



**RETURN OFFERS TO:  
RETOURNER LES OFFRES À :**

Department of Justice Canada  
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**REQUEST FOR STANDING OFFER (RFSO)  
DEMANDE D'OFFRE À COMMANDES  
(DOC)**

**Comments - Commentaires**

This document contains a security requirement.

**Offer To: Department of Justice Canada**

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

On behalf of the offeror, by signing below, I confirm that I have read the entire request for standing offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:

1. The offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO;
2. This offer is valid for the period requested in the RFSO;
3. All the information provided in the offer is complete, true and accurate; and
4. If the offeror is awarded a standing offer, it will accept all the terms and conditions set out in the resulting contract clauses included in the RFSO.

**L'offre au : Ministère de la Justice Canada**

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

En apposant ma signature ci-après, j'atteste, au nom de l'offrant, que j'ai lu la demande d'offre à commandes (DOC) en entier, y compris les documents incorporés par renvoi dans la DOC et que :

1. l'offrant considère qu'il a les compétences applicables et que ses produits sont en mesure de satisfaire les exigences obligatoires décrites dans la DOC;
2. cette offre est valide pour la période exigée dans la DOC;
3. tous les renseignements figurant dans l'offre sont complètes, véridiques et exacts; et
4. si une offre à commande est attribuée à l'offrant, ce dernier se conformera à toutes les modalités énoncées dans les clauses concernant le contrat subséquent et comprises dans la DOC.

<b>Title – Sujet</b>	
<b>Data Science Services on Issues Related to Criminal Justice System Involvement</b>	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
1000030656-001	April 3, 2023
<b>Client Reference No. – N° référence du client</b>	
<b>GETS Reference No. – N° de référence de SEAG</b>	
1000030656-001	
<b>Solicitation Closes L'invitation prend fin</b>	<b>Time Zone Fuseau horaire</b>
<b>at – à</b> 2 :00 PM	Eastern Daylight Time (EDT) Heure Avancée de l'Est (HAE)
<b>on – le</b> May 16, 2023	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/>	<b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>
<b>Address inquiries to – Adresser toute demande de renseignements à :</b>	
Kayla Pordonick	
<b>Area code and Telephone No. Code régional et N° de téléphone</b>	<b>E-mail Courriel</b>
	<a href="mailto:Kayla.Pordonick@justice.gc.ca">Kayla.Pordonick@justice.gc.ca</a>
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction</b>	
<b>Ottawa, Ontario</b>	

**Instructions:** See Herein

**Instructions :** Voir aux présentes

<b>Delivery required -Livraison exigée</b>	<b>Delivery offered -Livraison proposée</b>
See Herein – Voir aux présentes	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) <b>Compétence du contrat :</b> Province du Canada choisie par le soumissionnaire et qui aura les compétences sur tout contrat subséquent (si différente de celle précisée dans la demande)	
<b>Vendor/firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	
<b>e-mail - courriel</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur ( taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (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 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, the Security Requirements Check List, the Integrity Regime Verification Form, and the Service Request Form (SRF).

### 1.2 Summary

- 1.2.1 Each Offeror must, on an as and when required basis, carry out activities that can include, but are not limited to data science services related to Statistics Canada microdata, or Canadian social or criminal justice sector microdata.

Each Offeror must provide data science services in the following competency areas:

- Data development for data science research, covering a range of data development issues including but not limited to data governance, data management, data sharing, data linkages, data integration, and data collection and acquisition.
- Research using data science techniques, including but not limited to: big data analytics, machine learning, predictive modeling and policy simulation (including microsimulation, algorithm creation).
- Data visualization that leverages data of various kinds and/or from various sources with a focus on telling the data story in a meaningful way for a general audience.
- Programming to build data science-driven applications, including but not limited to: Python, SQL, R, Tableau, Power BI, HTML, JSON, Java.
- Design, usability and function of data science-driven applications.

And in the following areas of application:

- Statistics Canada microdata
- Canadian social or criminal justice sector microdata

Up to ten (10) Standing Offers will be awarded from date of Award to June 30, 2026, with the option to extend by two (2) additional option periods of one (1) year each.

For each call-up, the Department of Justice Canada with exclusive determination, select the best-suited Offeror to complete the Work, based on the following combination of criteria:

- a) the availability of Offeror's resources;
- b) the need for specific types of services and subject matter expertise, taking into consideration any previous experience of the Offeror related to a particular issue;
- c) the Official Language in which the required services shall be delivered;



- d) the location where the required services shall be performed and (or) delivered within Canada without having to incur any travel expenses; and
- e) the estimated cost to complete the work.

The requirement is subject to the provisions of the:

- Canada Free Trade Agreement (CFTA)
- World Trade Organization-Agreement on Government Procurement (WTO-GPA)
- Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)
- Canada-Chile Free Trade Agreement
- Canada-Columbia Free Trade Agreement
- Canada-Honduras Free Trade Agreement
- Canada-Panama Free Trade Agreement
- Canada-Peru Free Trade Agreement
- Canada-Korea Free Trade Agreement
- Canada-Ukraine Free Trade Agreement
- Canada-United Kingdom Trade Continuity Agreement (Canada-UK TCA)

1.2.2 The Request for Standing Offers (RFSO) is to establish Standing Offers for the requirement detailed in the RFSO, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security 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](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers 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 offers process. The debriefing may be in writing, by telephone or in person.



## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/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 (2022-12-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days

Insert: 180 days

### 2.2 Submission of Offers

Offers must be submitted by email to the Contracting Authority ([Kayla.Pordonick@justice.gc.ca](mailto:Kayla.Pordonick@justice.gc.ca)) by the date and time indicated on page 1 of the Request for Standing Offers.

Offerors must submit Page 1 of this Request for Standing Offers, duly completed and signed and dated by a person authorized to sign on behalf of the Offeror (Vendor/firm).

Due to the nature of the Request for Standing Offers, offers transmitted by facsimile or submitted in person will not be accepted.

### 2.3 Former Public Servant

Please see article 5.2.6 of Part 5 – Certifications and Additional Information.

### 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (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.

### 2.5 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 Ontario.

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.

### 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)



- Canadian International Trade Tribunal (CITT)

(c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## **2.7 Basis for Canada's Ownership of Intellectual Property**

The Department of Justice Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting Standing Offers will belong to Canada, for the following reasons, as set out in the [\*Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts\*](#):

- the main purpose of the Standing Offer, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.



## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The offer must be submitted and separated in attachments to the email as follows:

- Section I: Technical Offer
- Section II: Financial Offer
- Section III: Certifications
- Section IV: Additional Information

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

#### 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 the Attachment 2 to Part 4 – Financial Evaluation – Pricing Schedule. 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

In Section IV of their offer, offerors should provide:

- a. their legal name;
- b. their Procurement Business Number (PBN);
- c. the name of the contact person (provide also this person's mailing address, phone number, and email address) authorized by the Offeror to enter into communications with Canada with regards to their offer, and any standing offer that may result from their offer; and
- d. for Part 6, article 6.1, Security Requirement, of the solicitation:
  - for each individual who will require access to classified or protected information, assets or sensitive work sites:
    - 1) the name of the individual;
    - 2) the date of birth of the individual; and
    - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7B - Resulting Contract Clauses.





## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 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 Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria (Step 1)**

Please see Attachment 1 to Part 4 – Technical Criteria

##### **4.1.1.2 Point Rated Technical Criteria (Step 2)**

Please see Attachment 1 to Part 4 – Technical Criteria

#### **4.1.2 Financial Evaluation (Step 3)**

Please see Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule.

Only compliant offers meeting all of the requirements detailed in Step 1 and Step 2 will be considered at this point.

For bid evaluation and Offeror(s) selection purposes only, the evaluated price of a bid will be determined in accordance with Attachment 2 to Part 4: Financial Evaluation - Pricing Schedule.

Should there be an error in the extended pricing of the Offeror's bid, the rates shall prevail and the extended pricing shall be correct in the evaluation. Any error in the Offer's financial offer shall be changed to reflect what is stated in the Request for Standing Offer (RFSO).

Failure or refusal to provide a price or rate for any item in Attachment 2 to Part 4 : Financial Evaluation - Pricing Schedule shall be considered as failing to meet a mandatory requirement of the RFSO and therefore, the Offeror's bid shall be given no further consideration.

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

### **4.2 Basis of Selection**

#### **4.2.1. Basis of Selection – Highest Combined Rating of Technical Merit [70%] and Price [30%]**

4.2.1.1 To be declared responsive, an offer must:

- (a) comply with all the requirements of the solicitation; and
- (b) meet all the mandatory evaluation criteria.

4.2.1.2 Offers not meeting 4.2.1.1 (a) or (b) will be declared non-responsive.

4.2.1.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4.2.1.4 To establish the technical merit score, the overall technical score for each responsive offer will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

4.2.1.5 To establish the pricing score, each responsive offer will be prorated against the lowest evaluated price and the ratio of 30%.

4.2.1.6 For each responsive offer, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.1.7 The responsive offers will be ranked in descending order of combined rating of technical merit and price; the responsive offer with the highest combined rating of technical merit and price being ranked first. Of the highest ranked responsive offers in descending order of combined rating of technical merit and price, up to ten (10) will be recommended for award of a standing offer (\$2M evenly split between the number of standing offers awarded). In the event two or more responsive offers have the same highest combined rating of technical merit and price,



these offers will be ranked in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 1 to Part 4 – Technical Criteria; the responsive offer obtaining the highest overall score being ranked the highest.

4.2.1.8 The table below illustrates an example where all three offers are responsive and the selection of the ranking of offerors is determined by a 70/30 ratio of the technical merit and price, respectively.

<b>Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)</b>			
	<b>Offeror 1</b>	<b>Offeror 2</b>	<b>Offeror 3</b>
<b>Overall Score for All the Point Rated Technical Criteria</b>	120/135	98/135	82/135
<b>Offer Evaluated Price</b>	C\$60,000	C\$55,000	C\$50,000
<b>Calculations</b>	<b>Technical Merit Score</b>	<b>Pricing Score</b>	<b>Combined Rating</b>
<b>Offeror 1</b>	$120/135 \times 70 = 62.22$	$50/60 \times 30 = 25.00$	87.22
<b>Offeror 2</b>	$98/135 \times 70 = 50.81$	$50/55 \times 30 = 27.27$	78.08
<b>Offeror 3</b>	$82/135 \times 70 = 42.52$	$50/50 \times 30 = 30.00$	72.52



## ATTACHMENT 1 TO PART 4: MANDATORY TECHNICAL CRITERIA

### **Mandatory Technical Criteria (M)**

To be deemed responsive, offers must comply with the requirements of the Request for Standing Offer (RFSO) and meet all mandatory requirements (listed below). Offers that fail to comply with the requirement of the Request for Standing Offer and/or do not meet ALL mandatory requirements will be deemed non-responsive and will be given no further consideration.

The mandatory requirements listed below will be evaluated on a simple met/not met (i.e., compliant/non-compliant) basis. Each mandatory requirement should be addressed separately. Offers MUST demonstrate compliance with all of the following mandatory requirements and MUST provide the necessary documentation to support compliance. The Offeror is requested to complete the column marked “Cross Reference to Offer” for each criterion listed.

Offers must not simply indicate the title of the proposed resource's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the resource while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or only reusing the same wording as the criteria will not be considered "compliant" for the purposes of the evaluation.

For all project-related demonstrated experience for each proposed resource, the following information must be provided by the Offeror:

- a) Name of the client organization the work was undertaken for, including the name and contact information for a person who can verify the project information provided;
- b) A brief description of the subject matter and purpose of the project;
- c) A brief description of the methodologies used in the project;
- d) The dates/duration of the project/study;
- e) The dollar value of the project (\$CAD); and
- f) The number and role of resources/personnel involved in the project.

### **\*Competency Areas:**

- Data development for data science research, covering a range of data development issues including but not limited to data governance, data management, data sharing, data linkages, data integration, and data collection and acquisition.
- Research using data science techniques, including but not limited to: big data analytics, machine learning, predictive modeling and policy simulation (including microsimulation, algorithm creation).
- Data visualization that leverages data of various kinds and/or from various sources with a focus on telling the data story in a meaningful way for a general audience.
- Programming to build data science-driven applications, including but not limited to: Python, SQL, R, HTML, JSON, Java.
- Design, usability and function of data science-driven applications.

### **\*\*Areas of Application:**

- Statistics Canada microdata
- Canadian social or criminal justice sector microdata

Mandatory Requirements - Offeror	Cross Reference to Offer
<p><b>MB1 Offeror Information</b></p> <p>The Offeror must include a maximum 500 word written summary describing their knowledge and experience in providing services relevant to the Work identified in Annex A – Statement of Work</p> <p>This Summary must also include a description of how the Offeror approaches the following:</p> <p style="padding-left: 20px;">Research and data ethics (Data ethics is defined by Statistics Canada as “the knowledge that allows a person to acquire, use, interpret and share data in an ethical manner including recognizing legal and ethical issues (e.g., biases, privacy).” This may also include considerations for culturally</p>	



<p>relevant data collection, such as, but not limited to those defined by the FNIGC OCAP principles (<a href="https://fnigc.ca/ocap-training/">https://fnigc.ca/ocap-training/</a>).such as, but not limited to those defined by the FNIGC OCAP principles (<a href="https://fnigc.ca/ocap-training/">https://fnigc.ca/ocap-training/</a>).</p>	
<p><b>MB2 Proposed Resources</b></p> <p>The Offeror must propose:</p> <ul style="list-style-type: none"> <li>• One (1) Senior Resource; and</li> <li>• One (1) Other Resource</li> </ul> <p>In order to be compliant with MB2, a <i>Curriculum Vitae</i> for each of the proposed resources must be included with the offer.</p>	

Mandatory Requirements – Senior Resource	Cross Reference to Offer
<p><b>MS1 Education</b></p> <p>The proposed Senior Resource must have, at a minimum, a Master's degree from a recognized university with a specialization in :</p> <ul style="list-style-type: none"> <li>• Economics, or</li> <li>• Social Sciences, or</li> <li>• Statistics, or</li> <li>• Computer Science, or</li> <li>• Computer Engineering, or</li> <li>• A field relevant to the requirement (a justification must be provided in order to show how the education attainment enables the resource to undertake data science analysis) with at least three (3) accredited courses at the Master's level or above related to data science. (NOTE: A graduate thesis wherein data science methods were applied is considered equivalent to an accredited course).</li> </ul> <p>In order to be compliant with MS1, a copy of the degree must be provided with the offer.</p>	
<p><b>MS2 Publications / Presentations</b></p> <p>The proposed Senior Resource must be</p> <p>a) listed as an author on at least one (1) peer-reviewed book or journal article in the past five (5) years from RFSO solicitation date. The book/article must be directly relevant to at least one (1) Competency Area* or Area of Application**.</p> <p>AND</p> <p>b) listed as a presenter on at least one (1) conference presentation in the past five (5) years from RFSO solicitation date. Each presentation must be directly relevant to at least one (1) Competency Area* or Area of Application**.</p> <p>In order to be compliant with MS2, a hyperlink to either the full publication/presentation or to an abstract that confirms authorship must be provided. Publications/presentations or abstracts not available online will be considered non-compliant.</p>	
<p><b>MS3 Project Experience</b></p> <p>The proposed Senior Resource must have experience as project lead on at least three (3) projects within the past five (5) years from RFSO posting date, where each project:</p> <p>a) Involved the proposed resource applying methods directly relevant to at least two (2) of the Competency Areas*; AND</p> <p>b) The primary subject matter of the project is directly relevant to at least one (1) Area of Application**.</p> <p><u>NOTE:</u></p>	



<ul style="list-style-type: none"> <li>Projects conducted as part of a certificate, diploma or degree program will not be considered.</li> <li>The same project(s) can be used for both the Senior Resource and Other Resource, if both resources were involved in the Work.</li> </ul>	
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Mandatory Requirements – Other Resource	Cross Reference to Offer
<p><b>MO1 Education</b></p> <p>The proposed Other Resource must have, at a minimum, a post-secondary degree or certificate from a recognized university or college with an acceptable specialization in:</p> <ul style="list-style-type: none"> <li>Economics, or</li> <li>Social Sciences, or</li> <li>Statistics, or</li> <li>Computer Science, or</li> <li>Computer Engineering, or</li> <li>A field relevant to the requirement (a justification must be provided in order to show how the education attainment enables the resource to undertake data science analysis) with at least one (1) accredited course at the post-secondary level or above related to data science. (NOTE: A thesis course wherein data science methods were applied is equivalent to an accredited course.)</li> </ul> <p>In order to be compliant with MO1, a copy of the degree must be provided with the offer.</p>	
<p><b>MO2 Project Experience</b></p> <p>The proposed Other Resource must have experience as a project team member for at least two (2) projects within the past five (5) years from RFSO posting date, where each project:</p> <ul style="list-style-type: none"> <li>Involved the resource applying methods directly relevant to at least two (2) of the Competency Areas*; AND</li> <li>The primary subject matter of the project is directly relevant to at least one (1) Area of Application**.</li> </ul> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>Projects conducted as part of a certificate, diploma or degree program will not be considered.</li> <li>The same project(s) can be used for both the Senior Resource and Other Resource, if both resources were involved in the Work.</li> </ul>	

**Point Rated Technical Criteria (R)**

Offers which meet all the Mandatory Technical Criteria will be evaluated and scored as specified in the tables inserted below.

Each rated requirement should be addressed separately. Rated requirements not addressed in the Offer will result in a score of zero being assigned against the particular criterion.

Offers should demonstrate compliance with all of the following rated requirements and should provide the necessary documents or evidence to support compliance. Offers should not simply indicate the title of the proposed resource's position, but should demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the resource while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or only reusing the same wording as the criteria will not be awarded points for the purposes of the evaluation.

The Offeror is requested to complete the column marked "Cross Reference to Offer" for each criterion listed. For all projects-related demonstrated experience for each proposed resource, the following information must be provided by the Offeror:



- a) Name of the client organization the work was undertaken for, including the name and contact information for a person who can verify the project information provided;
- b) A brief description of the subject matter and purpose of the project;
- c) A brief description of the methodologies used in the project;
- d) The dates/duration of the project/study;
- e) The dollar value of the project (\$CAD); and
- f) The number and role of resources/personnel involved in the project.

\*Competency Areas:

- Data development for data science research, covering a range of data development issues including but not limited to data governance, data management, data sharing, data linkages, data integration, and data collection and acquisition.
- Research using data science techniques, including but not limited to: big data analytics, machine learning, predictive modeling and policy simulation (including microsimulation, algorithm creation).
- Data visualization that leverages data of various kinds and/or from various sources with a focus on telling the data story in a meaningful way for a general audience.
- Programming to build data science-driven applications, including but not limited to: Python, SQL, R, Tableau, Power BI, HTML, JSON, Java.
- Design, usability and function of data science-driven applications.

\*\*Areas of Application:

- Statistics Canada microdata
- Canadian social or criminal justice sector microdata

NOTE: Project experience can be used against different criterion if applicable, unless otherwise specified in the criterion itself.

Rated Requirements – Senior Resource	Available Points	Cross Reference to Offer
<p><b>RS1 Education</b></p> <p>The proposed Senior Resource should have a PhD with an acceptable specialization in:</p> <ul style="list-style-type: none"> <li>• Economics, or</li> <li>• Social Sciences, or</li> <li>• Statistics, or</li> <li>• Computer Science, or</li> <li>• Computer Engineering, or</li> <li>• A field relevant to the requirement (a justification should be provided in order to show how the education attainment enables the resource to undertake data science analysis) with at least three (3) accredited courses at the Master’s or PhD level or above related to data science. (NOTE: A graduate thesis involving data science is equivalent to an accredited course.)</li> </ul> <p>In order to obtain points for RS1, a copy of the degree should be provided with the offer.</p>	<p>12 Points awarded for a PhD</p>	
<p><b>RS2 Publications / Presentations</b></p> <p>The Offeror should provide a hyperlink to either the full publication/ presentation or to an abstract that confirms authorship where the proposed Senior Resource is:</p> <ul style="list-style-type: none"> <li>a) Listed as an author on a peer-reviewed book or journal article in which the book/article is directly relevant to at least one (1) Competency Area* or Area of Application**.</li> </ul> <p>AND/OR in</p> <ul style="list-style-type: none"> <li>b) Listed as a presenter on a conference presentations in which the presentation is directly relevant to at least one (1) Competency Area* or Area of Application**.</li> </ul>	<p>1 Point awarded per publication/presentation up to a maximum of 4 Points</p>	



<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>a. Only publications/presentations additional to those submitted for MS2 will be awarded points.</li> <li>b. Publications/presentations or abstracts not available online will not be awarded points.</li> </ol>		
<p><b>RS3 Certifications</b></p> <p>The Offeror should provide a copy of any certification(s) obtained by the proposed Senior Resource that are directly relevant to any of the Competency Areas*.</p> <p>In order to obtain points for RS3:</p> <ol style="list-style-type: none"> <li>a. A copy of the certification(s) should be provided with the offer;</li> <li>b. The certification(s) should involve taking a proctored exam; and</li> <li>c. The certification(s) should not be in-house certifications issued by the proposed Senior Resource's employer. The certification(s) should be issued by an industry group or other organization and not by the resource's current or former employer.</li> </ol>	<p>2 Points per certification up to a maximum of 4 Points</p>	
<p><b>RS4 – Project Experience – Competency Areas*</b></p> <p>The proposed Senior Resource should have experience on projects in the last five (5) years from RFSO posting date, where the resource undertook activities directly related to any of the Competency Areas*.</p> <p><b>NOTE:</b> Only projects additional to those submitted for MS3 will be awarded points.</p>	<p>5 Points per project up to a maximum of 15 Points</p>	
<p><b>RS5 – Project Experience – Areas of Application**</b></p> <p>The proposed Senior Resource should have experience on projects in the last five (5) years from RFSO posting date, where the primary subject matter of the project is directly related to any of the Areas of Application**.</p> <p><b>NOTE:</b> Only projects additional to those submitted for MS3 will be awarded points.</p>	<p>5 Points per project up to a maximum of 15 Points</p>	
<p><b>RS6 – Project Experience – Providing Data Science Services to Government</b></p> <p>The proposed Senior Resource should have experience on projects in the last seven (7) years from RFSO posting date, where the resource was part of a project team that undertook a contract for a Canadian municipal, provincial, or federal government organization. Each project must involve delivering services directly related to at least one (1) of the Competency Areas* or Areas of Application**.</p>	<p>3 Points per project up to a maximum of 15 Points</p>	
<p><b>RS7 – Project Experience - Conducting Data Science Projects Funded by Federal Granting Agencies</b></p> <p>The proposed Senior Resource should have experience, in the last seven (7) years from RFSO posting date, on projects where the resource was named as principal or co-principal investigator/project director on a grant directly related to at least one (1) Competency Area* or Area of Application** that was issued by one (1) of the following federal research agencies:</p> <ul style="list-style-type: none"> <li>• the Social Sciences and Humanities Research Council of Canada (SSHRC);</li> <li>• the Canadian Institutes of Health Research (CIHR); or</li> <li>• the Natural Sciences and Engineering Research Council of Canada (NSERC).</li> </ul>	<p>2 Points per project up to a maximum of 6 Points</p>	



<p><b>RS8 – Community Experience</b></p> <p>The proposed Senior Resource should have direct experience working on projects with Indigenous (First Nations, Inuit, Métis, Non-Status), Black or racialized communities within Canada. The experience must be directly related to at least one (1) Competency Area* or Area of Application**.</p> <p>In order to obtain points, a letter of reference should be provided for each project. The letter should be from a community representative and should validate the experience provided and indicate their satisfaction with the services provided.</p>	<p>5 points per project up to a maximum of 15 Points</p>	
<p><b>TOTAL POINTS – SENIOR RESOURCE</b></p>		

Rated Requirements – Other Resource	Available Points	Cross Reference to Offer
<p><b>RO1 Education</b></p> <p>The Other Resource should identify their highest level of education completed.</p> <p>12 Points will be awarded for a PhD with an acceptable specialization in:</p> <ul style="list-style-type: none"> <li>• Economics, or</li> <li>• Social Sciences, or</li> <li>• Statistics, or</li> <li>• Computer Science, or</li> <li>• Computer Engineering, or</li> <li>• A field relevant to the requirement (a justification should be provided in order to show how the education attainment enables the resource to undertake data science analysis) with at least three (3) accredited courses at the Master’s or PhD level or above related to data science. (NOTE: A graduate thesis involving data science is equivalent to an accredited course.)</li> </ul> <p>8 Points will be awarded for a Masters degree with an acceptable specialization in:</p> <ul style="list-style-type: none"> <li>• Economics, or</li> <li>• Social Sciences, or</li> <li>• Statistics, or</li> <li>• Computer Science, or</li> <li>• Computer Engineering, or</li> <li>• A field relevant to the requirement (a justification should be provided in order to show how the education attainment enables the resource to undertake data science analysis) with at least two (2) accredited courses at the Master’s level or above related to data science. (NOTE: A graduate thesis involving data science is equivalent to an accredited course.)</li> </ul> <p>4 Points will be awarded for a Bachelor’s degree with an acceptable specialization in:</p> <ul style="list-style-type: none"> <li>• Economics, or</li> <li>• Social Sciences, or</li> <li>• Statistics, or</li> <li>• Computer Science, or</li> <li>• Computer Engineering, or</li> <li>• A field relevant to the requirement (a justification should be provided in order to show how the education attainment enables the resource to undertake data science analysis) with at least two (2) accredited courses at the Bachelor’s level or above related to data science. (NOTE: A thesis course involving data science is equivalent to an accredited course.)</li> </ul>	<p>Up to 12 Points awarded based on the highest level of education as identified.</p>	





<p>In order to obtain points for RO1, a copy of the degree should be provided with the offer.</p>		
<p><b>RO2 Publications / Presentations</b></p> <p>The Offeror should provide a hyperlink to either the full publication/ presentation or to an abstract that confirms authorship where the proposed Other Resource is:</p> <p>a) Listed as an author on a peer-reviewed book or journal article in which the book/article is directly relevant to at least one (1) Competency Area* or Area of Application**.</p> <p>AND/OR</p> <p>b) Listed as a presenter on a conference presentations in which the presentation is directly relevant to at least one (1) Competency Area* or Area of Application**.</p> <p><u>NOTE:</u> Publications/presentations or abstracts not available online will not be awarded points.</p>	<p>1 Point awarded per publication/presentation up to a maximum of 4 Points</p>	
<p><b>RO3 Certifications</b></p> <p>The Offeror should provide a copy of any certification(s) obtained by the proposed Other Resource that are directly relevant to any of the Competency Areas*.</p> <p>In order to obtain points for RO3:</p> <ul style="list-style-type: none"> <li>• a copy of the certification(s) should be provided with the offer;</li> <li>• the certification(s) should involve taking a proctored exam; and</li> <li>• the certification(s) should not be in-house certifications issued by the proposed Other Resource’s employer. The certification(s) should be issued by an industry group or other organization and not by the resource’s current or former employer.</li> </ul>	<p>2 Points per certification up to a maximum of 4 Points</p>	
<p><b>RO4 – Project Experience – Competency Areas*</b></p> <p>The proposed Other Resource should have experience on projects in the last five (5) years from RFSO posting date, where the resource they undertook activities directly related to any of the Competency Areas*.</p> <p><u>NOTE:</u> Only projects additional to those submitted for MO2 will be awarded points.</p>	<p>5 Points per project up to a maximum of 15 Points</p>	
<p><b>RO5 – Project Experience – Areas of Application**</b></p> <p>The proposed Other Resource should have experience on projects in the last five (5) years from RFSO posting date, where the primary subject matter of the project is directly related to any of the Areas of Application**.</p> <p><u>NOTE:</u> Only projects additional to those submitted for MO2 will be awarded points.</p>	<p>5 Points per project up to a maximum of 15 Points</p>	
<p><b>RO6 – Project Experience – Providing Data Science Services to Government</b></p> <p>The proposed Other Resource should have experience on projects in the last seven (7) years from RFSO posting date, where the resource was part of a project team that undertook a contract for a Canadian municipal, provincial, or federal government organization. Each project must involve delivering services directly related to at least one (1) of the Competency Areas* or Areas of Application**.</p>	<p>3 Points per project up to a maximum of 15 Points</p>	
<p><b>RO7 – Project Experience - Conducting Data Science Projects Funded by Federal Granting Agencies</b></p> <p>The proposed Other Resource should have experience, in the last seven (7) years from RFSO posting date, on projects where the resource was named as principal or co-principal investigator/project director on a grant directly related to at least one (1) Competency Area* or Area of</p>	<p>2 Points per project up to a maximum of 6 Points</p>	



<p>Application** that was issued by one (1) of the following federal research agencies:</p> <ul style="list-style-type: none"> <li>• the Social Sciences and Humanities Research Council of Canada (SSHRC);</li> <li>• the Canadian Institutes of Health Research (CIHR); or</li> <li>• the Natural Sciences and Engineering Research Council of Canada (NSERC).</li> </ul>		
<p><b>RO8 – Community Experience</b></p> <p>The proposed Other Resource should have direct experience working on a project with Indigenous (First Nations, Inuit, Métis, Non-Status), Black or racialized communities within Canada. The experience must be directly related to at least one (1) Competency Area* or Area of Application**.</p> <p>In order to obtain points, a letter of reference should be provided for each project. The letter should be from a community representative and should validate the experience provided and indicate their satisfaction with the services provided.</p>	<p>5 points per project up to a maximum of 15 Points</p>	
<b>TOTAL POINTS – OTHER RESOURCE</b>		



**ATTACHMENT 2 TO PART 4: FINANCIAL EVALUATION – PRICING SCHEDULE**

The Offeror should complete this pricing schedule and include it in its financial offer once completed. As a minimum, the Offeror must respond to this pricing schedule by including in its financial offer for each of the periods specified below its quoted all-inclusive fixed per diem rate (in Canadian \$) for the resource categories identified.

The rates included in this pricing schedule include the total estimated cost of any travel and living expenses that may need to be incurred for:

- (a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>;
- (b) Any travel between the Offeror’s place of business and the NCR;
- (c) Any relocation of resources required to satisfy the terms of the Standing Offer; and
- (d) Work performed within 100 km of the Offeror’s place of business or the proposed resources’ work location and the work location identified in the call-up.

<b>Resource Category:</b>		Senior Resource		
<b>Resource Name:</b>		[insert name]		
<b>Standing Offer Period</b>		<b>Firm All-Inclusive Per Diem Rate</b>		
Initial Period	Date of Award to June 30, 2024	\$	[Insert amount]	S1
	July 1, 2024 to June 30, 2025	\$	[Insert amount]	S2
	July 1, 2025 to June 30, 2026	\$	[Insert amount]	S3
Option Period #1 July 1, 2026 to June 30, 2027		\$	[Insert amount]	S4
Option Period #2 July 1, 2027 to June 30, 2028		\$	[Insert amount]	S5
<b>Total Price – Senior Resource (=S1+S2+S3+S4+S5):</b>		<b>\$</b>	<b>[Insert amount]</b>	<b>S6</b>

<b>Resource Category:</b>		Other Resource		
<b>Resource Name:</b>		[insert name]		
<b>Standing Offer Period</b>		<b>Firm All-Inclusive Per Diem Rate</b>		
Initial Period	Date of Award to June 30, 2024	\$	[Insert amount]	O1
	July 1, 2024 to June 30, 2025	\$	[Insert amount]	O2
	July 1, 2025 to June 30, 2026	\$	[Insert amount]	O3
Option Period #1 July 1, 2026 to June 30, 2027		\$	[Insert amount]	O4
Option Period #2 July 1, 2027 to June 30, 2028		\$	[Insert amount]	O5
<b>Total Price – Other Resource (=O1+O2+O3+O4+O5):</b>		<b>\$</b>	<b>[Insert amount]</b>	<b>O6</b>

<b>TOTAL OFFER EVALUATION PRICE (=S6+O6):</b>		<b>\$</b>	<b>[Insert amount]</b>
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**Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

No overtime charges will be authorized under the Standing Offer. All time worked will be compensated according to paragraph above.



## 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.

### 5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

### 5.2 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.

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must complete and return the Integrity Regime Verification Form attached in Annex D with the Offer.

#### 5.2.2 Security Requirements – Required Documentation

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

A copy of the fillable forms as well as the accompanying instructions have been provided as separate documents with the RFSO.

Offerors are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, offerors who do not provide all the required information at closing of the Standing Offer will be given the opportunity to complete any missing information from the AFR form within a period set by the Standing Offer Authority. If that information is not provided within the timeframe established by the Standing Offer Authority (including any extensions granted by the Standing Offer Authority in its discretion), or if Canada requires further information from the Offeror in connection with assessing the request for security clearance (i.e., information not required by the AFR), the Offeror will be required to submit that information within the time period established by the Standing Offer Authority, which will not be less than 48 hours. If, at any time, the Offeror fails to provide the required information within the timeframe established by the Standing Offer Authority, its offer will be declared non-compliant.

#### 5.2.3 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/employment-social-development) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



### 5.2.4 Education and Experience

The Offeror certifies that all the information provided in the *Curriculum Vitae*s and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual offered by the Offeror for the requirement is capable of performing the Work resulting from a call-up against the Standing Offer.

### 5.2.5 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer and determined to be compliant will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. 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 has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her *Curriculum Vitae* to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

### 5.2.6 Former Public Servant Certification

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.

#### A. 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.

#### B. 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](#).

**C. 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: \_\_\_\_\_.



## **PART 6 – SECURITY REQUIREMENTS**

### **6.1 Security Requirements**

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.

Before access to sensitive information is provided to the Offeror, the following conditions must be met:

- (a) the Offeror's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.
- (b) the Offeror's security capabilities must be met as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.

For additional information on security requirements, offerors should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.





## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

#### 7.2 Security Requirements

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

The offeror must, at all times during the performance of the standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

The offeror personnel requiring access to protected information, assets or sensitive work site(s) must each hold a valid reliability status, granted or approved by the CSP, PWGSC.

The offeror must not remove any protected information or assets from the identified work site(s), and the offeror must ensure that its personnel are made aware of and comply with this restriction.

Subcontracts which contain security requirements are not to be awarded without the prior written permission of the CSP, PWGSC.

The offeror must comply with the provisions of the:

- a. Security Requirements Check List attached at Annex C; and
- b. Contract Security Manual (latest edition)

7.2.2 The Company Security Officer must ensure through the [Contract Security Program](#) that the Offeror and individual(s) hold a valid security clearance at the required level.

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

##### 7.3.1 General Conditions

[2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of Award to June 30, 2026 inclusive.

##### 7.4.2 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 two (2) periods of one (1) year each under the same conditions and at the rates or prices 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 a minimum of ten (10) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

##### 7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.



## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Kayla Pordonick

Senior Contracting Officer

Department of Justice Canada

284 Wellington Street, Ottawa ON, K1A 0H8

Telephone: 613-301-9709

E-mail address: [Kayla.Pordonick@justice.gc.ca](mailto:Kayla.Pordonick@justice.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, the Standing Offer Authority is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 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.

### 7.5.3 Offeror's Representative (to be completed at Standing Offer issuance)

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

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

E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

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 Offeror 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.

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Contracting, Materiel Management and Financial Systems Division (CMMD) of the Department of Justice Canada.

## 7.8 Call-up Procedures

For each call-up, the Department of Justice Canada will exercise determination, select the best-suited Offeror to complete the Work, based on the following combination of criteria:

- a) the availability of Offeror's resources;
- b) the need for specific types of services and subject matter expertise, taking into consideration any previous experience of the Offeror related to a particular issue;
- c) the Official Language in which the required services shall be delivered;
- d) the location where the required services shall be performed and (or) delivered within Canada without having to incur any travel expenses; and
- e) the estimated cost to complete the work.

The Service Request Form (SRF) attached at Annex E will be sent to the best-suited Offeror, The SRF will outline the Work required. The Offeror must respond within forty-eight (48) hours of receipt of the SRF.

If the Offeror is able to undertake the Work, they will return a signed SRF, which will identify the estimated level of efforts required to complete the Work outlined.

If the Offeror is unable to accept the work, they must return a signed SRF that indicates this and advise the Department of Justice Canada in writing of why they are unable to accept the Work and the resulting call-up. If the Offeror is unable to accept the Work and a resulting call-up as a result of previous commitments, no SRF will be sent to that Offeror until they give notice in writing to the Standing Offer Authority that it is available to accept new Work.

If no Offeror can perform the Work, Canada reserves the right to acquire the required Work by other means.



In consideration of the fact that the Department of Justice Canada's needs are continuously evolving, the requirements for each call-up will vary according to the depth, breadth and nature of the Work. The Department of Justice Canada makes no guarantee of the value or volume of Work that may be required over the term of the Standing Offer. Neither the Standing Offer or a resulting call-up will be an exclusive commitment for the provision of the Work. The Department of Justice Canada reserves the right to engage with other Offerors or outside sources for services the same as or similar to the deliverables or may obtain such services internally if possible.

### **7.9 Call-up Instrument**

Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer. The Department of Justice Canada 942J - Call-up Against a Standing Offer form must be used.

### **7.10 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$200,000.00 (Applicable Taxes included).

### **7.11 Financial Limitation (to be completed at Standing Offer issuance)**

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 two (2) 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.

### **7.12 Priority of Documents (to be completed at Standing Offer issuance)**

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 2005 (2022-12-01) General Conditions - Standing Offers - Goods or Services;
- d) the supplemental general conditions 4007 (2022-12-01) Canada to Own Intellectual Property Rights in Foreground Information;
- e) the 2035 (2022-12-01) General Conditions – Higher Complexity - Services;
- f) Annex A - Statement of Work;
- g) Annex B - Basis of Payment;
- h) Annex C - Security Requirements Check List;
- i) Annex D - Integrity Regime Verification Form;
- j) Annex E - Service Request Form (SRF);
- k) the Offeror's offer dated \_\_\_\_\_.

### **7.13 Certifications and Additional Information**

#### **7.13.1 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.

### **7.14 Applicable Laws (to be completed at Standing Offer issuance)**

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 \_\_\_\_\_.



## **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.

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2035 (2022-12-01) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### **7.2.2 Supplemental General Conditions**

4007 (2022-12-01) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

#### **7.2.3 SACC Manual Clauses**

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

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract (to be completed at call-up award)**

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_ inclusive.

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

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

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

### **7.4 Proactive Disclosure of Contracts with Former Public Servants (if applicable)**

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.

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

The Contractor will be paid firm per diem rates specified in Annex B – Basis of Payment, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

#### **7.5.2 Limitation of Expenditure (to be completed at call-up award)**

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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.



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.

### **7.5.3 Pre-Authorized Travel and Living Expenses (will be completed at call-up award or deleted if not applicable)**

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 expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

All payments are subject to government audit.

Estimated Cost: \$ \_\_\_\_\_ (applicable taxes included)

Canada will not accept any travel and living expenses for:

- (a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>;
- (b) Any travel between the Contractor's place of business and the NCR;
- (c) Any relocation of resources required to satisfy the terms of the Contract; and
- (d) Work performed within 100 km of the Contractor's place of business or the resource(s) work location and the work location identified in the call-up.

These expenses are included in the rates for professional fees specified in Annex B – Basis of Payment.

### **7.5.4 Method of Payment – Monthly Payments**

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.

### **7.5.5 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

### **7.5.6 Payment by Direct Deposit**

Payments by direct deposit will be subject to Article 16 – Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 (2022-12-01), General Conditions – Higher Complexity - Services forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Direct Deposit Enrolment Form (separate forms are available for Canadian and United States vendors). The form can be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 16 – Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 (2022-12-01), General Conditions – Higher Complexity - Services forming part of this Contract will not apply, until the Contractor corrects the matter.

### **7.6 Invoicing Instructions (to be completed at call-up award)**

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 copy of time sheets to support the time claimed; and
- a copy of the invoices, receipts, vouchers for all travel and living expenses, if applicable.



Invoices must be distributed as follows:

The original must be forwarded by email to the following address for certification and payment:

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### **7.7 Insurance**

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

### **7.8 Dispute Resolution**

- a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

### **7.9 Handling of Personal Information**

The Contractor acknowledges that Canada is bound by the [Privacy Act](#), R.S., 1985, c. P-21, with respect to the protection of personal information as defined in the 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.

All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will 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.

### **7.10 Complaints by Canadian Contractors with respect to the Administration of the Contract**

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



## ANNEX A – STATEMENT OF WORK

**1 TITLE**  
Data Science Services on Issues Related to Criminal Justice System Involvement

**2 OBJECTIVE**  
To acquire quantitative data science services on issues related to criminal justice system involvement, on an as and when required basis.

**3 BACKGROUND STATEMENT**  
The Government of Canada’s Budget 2021 committed to improving the availability and use of disaggregated criminal justice data to support policy responses to the overrepresentation of Indigenous, Black and racialized people in the criminal justice system (CJS). This commitment has led to the creation of the [Justice Data Modernization Initiative](#) (JDMI).

The CJS does not exist in isolation. People become involved in the CJS, both as offenders and as victims, because of social and economic risk factors. A modern CJS will look at the root causes or “social determinants” of crime. Justice Canada will use new funding under the JDMI to examine how social and economic factors experienced over a life-course contribute to involvement in the CJS, including for Indigenous, Black and racialized people. Research under the JDMI will examine how CJS and social infrastructure interventions (such as employment, education, housing, child care, income assistance, health care and others) can be leveraged to reduce CJS involvement, as both victims and offenders.

Projects under this initiative will harness the tools and methods of data science, to gather, combine, store and analyse data in new ways. This could involve data development projects, for example, linking programmatic data from various social sectors to national justice data to assess the impact of these programs on criminal justice outcomes. Programs could include those administered by the federal government, provinces and territories, municipalities and other organizations. Quantitative research approaches could examine the impact of interventions within the criminal justice or the social sector at different stages of the life course, and could include interventions aimed at preventing a first contact with the CJS, reducing the amount of time someone spends in contact with the CJS, as well as the likelihood of re-victimization or re-offending. Projects under this initiative might also include predictive analytics approaches, such as policy simulation (including microsimulation), which is a method that quantitatively estimates the potential impact of a policy, program or legislative change or implementation on individuals. Other research approaches of interest include but are not limited to: primary and secondary data analysis, experimental / quasi-experimental studies, geospatial analysis and machine learning.

Visit Justice Canada’s page on [Justice Research and Data](#) to learn more about the other research undertaken by the department in addition to work under the JDMI.

**4 TERMINOLOGY**  
The following list of definitions and acronyms is relevant to, and forms a part of, this Statement of Work (SOW). The list of definitions provided below is not exhaustive, but rather is intended to ensure clarity of understanding of critical terms used within this SOW.

<u>Term/Acronym</u>	<u>Definition</u>
<b>Indigenous People</b>	Indigenous people includes First Nations, Inuit, Métis and Non-Status First Nation populations in Canada, including those who live in urban settings.
<b>Racialized People</b>	Non-white people in Canada that can be the target of racism, excluding Indigenous people. Racism is an ideology that either directly or indirectly asserts that one group is inherently superior to others. It can be openly displayed or unconsciously held. Racism operates at a number of levels, in particular, individual, systemic and societal. Source : <a href="http://www.ohrc.on.ca/en/racial-discrimination-race-and-racism-fact-sheet">http://www.ohrc.on.ca/en/racial-discrimination-race-and-racism-fact-sheet</a> This definition does not intend to suggest that white people represent a “norm” or a “non-race,” or that non-white people should be conceptualized as one group.



<b>Term/Acronym</b>	<b>Definition</b>
<b>Call-up</b>	Under a Standing Offer, a call-up is a document prepared and issued by a JUS Contracting Officer to the Offeror, through which JUS will acquire the required services. It will contain requirements for the provision of said services, which will be consistent with this Statement of Work and may consist of any combination of the required services and deliverables.
<b>Standing Offer Authority</b>	The Standing Offer Authority shall be the sole authority on behalf of JUS for the administration and management of the Standing Offer.
<b>Project Authority</b>	A person, occupying a specific position within JUS or fulfilling a specific organizational function, who is responsible for monitoring the Offeror's execution of the Work under the Standing Offer, as well as acting as a point of contact on behalf of JUS.
<b>JUS</b>	Department of Justice Canada
<b>NCR</b>	National Capital Region
<b>SOW</b>	Statement of Work
<b>Standing Offer</b>	An overarching agreement between JUS and an Offeror to provide services on an as-and-when-required basis. A Standing Offer does not constitute a contract. Individual service requirements will be initiated via a call-up issued by JUS.
<b>Quantitative Research Services</b>	Systematic inquiry into human phenomena that collects and analyzes data that is numerical in nature. Services includes primary and secondary research, as well as methodological advice and training.
<b>Data Science Services</b>	Data science is the combination of statistical and computer science tools, techniques and methods to generate, collect, process, store, manage, analyze, visualize and interpret large and heterogeneous data sets. Services include direct application of data science tools, techniques and methods, as well as methodological advice and training.
<b>JDMI</b>	Justice Data Modernization Initiative
<b>CJS</b>	Criminal Justice System. The CJS in Canada consists of interrelated parts that work together in relation to individuals (e.g., accused, offenders, victims) involved in criminal activities: policing, courts, corrections, parole.
<b>Policy Simulation</b>	A method that quantitatively estimates the potential impact a policy, program or legislative change or implementation might have on individuals in a future time period.
<b>Microsimulation</b>	A microsimulation model is a computer program that mimics the operation of government programs and demographic processes on individual ("micro") members of a population. The computer program simulates outcomes of interest (for example, CJS involvement) by applying actual or hypothetical rules to the data. Source: <a href="https://www.urban.org/research/data-methods/data-analysis/quantitative-data-analysis/microsimulation">https://www.urban.org/research/data-methods/data-analysis/quantitative-data-analysis/microsimulation</a>
<b>Overrepresentation in the CJS</b>	When there are more members of a particular group in contact with the CJS (as victim or offender) than one would expect based on their percentage of the population.
<b>Peer-Reviewed Books or Journal Articles</b>	Books or journal articles that are reviewed by subject experts who assess the quality and research merit of the book/article before publication.
<b>Microdata</b>	Individual responses or observations, before statistical analysis has been applied. Sometimes referred to as "raw" data. Source: <a href="https://libguides.uwinnipeg.ca/c.php?g=124941&amp;p=5103383">https://libguides.uwinnipeg.ca/c.php?g=124941&amp;p=5103383</a>
<b>Social Data</b>	Numeric data related to human welfare and development, including employment, education, housing, child care, income assistance, health care and others.
<b>Social Determinants of CJS Involvement</b>	Socio-economic factors that lead to negative criminal justice outcomes for individuals (as victim or offender), including but not limited to: income, employment, housing, education and health.
<b>GoC</b>	Government of Canada





## 5 REQUIREMENT DESCRIPTION

### 5.1 Scope

Services required on an “as and when” requested basis for:

- Data science services related to Statistics Canada microdata, or Canadian social or criminal justice sector microdata

The Statement of Work attached to each call-up against the Standing Offer will identify the particular factual matters, issues, methodological design requirements, statistical analyses, relevant documents and materials and other areas of consideration that shall be researched, verified, documented, and reported upon.

All Work is to be done in conformity with the instructions issued by the Project Authority and the call-up.

### 5.2 Tasks / Detailed Services

The Offeror must, on an as and when required basis, carry out activities as described below that can include, but are not limited to:

#### **Data science services related to Statistics Canada microdata, or Canadian social or criminal justice sector microdata**

Provide data science services in the following competency areas:

- Data development for data science research, covering a range of data development issues including but not limited to data governance, data management, data sharing, data linkages, data integration, and data collection and acquisition.
- Research using data science techniques, including but not limited to: big data analytics, machine learning, predictive modeling and policy simulation (including microsimulation, algorithm creation).
- Data visualization that leverages data of various kinds and/or from various sources with a focus on telling the data story in a meaningful way for a general audience.
- Programming to build data science-driven applications, including but not limited to: Python, SQL, R, Tableau, Power BI, HTML, JSON, Java.
- Design, usability and function of data science-driven applications.

And in the following areas of application:

- Statistics Canada microdata
- Canadian social or criminal justice sector microdata

Specific/detailed tasks and services will be identified on the call-up.

### 5.3 Deliverables and Acceptance Criteria

Deliverables will be as specified in each call-up and will include the provision of services as described in 5.1 and 5.2 above, as well as written progress/status reports and contract performance reports relating to the delivery of specific services and completion of assigned tasks.

Copies of deliverables will be delivered in the electronic format specified in the call-up.

All deliverables and working papers will, at minimum, be provided in English or in French. Depending on the nature of the call-up, the Offeror may be required to undertake certain tasks in English, in French or in both languages. Each call-up will identify the language requirement of the deliverables.

As specified in the SOW attached to each call-up against the Standing Offer, the final report or deliverable may include a requirement for a discussion on how diversity and intersectionality were considered in the research process and include any disaggregated data/information available when possible.

### 5.4 Support Provided by Canada

As required for the successful provision of research, analysis and advice, JUS will provide the Offeror any available relevant documents, research analysis, data, statistics, contact information on an as needed basis.

### 5.5 Work Location

The resources will complete the Work from their own premise(s).

There could be a requirement for the resource(s) to physically access the Statistics Canada Research Data Centres within the National Capital Region (NCR) to complete the Work. If applicable to the Work, the call-up will clearly identify this requirement.



## 5.6 **Travel**

There may be the occasional requirement for Offeror travel to locations as specified in the call-up. If required, any travel must be authorized in advance by the Project Authority.

## 5.7 **Access to Client's Premises and Systems / Access Restrictions**

Access to JUS premises is not anticipated to be required. The Offeror may be required to access Statistics Canada [Research Data Centres](#), for which GoC Reliability security status is required.

Except when on-site work at JUS premises is required and identified in the call-up, the Offeror must provide their own premises, equipment, software, and tools necessary for the performance of the tasks outlined in this Statement of Work and in each call-up.



## 5.8 Relevant Policies, Standards, Methodologies

### Reporting Requirements

The Offeror is responsible for facilitating and maintaining communication with the Project Authority regarding the progress of work completed under any call-up(s) under the Standing Offer. Specific reporting requirements will be outlined in the call-up.

Upon request from the Project Authority, the Offeror must provide ad hoc written or oral status updates relating to any work in progress under any call-up.

In addition, the Offeror must immediately notify the Project Authority of any issues, problems, or areas of concern that could adversely affect the ability of the Offeror to complete the work specified under any call-up within agreed upon deadlines.

### Gender Based Analysis Plus

The GoC is committed to supporting the full implementation of gender-based analysis plus (GBA Plus) across federal departments and agencies. JUS's Policy on GBA Plus ensures that its activities are aligned with these commitments. GBA Plus is an analytical process used to assess how diverse groups of women, men and gender diverse people may experience policies, programs and initiatives. The "plus" examines how sex and gender intersect with other identity characteristics such as race, ethnicity, immigrant status, Indigenous identity, socioeconomic factors, age, ability, location of residence, and sexual orientation, among others. More information on GoC's approach is available at <https://women-gender-equality.canada.ca/en/gender-based-analysis-plus/government-approach.html> and training is available through the "Introduction to GBA Plus" online course: <https://women-gender-equality.canada.ca/en/gender-based-analysis-plus/take-course.html>.

As specified in the SOW attached to each call-up against the Standing Offer, the final report or deliverable may include a requirement for a discussion on how diversity and intersectionality were considered in the research process and include any disaggregated data/information available when possible. This includes taking a distinctions-based approach (First Nations, Inuit, Métis, Non-Status) when doing any Indigenous-focused research.

## 5.9 Environmental Considerations

As of April 2006, the GoC issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, JUS encourages product/service Offerors to improve their operations to reduce their negative impact on the environment.

The Project Authority and the Offeror are encouraged to:

- Provide and transmit draft and final material in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).
- Use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use public transit where feasible.

## 5.10 Language Requirements

The tables below indicate the languages and the minimum language proficiency for each resource category with which the Contractor's resources must perform the Work:

<b>Resource Category: Senior Resource</b>	
<b>Language :</b>	<b>English and/or French</b>
<b>Language Proficiency Grid:</b>	
<b>Oral</b>	<b>Advanced Level</b> A person speaking at this level can: <ul style="list-style-type: none"> <li>• support opinions</li> <li>• understand and express hypothetical and conditional ideas</li> </ul>
<b>Comprehension</b>	<b>Advanced Level</b> A person reading at this level can: <ul style="list-style-type: none"> <li>• understand most complex details, inferences and fine points of meaning</li> <li>• have a good comprehension of specialized or less familiar material</li> </ul>



<b>Written</b>	<p><b>Advanced Level</b> A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• write texts where ideas are developed and presented in a coherent manner</li> </ul>
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**Resource Category: Other Resource**

<b>Language :</b>	<b>English and/or French</b>
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**Language Proficiency Grid:**

<b>Oral</b>	<p><b>Intermediate Level</b> A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>• sustain a conversation on concrete topics; report on actions taken</li> <li>• give straightforward instructions to employees</li> <li>• provide factual descriptions and explanations</li> </ul>
<b>Comprehension</b>	<p><b>Intermediate Level</b> A person reading at this level can:</p> <ul style="list-style-type: none"> <li>• grasp the main idea of most work-related texts</li> <li>• identify specific details</li> <li>• distinguish main from subsidiary ideas</li> </ul>
<b>Written</b>	<p><b>Intermediate Level</b> A person writing at this level can:</p> <ul style="list-style-type: none"> <li>• deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary</li> </ul>



## ANNEX B – BASIS OF PAYMENT

During the period of the Standing Offer, for Work performed in accordance with the Standing Offer and the issued call-up, the Offeror will be paid the firm all-inclusive per diem rates below.

The rates below include the total estimated cost of any travel and living expenses that may need to be incurred for:

- (a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/>;
- (b) Any travel between the Offeror's place of business and the NCR;
- (c) Any relocation of resources required to satisfy the terms of the Standing Offer; and
- (d) Work performed within 100 km of the Offeror's place of business or the proposed resources' work location and the work location identified in the call-up.

<b>Resource Category:</b>		Senior Resource	
<b>Resource Name:</b>		[insert name]	
<b>Standing Offer Period</b>		<b>Firm All-Inclusive Per Diem Rate</b>	
Initial Period	Date of Award to June 30, 2024	\$	[Insert amount]
	July 1, 2024 to June 30, 2025	\$	[Insert amount]
	July 1, 2025 to June 30, 2026	\$	[Insert amount]
Option Period #1 July 1, 2026 to June 30, 2027		\$	[Insert amount]
Option Period #2 July 1, 2027 to June 30, 2028		\$	[Insert amount]

<b>Resource Category:</b>		Other Resource	
<b>Resource Name:</b>		[insert name]	
<b>Standing Offer Period</b>		<b>Firm All-Inclusive Per Diem Rate</b>	
Initial Period	Date of Award to June 30, 2024	\$	[Insert amount]
	July 1, 2024 to June 30, 2025	\$	[Insert amount]
	July 1, 2025 to June 30, 2026	\$	[Insert amount]
Option Period #1 July 1, 2026 to June 30, 2027		\$	[Insert amount]
Option Period #2 July 1, 2027 to June 30, 2028		\$	[Insert amount]

***(amounts and names will be inserted at Standing Offer Award)***

**Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

No overtime charges will be authorized under the Standing Offer. All time worked will be compensated according to paragraph above.



## ANNEX C – SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#6



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat 100030656
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 JUS	2. Branch or Directorate / Direction générale ou Direction Policy / Research and Statistics Division
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 Justice Data Modernization Initiative (JDMI) Request for Standing Offer (RFSO) - Data science and quantitative research services	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. 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"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
	SECRET / SECRET <input type="checkbox"/>
	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



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**PART A (continued) / PARTIE A (suite)**

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

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

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

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

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : Some call-ups may have lower security requirements and no need to access protected info

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

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Security Classification / Classification de sécurité UNCLASSIFIED
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**PART C - (continued) / PARTIE C - (suite)**

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).





***(page 4 will be inserted at Standing Offer Award)***





### ANNEX E – SERVICE REQUEST FORM (SRF)

**Project Authority** *(to be filled in by JUS)*

<b>Language Requirement of the Work</b> <i>(to be filled in by JUS)</i>	<input type="checkbox"/> English
	<input type="checkbox"/> French
Comments: _____	
<b>Security Requirements</b> <i>(to be filled in by JUS)</i>	<input type="checkbox"/> Not Applicable
	<input type="checkbox"/> Yes – Reliability – Please refer to the SRCL at Annex C of the resulting Standing Offer
Comments: _____	

**Description of the Work Required** *(to be filled in by JUS)*  
Please refer to Attachment 1 to Annex E – SRF Statement of Work.

**Estimated Cost** *(to be filled in by the Offeror)*

**Professional Fees**

Name(s) of Resource(s)	Category/ies	Firm All Inclusive Per Diem Rate (CAD \$)	Estimated Level of Effort (Days)	Total Estimated Cost Per Resource
<b>Total Estimated Cost - Professional Fees (excluding taxes):</b>				\$

**The resource(s) listed above is/are already named under the Standing Offer?**

- Yes
- No (if No, please see Attachment 2 to Annex E – SRF Assessment Procedures and ensure all relevant information accompanies the SRF response to qualify the resource(s) as applicable)

**Authorized Travel and Living Expenses for Work**

- Travel is not required
- Travel will be required. Total Estimated Cost \$ \_\_\_\_\_ (applicable taxes included)

**Authorization** *(to be filled in by the Offeror)*

- We accept the Work and have provided the estimated cost above in response to JUS' request.
- We DO NOT accept the Work.  
Reason for not accepting the Work: \_\_\_\_\_

Name of individual authorized to sign for the Contractor : \_\_\_\_\_

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



## ATTACHMENT 1 TO ANNEX E – SFR STATEMENT OF WORK

### 1.0 TITLE

*The title will be added here*

### 2.0 RESEARCH OBJECTIVE

*An outline of the objective/research questions of the work being requested will be added here*

### 3.0 BACKGROUND

*The background information relating to the program / policy / process / project and the work being requested will be included here.*

### 4.0 APPROACH

*This section will include a short description of the approach and methodology for the project under the call-up.*

### 5.0 TASKS & DETAILED SERVICES

*This section will include the specific tasks and services to be undertaken by the Offeror.*

### 6.0 DELIVERABLES and ASSOCIATED SCHEDULE

*This section will include the expected deliverables and associated schedule.*

### 7.0 OFFICIAL LANGUAGES

*This section will include any particular requirements relating to Official Languages.*

### 8.0 TRAVEL

*This section will include any particular requirements relating to travel under the call-up.*



## ATTACHMENT 2 TO ANNEX E – SRF ASSESSMENT PROCEDURES

1. Where a requirement for a specific call-up is identified, a Service Request Form (SRF) as attached at Annex E will be provided to the Offeror along with the associated Statement of Work. Once the SRF is received, in accordance with Article 7.8. Call-up Procedures, the Offeror must submit to the Project Authority a response to supply the requested Resource Category/ies based on the information identified in the SRF.
2. *For each additional resource (a resource not already named in the Standing Offer)* the Offeror must supply a *Curriculum Vitae*, the requested security clearance information and must complete the Response Tables at Attachment 3 to Annex E. The *Curriculum Vitae*s must demonstrate that each proposed individual meets the qualification requirements described. With respect to the proposed resources:
  - (i) Proposed resources may be employees of the Offeror or employees of a subcontractor, or these individuals may be independent contractors to whom the Offeror would subcontract a portion of the Work.
  - (ii) For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource before the date the SRF was first issued to the Offeror.
  - (iii) For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of SRF issuance and must continue, where applicable, to be a member in good standing of the profession or membership throughout the assessment period and the period for which the resource's services are required, as specified in resulting call-up.
  - (iv) For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal co-operative programme at a post-secondary institution.
  - (v) For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about the experience if the *Curriculum Vitae* does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her 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.
  - (vi) A *Curriculum Vitae* must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the SRF, will not be considered "demonstrated" for the purposes of the assessment.
3. The qualifications and experience of the proposed resources will be assessed against the requirements set out in Attachment 3 to Annex D to determine each proposed resource's compliance with the mandatory and rated criteria. Canada may request proof of successful completion of formal training, as well as reference information. Canada may conduct reference checks to verify the accuracy of the information provided. If reference checks are done, they will be conducted in writing by e-mail (unless the contact at the reference is only available by telephone). Canada will not assess any points or consider a mandatory criterion met unless the response is received within 5 working days. On the third working day after sending out the e-mails, if Canada has not received a response, Canada will notify the Offeror by e-mail, to allow the Offeror to contact its reference directly to ensure that it responds to Canada within 5 working days. Wherever information provided by a reference differs from the information supplied by the Offeror, the information supplied by the reference will be the information assessed. Points will not be allocated or a mandatory criteria considered as met if the reference customer is not a customer of the Offeror itself (for example, the customer cannot be the customer of an affiliate of the Offeror). Nor will points be allocated or a mandatory criteria considered as met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Offeror. Crown references will be accepted.
4. During the assessment of the resources proposed, should the references for two or more resources required under that SRF either be unavailable or fail to substantiate the required qualifications of the proposed resources to perform the required services, the Standing Offer Authority may deem the Offeror non-responsive.
5. Only responses that meet all of the mandatory criteria will be considered for assessment of the point rated criteria. Each resource proposed must attain the required minimum score for the point rated criteria. If the minimum score for any proposed resource is less than what is required, the proposed resource will be found to be non-compliant.
6. Once the response has been accepted by the Project Authority, the proposed individual(s) will be added to the Standing Offer and the formal call-up for the Work will be issued. The Offeror must not commence work until a validly issued call-up has been received, and any work performed in its absence is done at the Offeror's own risk.



### ATTACHMENT 3 TO ANNEX E – RESPONSE TABLES

The Offeror is requested to complete the column marked “Cross Reference to Offeror Response” for each criterion listed. For all projects-related demonstrated experience for each proposed resource, the following information must be provided by the Offeror:

- a) Name of the client organization the work was undertaken for, including the name and contact information for a person who can verify the project information provided;
- b) A brief description of the subject matter and purpose of the project;
- c) A brief description of the methodologies used in the project;
- d) The dates/duration of the project/study;
- e) The dollar value of the project (\$CAD); and
- f) The number and role of resources/personnel involved in the project.

\*Competency Areas:

- Data development for data science research, covering a range of data development issues including but not limited to data governance, data management, data sharing, data linkages, data integration, and data collection and acquisition.
- Research using data science techniques, including but not limited to: big data analytics, machine learning, predictive modeling and policy simulation (including microsimulation, algorithm creation).
- Data visualization that leverages data of various kinds and/or from various sources with a focus on telling the data story in a meaningful way for a general audience.
- Programming to build data science-driven applications, including but not limited to: Python, SQL, R, Tableau, Power BI, HTML, JSON, Java.
- Design, usability and function of data science-driven applications.

\*\*Areas of Application:

- Statistics Canada microdata
- Canadian social or criminal justice sector microdata

NOTE: Project experience can be used against different criterion if applicable, unless otherwise specified in the criterion itself.

## 1. SENIOR RESOURCE

### 1.1 Mandatory Requirements

Mandatory Requirements – Senior Resource	Cross Reference to Offeror Response
<p><b>MS1 Education</b></p> <p>The proposed Senior Resource must have, at a minimum, a Master’s degree from a recognized university with a specialization in :</p> <ul style="list-style-type: none"> <li>• Economics, or</li> <li>• Social Sciences, or</li> <li>• Statistics, or</li> <li>• Computer Science, or</li> <li>• Computer Engineering, or</li> <li>• A field relevant to the requirement (a justification must be provided in order to show how the education attainment enables the resource to undertake data science analysis) with at least three (3) accredited courses at the Master’s level or above related to data science. (NOTE: A graduate thesis wherein data science methods were applied is considered equivalent to an accredited course).</li> </ul> <p>In order to be compliant with MS1, a copy of the degree must be provided.</p>	



<p><b>MS2 Publications / Presentations</b></p> <p>The proposed Senior Resource must be</p> <p>a) listed as an author on at least one (1) peer-reviewed book or journal article in the past five (5) years from RFSO solicitation date. The book/article must be directly relevant to at least one (1) Competency Area* or Area of Application**.</p> <p>AND</p> <p>b) listed as a presenter on at least one (1) conference presentation in the past five (5) years from RFSO solicitation date. Each presentation must be directly relevant to at least one (1) Competency Area* or Area of Application**.</p> <p>In order to be compliant with MS2, a hyperlink to either the full publication/presentation or to an abstract that confirms authorship must be provided. Publications/presentations or abstracts not available online will be considered non-compliant.</p>	
<p><b>MS3 Project Experience</b></p> <p>The proposed Senior Resource must have experience as project lead on at least three (3) projects within the past five (5) years from date the SRF was sent to the Offeror, where each project:</p> <p>a) Involved the proposed resource applying methods directly relevant to at least two (2) of the Competency Areas*; AND</p> <p>b) The primary subject matter of the project is directly relevant to at least one (1) Area of Application**.</p> <p><u>NOTE:</u></p> <ul style="list-style-type: none"> <li>Projects conducted as part of a certificate, diploma or degree program will not be considered.</li> <li>The same project(s) can be used for both the Senior Resource and Other Resource, if both resources were involved in the Work.</li> </ul>	

## 2. OTHER RESOURCE

### 2.1 Mandatory Criteria

Mandatory Requirements – Other Resource	Cross Reference to Offeror Response
<p><b>MO1 Education</b></p> <p>The proposed Other Resource must have, at a minimum, a post-secondary degree or certificate from a recognized university or college with an acceptable specialization in:</p> <ul style="list-style-type: none"> <li>Economics, or</li> <li>Social Sciences, or</li> <li>Statistics, or</li> <li>Computer Science, or</li> <li>Computer Engineering, or</li> <li>A field relevant to the requirement (a justification must be provided in order to show how the education attainment enables the resource to undertake data science analysis) with at least one (1) accredited course at the post-secondary level or above related to data science. (NOTE: A thesis course wherein data science methods were applied is equivalent to an accredited course.)</li> </ul> <p>In order to be compliant with MO1, a copy of the degree must be provided.</p>	



### **MO2 Project Experience**

The proposed Other Resource must have experience as a project team member for at least two (2) projects within the past five (5) years from date the SRF was sent to the Offeror, where each project:

- Involved the resource applying methods directly relevant to at least two (2) of the Competency Areas\*; AND
- The primary subject matter of the project is directly relevant to at least one (1) Area of Application\*\*.

**NOTE:**

- Projects conducted as part of a certificate, diploma or degree program will not be considered.
- The same project(s) can be used for both the Senior Resource and Other Resource, if both resources were involved in the Work.