



AMENDMENT #1

**RETURN OFFERS TO:
RETOURNER LES
SOUSSIONS À :**
Public Safety Canada
Contracting and
Procurement Section
269 Laurier Avenue West,
Ottawa ON K1A 0P8
Attention: Jessica Evans
contracting@ps-sp.gc.ca

**Request for Standing
Offer (RFSO)
Demande d'offre à
commandes (DOC)**

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Offer to: Public Safety Canada
We hereby offer to provide to Canada, as
represented by the
Minister of Public Safety and Emergency
Preparedness
Canada, in accordance with the terms
and conditions set out
herein or attached hereto, the goods,
services, and
construction detailed herein and on any
attached sheets.

Offre au: Ministère des Sécurité
publique
et Protection civile
Canada
Nous offrons par la présente de fournir
au
Canada, représenté
par le ministre des Sécurité publique
Canada, aux conditions énoncées ou
incluses par référence
dans la présente et aux annexes ci-
jointes,
les biens, services
et construction énumérés ici et sur toute
feuille ci-annexée.

**Instructions: See Herein
Instructions: Voir aux
présentes**

**Issuing Office – Bureau de
distribution**
Public Safety Canada
Contracting and Procurement
Section
269 Laurier Avenue West
Ottawa ON K1A 0P8

Title – Sujet Request for Standing Offer – Workshop Delivery for the Indigenous Community Safety Development Program in Nunavut	
Solicitation No. – N° de l'invitation 202304758	Date October 13th, 2023
Solicitation Closes – L'invitation prend fin	
At – à 2:00 PM On – le 2023-11-01	Time Zone Fuseau horaire EST
Delivery Required – Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Melissa Gendron	
Telephone No. – N° de telephone	FAX No. – N° de FAX
Destination – of Goods, Services and Construction: Nunavut	
Public Safety & Emergency Preparedness Canada 269 Laurier Avenue West Ottawa ON K1A 0P8	
Security – Sécurité This Request for Standing Offer does not have any security requirements.	

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur
Telephone No. – N° de telephone Facsimile No. – N° de télécopieur
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 due fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)
Signature _____ Date _____



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Amendment #1 is raised to extend the closing date of the RFSO amend the following terms and conditions:

A. Closing date

The closing date and time of October 16th, 2023, at 2:00 p.m. EST is deleted in its entirety and is replaced with a closing date and time of November 1st, 2023, at 2:00 p.m. EST.

B. PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES, Article 6.5.1 is deleted in it entirety and is replaced with the following:

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Melissa Gendron
Title: A/ Sr. Acquisitions Advisor
Public Safety Canada
269 Laurier, Ave. West
Ottawa ON K1A 0P8

contracting@ps-sp.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, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

C. PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES, Article 6.8 is deleted in it entirety and replaced with the following:

6.8 Call-up Procedures

Public Safety Canada will award Standing Offers for offerors that hold qualified resources in the required regions to deliver workshops on the Community Mobilization Process.

When Delivery Model A has been established (one facilitator)

Right of first refusal basis: The call-up procedures require that when a requirement is identified, the identified user will contact the Offeror geographically closest* to the Indigenous Community in



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the Region. If the Offeror is able to meet the requirement, a call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the identified user will contact the next Offeror geographically situated closest to the Indigenous Community. The identified user will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the 1st invited Offeror is unable to fulfill the need, the identified user is required to document its file appropriately. All vendors that have an equal geographic proximity within a region to a will be treated as equal location and contacted on a rotational basis.

Should an Offeror not be found within the Region of the Indigenous Community, the identified user may select an Offeror from outside the Region. Offerors selected outside the Region will again be based on Geographic proximity to the Indigenous Community using the same process in Annex A, Article 8.1.

At times Communities may choose to not work with particular individuals or suppliers. Offeror's resources that may present a conflict of interest with the Indigenous Community in the Region shall be contacted and the conflict of interest shall be discussed prior to being invited to offer. Should the conflict of interest be confirmed by the Indigenous Community the Offeror will be advised and will not be invited to submit a proposal on the requirement.

When Delivery Model B has been established (two – three facilitators)

Canada must follow the right of first refusal process as established for Delivery Model A. Offerors that have multiple resources available may propose multiple resources or partial resources. The Offer must make it clear if they are proposing a LEAD RESOURCE, a CO-FACILITATOR or multiple resources as required in the request for quote.

When the first Offeror only submits a proposal for a portion of the team Canada must continue the right of first refusal process as established for Delivery Model A to establish the remaining required resources for the Work requirement

*Geographic proximity will be calculated by the determining the distance of the community to the Offeror's nearest airport. When more than one Offeror has the same geographic approximation, Offerors will then be contacted on a rotational basis. The rotation will be established based on the alphabetical order of the last names (A-Z).

NOTE: An Offeror's Resource should only be engaged in two call-ups at one time. A resource that is actively engaged in two (2) call ups at one time may be excluded from the right of first refusal process until such time that all work is completed in the previously awarded call ups. The Offeror will be notified of this situation and where applicable, may be excluded from a right of first refusal process should all their resource(s) be engaged in Work.

When Delivery Model C has been established

Public Safety has the sole right to determine which company(ies) will be approached to deliver the Train-the-Trainer sessions.



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D. PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES, Article 6.11 is deleted in its entirety and replaced with the following:

6.11 Financial Limitation

Work when Delivery Model A, B, or C has been established:

6.11.1 The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$2,000,000.00** (Goods and Services Tax or Harmonized Sales Tax included) 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 three (3) 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. Public Safety reserves the right to increase the limit to its delegated authority.

E. Annex A Statement of Work is deleted in its entirety and replaced with the following:

ANNEX "A" STATEMENT OF WORK

1. TITLE

Delivery of strategic planning workshop and support for communities in the development of Community Safety Plan (CSP).

2. DEFINITIONS

The following definitions shall be used in the conduct of the work:

Call-up: A call-up describes the services that Public Safety Canada is requesting from a supplier. Each time a call-up is made, a separate contract is formed that brings into effect the terms and conditions and pricing outlined in the standing offer and supplier's proposal.

Champion: A person identified by community leadership that would support the Core Group in mobilizing the community and developing the safety plan.

Circuit: A delivery method that allows workshops to be delivered consecutively in one trip.

Contractor: A contractor is the person, entity or entities who signs the Contract and who is ultimately responsible for providing these services to Canada.

Community: For on-reserve communities, a grouping of members represented by Chief and Council or Tribal Council. For municipalities, a grouping of members represented by Mayor and Council. For urban centers, a geographical grouping of Indigenous individuals in one given area.



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Deliverable: This is a document or set of documents that the Contractor is responsible for submitting to Public Safety Canada under each call-up and for each community. The Contractor's facilitator may be the person who writes and submits the deliverables for the Contractor but it is the Contractor who is responsible for them.

Facilitator: The facilitator is the person who works for the Contractor who will deliver the sessions to the communities. The facilitator may also be the Contractor.

Key contact: A community member identified by community leadership to coordinate activities between Public Safety Canada, the Contractor and the community.

Representatives: Community individuals that have been identified by community leadership to attend the workshop(s) and participate with, and support the Core Group activities.

Trainer: a resource who is employed by a company that has been awarded a Standing Offer by Public Safety Canada.

Virtual Delivery: A modified delivery format which relies on digital technology to deliver the standard process remotely. Sessions typically run no longer than three (3) hours at a time and are delivered to the community's Core Group. All content delivered in the standard process is delivered in this modified format. PS will provide modified templates and exercises as needed.

Virtual Communication Technology: Refers to any technology used to communicate remotely that supports the ability to see and hear one another in real time (ie. Zoom, Skype, etc.).

3. BACKGROUND

Public Safety Canada (PS) requires community development facilitators located across Canada to deliver the workshops to help increase community readiness and facilitate the development of CSPs toward the end of fostering safer Indigenous communities in a culturally relevant manner.

Public Safety Canada is providing support for community-based strategic planning that is rooted in traditional Indigenous healing processes. These healing processes address the underlying causes of abuse and dysfunction through culturally-based interventions and ultimately promote safer communities. Through the community safety planning process Public Safety Canada seeks to improve the safety of Indigenous peoples within Indigenous communities by embracing Indigenous culture as a crucial component of safe Indigenous communities. CSPs enable communities to take greater responsibility for identifying their own needs and build on their existing assets, reflecting the community's aspirations and culture while respecting their constraints and challenges.

The process adopted by the Aboriginal Community Safety Planning Initiative (ACSPI) is included as part of the government's Action Plan to Address Family Violence and Violent Crimes Against Aboriginal Women and Girls and has, to date, been delivered in over one hundred and twenty seven (127) Indigenous communities. The training and delivery of the strategic planning workshops are central to the success of the process as they help to enhance community readiness and capacity throughout the development of CSPs. Importantly, the process was designed to be adaptable and responsive to varying stages of community development. As such, the facilitator is expected to contribute to the continual adaptation and development of material in order to maintain a high level of fit between workshop content, processes, and community needs. The workshop material has been written in plain language to ensure that it is accessible to all community members (e.g. youth, Elders, women, children and leaders).

4. OBJECTIVE





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The facilitator will support the community through these processes by performing two main tasks:

- 1) Deliver the community safety planning process
- 2) Coach and mentor the community Core Group throughout the process including within and outside of the workshop sessions.

5. WORKSHOP CONTENT

- 1) Workshop content and material includes stories, tools and practical examples on the following topics:
 - Determining community readiness
 - Community Building
 - Creating the environment for change
 - Community plan for change
 - Mobilizing the community
 - Implementation
- 2) Facilitators could possibly be called upon to work with researchers that support engagement in the CSP Process. Material update content may vary depending on what is being sought and the subject matter of the contract

NOTE: Other material may be approved and supplied by Public Safety Canada on an ad hoc basis.

Specific workshop content will be adapted on a community-by-community basis. Facilitators will be trained on the community safety planning process during the facilitator training session outlined in Section 7, and will use that knowledge to create workshop agendas based upon Public Safety Canada guidelines. If changes to agendas or material need to be made, facilitators must provide written justification to Public Safety Canada and receive approval before moving forward with the community. Not following Public Safety Canada's guidelines and/or the pre-approved agenda and materials may result in non-payment. All agendas and material created and/or adapted for use during a call-up are the sole property Public Safety Canada.

6. WORKSHOP FORMAT

Public Safety Canada has different models for the delivery of the community safety planning workshops. The goal of the models is to mobilize the community to address their safety needs by increasing their capacity and readiness to plan interventions and strategically engage with relevant stakeholders.

The regular process is delivered to the communities with three workshops where there is some flexibility for adaptation. Depending on community capacity, different adaptations can be made to the process such as:

- Inclusion of a fourth session
- Delivery of Train the Champion and/or intensified sessions four to five day delivery workshops
- Delivery of virtual workshop(s) (a series of multiple workshop set at no more than three hours each)
- Other methods of community safety planning delivery



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The main models are (but not limited to):

Model A: Community Delivery (single community or circuit-style)

Model B: Train the Champions

Model C: Train the Trainer

6.1 Model A: Community Delivery

This model will be used where either a single community or a group of communities within a geographical area have chosen to participate in the community safety planning workshops. For single community delivery, the facilitator will deliver three workshops, each two to three days in length, to the community's Core Group.

For the circuit-style delivery, each community will form a separate Core Group who will develop separate CSPs. In this instance, the facilitator would deliver three workshops, each two to three days in length, to each community's Core Group within the circuit. Although communities are separately trained, interaction between Core Groups is encouraged to help communities in close proximity integrate their activities.

It is expected that all workshops will be held within six weeks of the delivery of the previous workshop. However, this may change depending on the community's needs.

This model can also be delivered virtually. The facilitator will deliver a series of multiple workshops, which can be shorter but no longer than three hour segments at a time, to the community's Core Group.

6.2 Model B: Train the Champions

The aim of this model is to train community Champions on how to deliver the community safety planning workshops. The training will include guidance on how to mobilize their community and develop a CSP with their community.

The Champions will be identified by community leadership in collaboration with Public Safety Canada and each Champion will participate in an initial Train-the-Champion workshop. Once the Train-the-Champion workshop has been completed, Champions will deliver the community safety planning workshops within their community. Facilitators will be responsible for providing continued support to the Champions throughout the Champion's delivery of the workshops. In addition, the facilitator will travel to the community or attend virtually to directly support the Champion in the delivery of one workshop session, itself two to three days in length or the equivalent if virtual attendance is the chosen option.

Each Train-the-Champion workshop will include individuals from different communities and will be delivered by the facilitator in a central location or virtually over a period of five days. Delivery of this model may require up to three facilitators: one lead facilitator and two co-facilitators. It is **not** a requirement that all facilitators be supplied by the same Contractor. The exact number of facilitators will depend on the number of communities and Champions involved since each facilitator will pair up with a Champion to provide them with individualized support. In order to maintain a manageable workload and to ensure that Champions and communities are provided with adequate support, lead facilitators and co-facilitators will be responsible for supporting each of the Champions involved. The ratio of facilitators to Champions will be balanced in the call-up, but it is the responsibility of the facilitators to ensure that they are capable of adequately supporting each Champion and community.

The intensified session delivery will be used where either a single community or a group of communities within a geographical area have chosen to participate in the CSP workshops. The facilitator will deliver one workshop in a four to five days in length, to the community's Core Group.



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Additional information on each model can be found in Appendix 1 to Annex A.

6.3 Model C: Train-the-Trainer

The aim of this model is to train trainers/facilitators on how to deliver the community safety planning workshops. The training will include guidance on how to mobilize the community and to deliver a uniform/consistent CSP to the communities.

The trainers will be facilitators that are awarded a Standing Offer (SO) under any Request for Standing Offers (RFSO) with Public Safety Canada. Each Trainer will participate in an initial Train-the-Trainer workshop. Once the Train-the-Trainer workshop has been completed, Facilitators will deliver the community safety planning workshops within the communities.

Each Train-the-Trainer workshop will include individuals from different companies and will be delivered by a facilitator(s), chosen by Public Safety, in a central location over a period of five days. Delivery of this model may require up to three facilitators: one lead facilitator and two co-facilitators. It is **not** a requirement that all facilitators be supplied by the same Contractor.

Additional information on each model can be found in Appendix 1 to Annex A.

7 MANDATORY FACILITATOR TRAINING

All facilitators must participate in a mandatory five day training workshop on the community safety planning process provided by Public Safety Canada. The training workshop is mandatory before the Contractor starts any work. Each of the Contractor's facilitators must be present during the entire workshop. The facilitators may be required to travel to Ottawa to attend this training session. Contractors won't be compensated for their time but travel expenses will be compensated as per the National Joint Council's Travel Directive. Public Safety Canada will try to accommodate, as much as possible, the Contractor's availability when scheduling the five day training workshop. However, it is the Contractor's responsibility to make sure their facilitator(s) are at the training workshop. Contractors who do not attend the training session will not be issued call-ups until they complete a training workshop. Public Safety Canada will not be held accountable for Contractors who are excluded due to scheduling conflicts.

The facilitator(s) will be evaluated by a Public Safety Canada instructor. Feedback will be individualized and will assess each participants' understanding of the process, their facilitation skills, and their ability to apply the concepts learned.

The training will:

- Identify and discuss the content and purpose of the CSP workshops;
- Distribute a comprehensive facilitation resource package, a tools package, and any required reporting templates;
- Show how to complete a Facilitator's Report; and
- Review the general call-up process and invoicing instructions.

8 TASKS AND DELIVERABLES

It is the facilitator's responsibility to engage the community in a neutral, respectful, and culturally sensitive manner to promote trust, openness, and honesty between the facilitator, community leaders, and the community itself. This is a requirement linked to the success of the workshops and the development of CSPs, and must be adhered to by facilitators at all times.

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Contractors are to provide to Public Safety Canada the deliverables in a format determined at the time of the call-up. The deliverables are set out below and in the Facilitator’s Guide.

All work must be completed per the call-up, and will be authorized against the standing offer.

Contractors are to provide to Public Safety Canada their timesheets on a monthly basis. This will give Public Safety Canada an estimate of to what to expect on their invoices.

8.1 Model A: Community Delivery

When the contractor receives a call-up for the Community Delivery model, their facilitator must do each the following tasks and provide each of the following deliverables:

COMMUNITY MODEL	
1) Adapt the workshop(s) and material(s) to the community’s context	
Tasks	Deliverables:
<p>This must happen before the first session and needs to continue throughout the process. Adapting the materials may include, but is not limited to, the following types of activities:</p> <ul style="list-style-type: none"> • Review and become familiar with any engagement Public Safety Canada has already done with the community/communities; • Determine the most appropriate starting point of the workshop(s) for each community by reviewing the work which has already been completed by the community (i.e.. any prior plans, activities, documents, etc. completed or produced by the community which represent steps taken in addressing community safety issues that might be relevant/useful to the completion of a CSP); • Discuss with Public Safety Canada each community’s specific issues, how they might affect the workshop, and how they will be dealt with. This may include accounting for the community’s: <ul style="list-style-type: none"> ○ History ○ Culture/Traditions/Religion ○ Language ○ Etc. • Work with Public Safety Canada to adapt material(s) where appropriate; and • Submit the adapted material(s) to Public Safety Canada for review. Public Safety Canada will provide comments and feedback and may request changes. The facilitator must make these changes and obtain approval from Public Safety Canada before delivering them to the communities. 	<ul style="list-style-type: none"> • Adapted material(s)
2) Develop the workshop agenda(s)	
Tasks	Deliverables:
<p>Before each session the facilitator must submit the agenda(s) to Public Safety Canada at least one (1) week before delivering the workshops. The Agendas must include:</p>	<ul style="list-style-type: none"> • An agenda for each workshop (draft and final version if



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<ul style="list-style-type: none"> • The Indigenous community or communities that will be participating; • The topics that will be presented at the workshop(s); and • A clear description of any work to be completed by the participants and the community leaders outside of the workshop towards creating their CSP. <p>Public Safety Canada may request the facilitator to make changes to the workshop agenda(s) before it is considered final.</p>	<p>applicable)</p>
<p>3) Deliver the workshop(s)</p>	
<p>Tasks</p> <p>The facilitator must deliver the workshop(s). This includes following the approved agenda(s). This will require the facilitator to do the following:</p> <ul style="list-style-type: none"> • Work with the community key contact(s) to schedule the workshop in a central location or virtually and the logistics; • Make its own travel arrangements to get to and from each community; • Make its own arrangements for its own accommodations and meals; • Deliver the workshop(s) in accordance with Public Safety Canada training and the approved agenda(s); • Make sure that everyone involved in the workshop(s) understand their role and responsibilities; • Ensure that the workshop participants know what work needs to be completed outside of the workshops; • Hold subsequent workshops within six (6) weeks of the last workshop. This timeframe may vary depending on each community and/or if the virtual delivery is chosen; • Enter information given by the community in the electronic templates associated with the exercise(s) the community is verbally carrying out during the workshop(s); and • Take notes during the workshops. This may include observations, challenges faced, successes had, etc. 	<p>Deliverables:</p> <ul style="list-style-type: none"> • Any notes compiled during the workshop(s) • Electronic document(s) of exercise(s) that were completed during the workshop(s)
<p>4) Write a report on the workshop(s)</p>	
<p>Tasks</p> <p>After each workshop is delivered, the facilitator must submit a report within three (3) weeks of the last day of the session to Public Safety Canada. The facilitator must submit the report in the format designed by Public Safety Canada. A template will be provided which asks for details including the following:</p> <ul style="list-style-type: none"> • Daily list of participants in attendance along with the program they represent (where applicable) including identified potential stakeholder key players; • Successes and challenges encountered by the facilitator; • Successes and challenges encountered by the Core Group; • Core Group participation; • Any and all exercises and activities that were completed; • Pictures (if available) that capture workshop activities being 	<p>Deliverables:</p> <ul style="list-style-type: none"> • A report on each workshop



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<p>delivered included typed notes from session;</p> <ul style="list-style-type: none"> • Typed PATH documents, historical scan narrative, and initial workplans developed as part of the session Document (parking- lot) any questions or requests made as part of workshop delivery; • Any adaptations or innovative measures (program officer approved) that may have occurred as part of workshop delivery; • Report and identify support and mentorship efforts. Information to be reported should include what support and capacity building efforts were identified or requested by communities; • Feedback from the Core Group and the community (on exercises and in general); • Next steps which include conference call with program officer, core group and facilitator between sessions. A document which highlights key activities that will occur between sessions (lead individual and date of completion); • Questionnaire(s)/participant evaluation completed by the core group members; • Facilitator feedback and perspective on workshop content and how process can be improved; and • General comments. <p>For virtual delivery, a shorter report will be required after each session and will include the following:</p> <ul style="list-style-type: none"> • Participant list • Activities done and completed template for each activity • Issues/challenges <p>A more detailed report, which will include the items listed for the regular process, will be required once activities from the first, second and third sessions are completed virtually. A final report will also be required once the virtual sessions are fully completed.</p> <p>Contractors are to submit to Public Safety Canada the report and invoice simultaneously.</p>	
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5) Coaching and mentoring the community	
Tasks	Deliverables:
<p>Coaching and mentoring happens in two ways – during the workshops and in between the workshops.</p> <ol style="list-style-type: none"> 1) During the workshop(s), coaching and mentoring will be done in a general way that supports the Core Group to effectively complete activities. This will include encouraging participants to join discussions, explore ideas, understand the activity’s relation to the CSP, etc. 2) In between workshops, coaching and mentoring will be accomplished through phone-calls, emails and/or through virtual communication technology (i.e Zoom). This will be with the key contacts, leadership, and the Core Group to support and guide 	<ul style="list-style-type: none"> • Ongoing notes



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<p>them through the process of completing assigned work, expanding the Core Group, and developing a CSP.</p> <p>The facilitator must keep and submit notes on their coaching and mentoring on a monthly basis between workshops. These notes must include:</p> <ul style="list-style-type: none"> • When contact is attempted with communities and if it was successful; • In what manner contact was made; • A summary of the support and capacity building efforts that were identified and/or requested by the community; • A summary of the communities' responses; and • Any observations that might impact the process or the workshops. <p>All time spent coaching and mentoring Core Group needs to be reflected in the facilitator's timesheets.</p>	
<p>6) Draft CSP framework</p>	
<p>Tasks</p>	<p>Deliverables:</p>
<p>The workshops, coaching and mentoring are used to support the community's development of a CSP. Though the facilitator is not responsible for the content of this plan, they are responsible for ensuring that the community takes steps to complete a CSP. Entering the information verbalized by the community in the electronic template(s) associated with the CSP while the community is carrying out the drafting of the CSP exercise is part of the facilitator(s) responsibilities. The actual plan itself will be submitted by the community.</p> <p>Barring unforeseen circumstances, the facilitator must make reasonable effort to ensure that the community has produced, at the least, a draft CSP framework.</p>	<ul style="list-style-type: none"> • Draft CSP framework
<p>7) A final report</p>	
<p>Tasks</p>	<p>Deliverables:</p>
<p>Within three (3) weeks of the last day of the delivery of the final workshop, the facilitator must submit a final report in the format designed and provided by Public Safety Canada. The report must detail all of the challenges encountered, the successes had, recommendations for improvement, and an overall assessment of the process. Other sections included in the report, must also be completed.</p> <p>Contractors are to submit to Public Safety Canada the report and invoice simultaneously.</p>	<ul style="list-style-type: none"> • A final report
<p>8) Other Related Documents</p>	
<p>Tasks</p>	<p>Deliverables:</p>
<p>Any other documents that the facilitator creates for the workshops and/or for their coaching and mentoring of the Core Group must be submitted.</p>	<ul style="list-style-type: none"> • All documents created for use under the call-up

Other tasks and deliverables may be determined within a call-up against the standing offer. The facilitator must complete these tasks and provide these deliverables in the manner specified within the call-up.



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8.2 Model B: Train-the-Champions

When the Contractor receives a call-up for the Train-the-Champions model, their facilitator must do each the following tasks and provide each of the following deliverables:

TRAIN THE CHAMPIONS MODEL	
1) Develop the Train-the-Champion workshop agenda	
Tasks	Deliverables:
<p>Before the Train-the-Champion workshop, the lead facilitator must submit the agenda to Public Safety Canada no later than one (1) week before delivering the workshop. The facilitator(s) will be given the materials to deliver the workshop according to Public Safety Canada guidelines. Agendas must reflect these guidelines and include the following information:</p> <ul style="list-style-type: none"> • The Indigenous communities that will be participating; • The specific individuals that will be participating; • The topics that will be presented at the workshop; and • Which facilitator is responsible for what part of the agenda. <p>Public Safety Canada may request the facilitators to make changes to the workshop agenda before it is considered final.</p>	<ul style="list-style-type: none"> • Train-the-Champion workshop agenda (draft and final version if applicable)
2) Deliver the Train-the-Champion workshop	
Tasks	Deliverables:
<p>The facilitators must deliver the workshop. This includes following the approved agenda and will require the facilitators to do the following:</p> <ul style="list-style-type: none"> • Work with the community Champion(s) to schedule the workshop in a central location or virtually and the logistics required; • Arrange for their own travel arrangements, accommodations and meals; • Deliver the workshop according to Public Safety Canada guidelines and the approved agenda; • Ensure that the Champion(s) are aware of what is expected of them to engage their communities; • Take notes during the workshop. This may include observations, challenges, successes, etc.; • Effectively communicate to the Champion(s) that there is to be no more than three (3) weeks between their initial training and the delivery of their first community workshop. This timeframe may vary depending on each community; and • Ensure that the Champion(s) are aware of which facilitator is responsible for their coaching and mentoring support after the workshop, if more than one facilitator is required. 	<ul style="list-style-type: none"> • Any notes compiled during the workshop
3) Write a workshop report	
Tasks	Deliverables:
<p>After the workshop has been successfully delivered, the lead facilitator must submit a report to Public Safety Canada within three (3) weeks of the last day of the workshop. The report must be in the format designed</p>	<ul style="list-style-type: none"> • A workshop report



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<p>by Public Safety Canada. A template will be provided which asks for details including:</p> <ul style="list-style-type: none"> • Daily list of participants in attendance with community they represent and area they are responsible for (if applicable); • Successes and challenges encountered by the facilitator; • Successes and challenges encountered by the Champion(s); • Champions participation; • Any and all exercises and activities that were completed; • Pictures of activities completed (if available); • Parking lot; questions and/or requests made during the workshop; • Adaptations made and/or innovative measures taken; • Feedback from Champion(s) (on exercises and in general); • Next steps (ex. conference calls between facilitator, Champion(s) and Public Safety Canada; key activities to take place with Champion(s) and due dates); • Facilitator feedback and perspective on workshop content and how process can be improved; and • General comments. <p>Contractors are to submit to Public Safety Canada the report and invoice simultaneously.</p>	
<p>4) Coaching and mentoring the Champion</p>	
<p>Tasks</p>	<p>Deliverables:</p>
<p>The facilitators coaching and mentoring support must include:</p> <ul style="list-style-type: none"> • Coordinating with the Champion(s) to develop an agenda for the Champion-led, facilitator-supported workshop. With the approval of the Champion(s) and of the community, the agenda is to be submitted by the facilitator to Public Safety Canada for approval one week prior to the delivery of the workshop; • Being accessible and working with the Champion(s) to ensure that the following essential goals are met throughout: <ul style="list-style-type: none"> ○ Leadership’s commitment is secured; ○ Initial information is gathered by the Champion, including any prior community plans, activities, documents, etc. that are relevant to the completion of a CSP; ○ Workshop delivery is coordinated and planned; ○ An appropriate Core Group is established; and ○ Each community’s Core Group has an opportunity to speak with the facilitator and/or the Champion(s) prior to the delivery of the workshop(s). <p>In between workshops, coaching and mentoring will be accomplished through phone-calls, emails and/or through virtual communication technology (ie. Zoom). This will be with the Champion(s), key contact, leadership and the Core Group to support and guide them through the process of completing assigned work, expanding the Core Group, and developing a CSP.</p> <p>The facilitators must keep and submit notes on their coaching and</p>	<ul style="list-style-type: none"> • Champion(s) agenda • Monthly progress report



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<p>mentoring on a monthly basis between workshops. These notes must include:</p> <ul style="list-style-type: none"> • When contact is attempted with communities and if it was successful; • In what manner contact was made; • A summary of the support and capacity building efforts that were identified and/or requested by the community; • A summary of the communities' responses; and • Any observations that might impact the process or the workshops. <p>All time spent coaching and mentoring needs to be reflected in the facilitators timesheets.</p>	
<p>5) Support the delivery of one Champion led workshop session</p>	
<p>Tasks</p>	<p>Deliverables:</p>
<p>The facilitators must attend in person or virtually the delivery of one (1) workshop session, two (2) to three (3) days in length or the equivalent if the virtual delivery method is chosen, put on by the Champion(s). While attending, the facilitator must work with the Champion(s) to support their delivery of the workshop. This may include:</p> <ul style="list-style-type: none"> • Running an activity or discussion; • Helping to keep the Core Group on track; and/or but not limited to • Providing intermittent tips and guidance to the Champion(s) throughout the workshop. <p>After the session is successfully delivered, the facilitator must submit a report to Public Safety Canada within three (3) weeks of the last day of the workshop. The report must be in the format designed by Public Safety Canada. A template will be provided which asks for details including the following:</p> <ul style="list-style-type: none"> • Daily list of participants in attendance with community they represent and area they are responsible for (if applicable); • Successes and challenges encountered by the facilitator; • Successes and challenges encountered by the Champion(s); • Successes and challenges encountered by the Core Group; • Core Group participation; • Activities that were completed; • Pictures of activities completed (if available); • Parking lot; questions and/or requests made during the workshop; • Adaptations made and/or innovative measures taken; • Feedback from Core Group, the community and Champion(s) (on exercises and in general); • Next steps (ex. conference calls between facilitator, Champion(s) and Public Safety Canada; key activities to take place with Champion(s) and due dates); • Questionnaire(s)/participant evaluation completed by the core group members; • Facilitator feedback and perspective on workshop content and how process can be improved; and • General comments. 	<ul style="list-style-type: none"> • A report on the workshop

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Contractors are to submit to Public Safety Canada the report and invoice simultaneously.	
6) Other Related Documents	
Tasks	Deliverables:
Any other documents that the facilitators creates for the Train-the-Champion workshops and/or for their coaching and mentoring of the Champion and/or Core Group must be submitted.	<ul style="list-style-type: none"> All documents created for use under the call-up

8.3 Model C: Train-the-Trainer

When the Contractor receives a call-up for the Train-the-Trainer model, their facilitator must do each the following tasks and provide each of the following deliverables:

TRAIN-THE-TRAINER MODEL	
7) Develop the Train-the-Trainer workshop agenda	
Tasks	Deliverables:
Before the Train-the-Trainer workshop, the lead facilitator must submit the agenda to Public Safety Canada no later than one (1) week before delivering the workshop. The facilitator(s) will be given the materials to deliver the workshop according to Public Safety Canada guidelines. Agendas must reflect these guidelines and include the following information: <ul style="list-style-type: none"> The topics that will be presented at the workshop; and Which facilitator is responsible for what part of the agenda. Public Safety Canada may request the facilitators to make changes to the workshop agenda before it is considered final.	<ul style="list-style-type: none"> Train-the-Trainer workshop agenda (draft and final version if applicable)
8) Deliver the Train-the-Trainer workshop	
Tasks	Deliverables:
The facilitators must deliver the workshop. This includes following the approved agenda and will require the facilitators to do the following: <ul style="list-style-type: none"> Arrange for their own travel arrangements, accommodations and meals; Deliver the workshop according to Public Safety Canada guidelines and the approved agenda; Ensure that the Facilitator(s) are aware of what is expected of them to engage communities; 	<ul style="list-style-type: none"> Any notes compiled during the workshop

Other tasks and deliverables may be determined within a call-up against the standing offer. The contractor and/or facilitator must complete these tasks and provide these deliverables in the manner specified within the call-up.

9 ADDING NEW FACILITATORS

As per Section 6.4.2 of the Standing Offer and Resulting Contract Clauses, once each calendar year, the contractor may add a facilitator to the existing Standing Offer.

9.1 New Facilitator Requirements





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The proposed facilitator(s) must meet all the mandatory requirements and achieve the minimum score of the rated evaluation criteria established in the original solicitation document.

9.2 Training New Facilitators

Throughout the year, a contractor may have another facilitator participate alongside a lead facilitator during a call-up for the purpose of training the new facilitator in the community mobilization process. This must be identified in the agenda as well as confirmed and accepted by Public Safety Canada. The contractor must first be awarded a call-up with Public Safety Canada in order to be able to bring on an additional resource to a community.

Additional resources are to be brought on by the contractor for the purpose of training, must be done at the sole expense and risk of the contractor. Public Safety Canada will not be responsible and/or liable for any fees and or cost incurred by additional resources. The contractor may not invoice Public Safety Canada for work conducted by the facilitator(s) being trained. Public Safety Canada will not be responsible and/or liable for any facilitators not named in the standing offer or call-up. The contractor must take responsibility for any impact the trainee may have on the process. This includes any negative impacts on the community. The contractor must immediately remove a trainee from a process should a trainee have any negative impacts on a community during a mobilization process.

10 TRAVEL

Travel will be required to deliver workshops in communities. Specific travel requirements will be identified in the call-up. It will be expected that the proposed facilitator be required to travel to Indigenous communities to participate in meetings and/or workshops. Occasionally, Public Safety Canada may request that a proposed facilitator facilitate the workshop process in a community outside the region.

There may be a requirement to travel to isolated locations across Canada in all weather conditions. Some of the work requires overnight stays in small communities where commercial accommodations and other amenities might not up to city standards and exposure to second-hand smoke in meetings with Indigenous people may pose a health risk.

Facilitators are responsible to keep their travel expenses within the amount identified in their call-up. If there are exceptional circumstances that increase the expenses related to the travel, adjustments can be made with a justification from the facilitator upon approval from Public Safety Canada.

11 WORK LOCATION

The Contractor and facilitator(s) will not be provided a work station on-site at any of Public Safety Canada's facilities. Any preparation of activities must be conducted at the Contractor's facilities. The workshops will be held within the identified community/communities or via virtual communication method (i.e., Zoom...). The Contractor and its facilitator(s) must be available for conference/teleconference or video calls as required. Should other arrangements be necessary, they will be made through Public Safety Canada and/or identified in the call-up.

12 LANGUAGE

All deliverables must be submitted in English or French depending on the community's chosen official language. It will be the responsibility of the contractor to provide services in either official languages (English or French) as and when required.



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13 PERFORMANCE MEASUREMENT

For **EACH** call-up, Public Safety Canada will fill-out the Contractor Evaluation Report (see Appendix 2 of Annex A) and submit to the contractor(s) a copy of the completed report after each session/workshop when a call-up is in process. The information in the reports will be used to assess the performance of the contractor/resource(s) in a constant manner. Input from the community will be taken into account and will be included in the Contractor's Evaluation Report if and when applicable. This may affect the overall score and may be provided as justification. The overall score will be the average score taken from all the Contractor Evaluation Reports for the specific call-up. The overall score will be provided on the last Contractor Evaluation Report once the last session/workshop is completed.

After receiving each of the reports, the contractor is entitled to meet (telephone or in person) with Public Safety Canada to discuss the results. The contractor may request changes to the evaluation. However, changes will only be made if the contractor is able to provide sufficient evidence. If the contractor does not request changes within five (5) business days of receiving the most recent Contractor Evaluation Report, it will be assumed by Public Safety Canada that the contractor accepts the submitted evaluation.

If, as a final overall score, the contractor achieves a 1, 2 or 3, the contractor must submit a Corrective Action Plan within ten (10) working days that will set out a detailed plan to address any issues identified in the Contractor Evaluation Report. If the contractor does not submit a Corrective Action Plan, this may result in a termination of the stranding offer.

Public Safety Canada must also submit the completed reports to the Contracting Authority. The Contracting Authority will review and arrange for a meeting with the contractor(s) to discuss the evaluation and overall score once the call-up is completed.

14 NON-PERFORMANCE

The contractor must perform the work in accordance with each call-up issued, tasks and deliverables listed in Section 8 of the Statement of Work and with the Facilitator's Guide. In the event that the contractor does not perform the work as specified, it may result in a temporary suspension or cancellation of their Standing Offer.

E. Appendix 1 To Annex A is deleted in its entirety and replaced with the following:

Appendix 1 to Annex A

1. Model A –Community Delivery (single community or circuit style):

In conjunction with the terms set out in Section 8.1, proposed facilitators must execute, but are not limited to, the following:

- a) Support the community key contact in ensuring that the following essential goals are met:
 - i) Leadership's commitment to the delivery of and participation in the workshop(s) is secured with the understanding that, through the workshop(s) and with the facilitator's aid, the end result is the production, in writing, of a feasible CSP;



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- ii) An appropriate Core Group is established and expanded and each member understands their role and the commitment required to see the process through. Detailed Core Group composition guidelines will be given in the initial Public Safety Canada facilitator training session; and
 - iii) The Core Group has an opportunity to speak (e.g. via teleconference, virtual communication method or email) to the facilitator prior to the delivery of the first workshop.
- b) Be accessible between workshops in an off-site mentoring role to support the key contact and the Core Group in their application of the tools and skills learned. Responsibilities under this item include, but are not limited to: the provision of material (new or old), details on the content of the next workshop, teleconferences with the Core Group, email correspondence, and/or coaching for the Core Group and key contact as needed.

2. Model B – Train the Champions:

In conjunction with the terms set out in Section 8.2, proposed lead and co-facilitators must jointly execute, but are not limited to the following as part of the delivery of Model B:

Coaching and mentoring supports

- a) Identify milestones and/or challenges faced by the Champion and coordinate with them to provide support in achieving said milestones and responding to said challenges. The milestones should be reflected in the community timeline while the challenges and supports should be reflected in the facilitator outline provided to Public Safety Canada;
- b) Be accessible between workshops in an off-site mentoring role to support the Champion(s) and the Core Group in their application of the tools and skills learned. Responsibilities under this item include, but are not limited to: the provision of material (new or old), details on the content of the next on-site/virtual workshop, teleconferences with the Champion(s) and Core Group(s) where needed, email correspondence, and/or general mentoring and coaching of the Core Group(s) and Champion(s) as needed.

Roles and Responsibilities amongst facilitators

- a) Be responsible for follow up with designated Champions and Core Groups on their progress, challenges, and successes;
- b) Lead facilitator to ensure that co-facilitators are following up with their designated Champions and Core Groups on their progress, challenges, and successes;
- c) Be responsible for the preparation of any required workshop material (e.g. agendas) during the delivery of the Train-the-Champion workshop(s). All material must be sent to the co-facilitators for their information and/or comment prior to being finalized by Public Safety Canada. The lead facilitator must submit all required material to Public Safety Canada for approval. Finalized material is to be provided to the co-facilitators a minimum of three (3) days prior to the delivery of the workshop(s); and
- d) Be responsible for the required Public Safety Canada reports. The lead facilitator must contact the co-facilitators to obtain any required information/feedback to be included in the reports. The lead facilitator will not be held accountable if the co-facilitator does not provide information/feedback regarding work conducted. All reports are to be submitted within the timelines detailed in Section 8.2.

In addition to the roles and responsibilities co-facilitator(s) will:



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- a) Provide feed-back to the lead facilitator regarding workshop and reporting material. Failure to provide any feedback will assume consent. Note: the co-facilitator(s) must provide all material both directly to Public Safety Canada and the lead facilitator;
- b) Co-facilitate workshops with the lead facilitator. This may include leading a side session with a portion of the group and/or presenting training material; and
- c) Be responsible for follow up with designated Champions and Core Groups on their progress, challenges, and successes.

3. Model C – Train the Trainer:

In conjunction with the terms set out in Section 8.3, proposed lead and co-facilitators must jointly execute, but are not limited to the following as part of the delivery of Model C:

Roles and Responsibilities amongst facilitators

- a) Be responsible for the preparation of any required workshop material (e.g. agendas) during the delivery of the Train-the-Trainer workshop(s). All material must be sent to the co-facilitators for their information and/or comment prior to being finalized by Public Safety Canada. The lead facilitator must submit all required material to Public Safety Canada for approval. Finalized material is to be provided to the co-facilitators a minimum of three (3) days prior to the delivery of the workshop(s); and
- b) Be responsible for contacting the co-facilitators to obtain any required information/feedback. The lead facilitator will not be held accountable if the co-facilitator does not provide information/feedback regarding work conducted.

All other terms and conditions remain the same.