

**REQUEST FOR STANDING OFFER (RFSO)
1000030656-002**

FOR THE REQUIREMENT OF

**Quantitative Research Services on Issues Related to
Criminal Justice System Involvement**

FOR THE

DEPARTMENT OF JUSTICE CANADA

AMENDMENT 001

Standing Offer Authority:

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PART 1: Questions and Answers

Question 1	Could our proposal involve commissioning Statistics Canada to perform new data linkages. Within its Secure Data Linkage Environment, it is possible to link many diverse files together. I know that the Canadian Centre for Justice and Community Safety Statistics has several files that could be linked together but that this has not yet occurred. Is this something that Justice would consider as an eligible expense? These data, once linked, would be sent to all Research Data Centres across Canada and could be used by any registered user.
Answer 1	<p>Please note that for the purposes of this solicitation, successful Offerors will be awarded a Standing Offer Agreement, which is defined as “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”.</p> <p>An offer under this solicitation should not include this type of expense. An Offeror’s financial response to this solicitation should only include the pricing schedule provided. Any other potential costs not outlined in the solicitation document would be considered later, after Standing Offers have been awarded.</p>

PART 2: Amendment to RFSO

Amend the following within the RFSO 1000030656-002 document:

1. **ATTACHMENT 2 TO ANNEX E – SRF ASSESSMENT PROCEDURES,**

DELETE:

The entire **ATTACHMENT 2 TO ANNEX E – SRF ASSESSMENT PROCEDURES**

AND REPLACE WITH:

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 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 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 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. A mandatory criteria will not be 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 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. 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