrepreneur, sous-traitant, bénévole ou toute autre partie qui demande l'accès à des renseignements PROTÉGÉS doit détenir une COTE DE FIABILITÉ valide, octroyée par la DSIC de Services publics et Approvisionnement Canada, et présenter un motif légitime de consulter les renseignements en question (besoin de savoir).
- Lorsqu'ils ne sont pas utilisés, tous les supports de stockage de données portatifs contenant des renseignements PROTÉGÉS doivent être mis en lieu sûr dans un coffre de sécurité répondant aux normes de sécurité du gouvernement du Canada, dans une zone de travail.
- Tous les documents produits ou remplis par l'entrepreneur qui contiennent des renseignements PROTÉGÉS doivent porter la mention affichant la cote de sécurité dans le coin supérieur droit de chaque page. De plus, tous les supports de stockage de données portatifs doivent porter une étiquette de la cote de sécurité la plus élevée des renseignements qu'ils contiennent, par exemple PROTÉGÉ B.



IT Security Requirements Technical Document / Document technique – Exigences en matière de sécurité des TI

Annexe A – Définitions

Équipement de TI PROTÉGÉ – Ensemble du matériel et des appareils de TI (notamment, sans toutefois s'y limiter, les serveurs, les ordinateurs, les supports de stockage de données portatifs) utilisés pour accéder, entreposer ou traiter des renseignements PROTÉGÉS.

Support de stockage de données portatif – Les supports qui sont portatifs et qui ont une capacité de stockage ou une mémoire où les utilisateurs peuvent sauvegarder de l'information sont considérés comme des supports de stockage de données portatifs. Exemples :

- Dispositifs USB (p. ex. clé USB, disque dur externe);
- Unités eSATA (*External Serial Advanced Technology Attachment*);
- Tablettes, ordinateurs portatifs, appareils intelligents (p. ex. BlackBerry) et appareils photo;
- Supports amovibles – bandes, disques optiques (p. ex. CD et DVD).

Annexe B – Renvois

- Directive sur la gestion de la sécurité
<https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=32611>
- Directive sur les services et le numérique
<https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=32801>
- G1-026 – Guide pour l'établissement des zones de sécurité matérielle
<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-026-fra.htm>
- Algorithmes cryptographiques pour l'information NON CLASSIFIÉ, PROTÉGÉ A et PROTÉGÉ B (ITSP.40.111)
<https://cyber.gc.ca/fr/orientation/algorithmes-cryptographiques-pour-linformation-non-classifie-protége-et-protége-b>
- Nettoyage des supports de TI
<https://www.cyber.gc.ca/fr/orientation/nettoyage-des-supports-de-ti-itsp40006>
- G1-001 – Guide d'équipement de sécurité
http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home_f.htm
- Pratiques exemplaires de création de phrases de passe et de mots de passe (ITSAP.30.032)
<https://cyber.gc.ca/fr/orientation/pratiques-exemplaires-de-creation-de-phrases-de-passe-et-de-mots-de-passeitsap30032>
- Exigences de sécurité des contrats du gouvernement du Canada
<https://www.tpsgc-pwgsc.gc.ca/esc-src/index-fra.html>