



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

[Gen-Atl-bidssubmission-soumission@csc-scc.gc.ca](mailto:Gen-Atl-bidssubmission-soumission@csc-scc.gc.ca)

**REQUEST FOR A STANDING OFFER**  
**DEMANDE D'OFFRE À COMMANDES**

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

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

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

**Comments — Commentaires :**

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone # — N° de Téléphone :

\_\_\_\_\_

Fax # — No de télécopieur :

\_\_\_\_\_

Email / Courriel : \_\_\_\_\_

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

\_\_\_\_\_

<b>Title — Sujet:</b> <b>Community Assessment and Parole Supervision (CAPS)</b>	
<b>Solicitation No. — N° de l'invitation</b> 21280-24-4527002/A	<b>Date:</b> April 18, 2024
<b>Client Reference No. — N° de Référence du Client</b> 21280-24-4527002/A	
<b>GETS Reference No. — N° de Référence de SEAOG</b> n/a	
<b>Solicitation Closes — L'invitation prend fin</b> at / à : 2:00 PM / 14h00 On / Le : May 20, 2024	<b>Time Zone</b> Fuseau horaire ADT / HAA
<b>Delivery Required — Livraison exigée :</b> See herein – Voir aux présentes	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                      Destination:                      Other-Autre:	
<b>Address Enquiries to — Soumettre toutes questions à:</b> Jolaine Amos, Regional Contracting Officer	
<b>Telephone No. – N° de téléphone:</b> 506-269-3787	<b>Fax No. – N° de télécopieur:</b>
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b> Multiple as per call-up Multiples, selon la commande subséquente.	
<b>Security – Sécurité</b>  <b>This request for a Standing Offer includes provisions for security.</b> <b>Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.</b>	
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
_____	
Name / Nom	Title / Titre
_____	
Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	



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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

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

### **2. Summary**

2.1 The Correctional Service Canada has a requirement to assist offenders to reintegrate into the community as law-abiding citizens through the provision of programs, plans, and supervision in institutions and in the community.

Objectives: Provide case management services, i.e. supervision, risk assessment, urinalysis collection, report writing, etc., for offenders on conditional release and offenders subject to a Long-Term Supervision Order (LTSO) in the Saint John, NB area.

The Work is to be performed during the period of September 1, 2024 to March 31, 2025 with the option to renew for three (3) additional one-year periods.

### **3. Security Requirements**

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



#### **4. Revision of Departmental Name**

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

#### **5. Debriefings**

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



## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The 2006 (2023-06-08) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

**Delete: sixty (60) days**

**Insert: one-hundred and twenty (120) days**

### **2. Submission of Offers**

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

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

**Delete: Section 06 in its entirety.**

**Insert: 06 Late offers:**

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

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

**Delete: Section 07 in its entirety.**

**Insert: 07 Delayed offers:**

Canada will not accept any delayed offers.

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

**Delete: Section 08 in its entirety.**

**Insert: 08 Transmission by email**

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



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

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

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

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

**3. Former Public Servant**

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



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

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES ( ) NO ( )

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

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

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

### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES ( ) NO ( )

If so, the Offeror must provide the following information:

- a. name of former public servant;





- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

#### 4. Enquiries - Request for Standing Offer

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

#### 5. Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

#### 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.



## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

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

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

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

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

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

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

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

In order to assist Canada in meeting the objectives of the Policy on Green Procurement, when feasible Offerors should:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.).

#### **Section I:      Technical Offer**

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

#### **Section II:     Financial Offer**

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

#### **Section III:    Certifications**

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

#### **Section IV:    Additional Information**

##### **1.1 Offeror's Proposed Site or Premises Requiring Safeguard Measures**

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

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

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



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

### **1. Evaluation Procedures**

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

#### **1.1. Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

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

##### **1.1.2 Point Rated Technical Criteria**

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

### **1.2 Financial Evaluation**

#### **1.2.1 Evaluation of Price**

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

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

## **2. Basis of Selection**

### **2.1 Basis of Selection - Minimum Point Rating**

- 1. To be declared responsive, an offer must:
  - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 108 points.
- 2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the highest point rating will be recommended for issuance of a standing offer.



## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

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

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

#### **1.1 Integrity Provisions – Declaration of Convicted Offenses**

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



1.2 Integrity Provisions – Required documentation

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

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

List of Names:

Four sets of horizontal lines for listing names, arranged in two columns of two rows each.

OR

- checkbox The Offeror is a partnership

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

1.3 Security Requirements – Required Documentation

In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada, the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

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 solicitation closing 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 Contracting Authority, its offer will be declared non-compliant.

1.4 Status and Availability of Resources

SACC Manual clause M3020T (2016-01-28) Status and Availability of Resources

1.5 Language Requirements - Bilingual

By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer will be fluent in both official languages of



Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

### **1.6 Education and Experience**

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

### **1.7 Certification:**

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



## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror must provide the addresses of proposed sites or premises of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. 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.
3. For additional information on security requirements, Offerors should refer to the [Contract Security Program \(CSP\)](#) of Public Works and Government Services Canada website.

### **2. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in Article 7.1 of the Resulting Contract Clauses.

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



## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

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

#### **2. Security Requirement**

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21280-24-4527002**

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

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

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

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

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





### 3. Standard Clauses and Conditions

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

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

#### 3.1 General Conditions

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

### 4. Term of Standing Offer

#### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from September 1, 2024 to March 31, 2025.

#### 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 **three (3) one year** periods, from April 1, 2025 to March 31, 2026; April 1, 2026 to March 31, 2027; and April 1, 2027 to March 31, 2028 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

#### 4.3 Transition Period

The Offeror acknowledges that the nature of the services provided under the Standing Offer requires continuity and that a transition period may be required at the end of the Standing Offer. The Offeror agrees that Canada may, at its discretion, extend the Standing Offer by a period of sixty (60) under the same conditions to ensure the required transition. The Offeror agrees that, during the extended period of the Standing Offer, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Standing Offer Authority will advise the Offeror of the extension by sending a written notice to the Offeror at any time before the Standing Offer expiry date. The extension will be evidenced for administrative purposes only, through a Standing Offer amendment.

### 5. Authorities

#### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jolaine Amos  
Title: Regional Contracting Officer  
Correctional Service of Canada  
Branch or Directorate: RHQ Finance, Contracting and Material Services



Address:                    1045 Main St, 2<sup>nd</sup> Floor  
Moncton, NB  
E1C 1H1

Telephone:                506-269-3787  
E-mail address:         jolaine.amos@csc-scc.gc.ca

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

## **5.2 Project Authority**

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

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

## **5.3 Offeror's Representative**

Name:  
Title:  
Company:  
Address:

Telephone:  
E-mail address:

## **6. Proactive Disclosure of Contracts with Former Public Servants**

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

## **7. Identified Users**

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

Correctional Service of Canada  
Atlantic Region - Greater Saint John and surrounding areas, NB.

## **8. Call-up Procedures**

Where only one standing offer will be authorized for use as the result of a competitive RFSO, the resulting call-ups are considered competitive and the competitive call-up authorities can be used.

## **9. Call-up Instrument**

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



## 10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$1,200.00 (Applicable Taxes included).

## 11. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (*insert information at contract award*) (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 four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 12. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions 4013 (2022-06-20) – Compliance with On-Site Measures, Standing Orders, Policies, and Rules;
- e) the general conditions 2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert information at contract award*)

## 13. Certifications and Additional Information

### 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.

### 13.2 SACC Manual Clauses

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

## 14. Applicable Laws

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



## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

Subsection 5. Audit of the General Conditions is deleted in its entirety and replaced with the following:

#### **5. Audit**

The Contractor must maintain such records, and Canada and its authorized representatives will have the right to examine such records, at all times during the term of this Contract and for a period of seven years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. Should an examination reveal any overpayments by Canada, these will be claimed by Canada and immediately repaid by the Contractor.

#### **2.2 Supplemental General Conditions**

##### **4013 (2022-06-20) – Compliance with On-Site Measures, Standing Orders, Policies, and Rules**

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

#### **2.3 Replacement of Specific Individuals**

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



### 3. Term of Contract

#### 3.1 Period of the Contract

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

### 4. Proactive Disclosure of Contracts with Former Public Servants

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

### 5. Payment

#### 5.1 Basis of Payment

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

#### 5.2 Limitation of Expenditure

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

#### 5.3 Monthly Payment

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

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

#### 5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department



SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

#### 5.4.1 Audit

SACC Manual clause C1004C Auditing

Canada reserves the right to recover amounts and make adjustments to amounts payable to the Contractor where an examination of the Contractor's records has identified amounts allocated to the Contract that are not in accordance with the Contract terms.

Where the results of an examination indicate that an overpayment by Canada has occurred, such overpayment is due and payable on the date indicated in the notice of overpayment.

#### 5.4.2 Discretionary Audit

SACC Manual clause C0705C (2022-12-01), Discretionary Audit

### 5.5 Travel and Living Expenses

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

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

All payments are subject to government audit.

Estimated Cost: **\$ 2,000.00.**

### 5.6 Electronic Payment of Invoices – Contract

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

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

## 6. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of the documents as specified in the Contract;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. One (1) copy must be forwarded to the following email address for certification and payment.



Attn: \_\_\_\_\_  
\_\_\_\_\_ (insert information at contract award)

## 7. Insurance – Specific Requirements

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

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

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

### 7.1 Commercial General Liability Insurance

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



- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

For other provinces and territories, send to:  
Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

## **8. Liability**

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





## **9. Ownership Control**

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

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

## **10. Closure of Government Facilities**

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

## **11. Tuberculosis Testing**

- 11.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 11.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 11.3 All costs related to such testing will be at the sole expense of the Contractor.

## **12. Compliance with CSC Policies**

- 12.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 12.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 12.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.



### 13. Health and Labour Conditions

- 13.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 13.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.
- 13.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.
- 13.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."

### 14. Identification Protocol Responsibilities

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

- 14.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 14.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 14.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 14.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

### 15. Dispute Resolution Services

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

### 16. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement](#)



Ombudsman email address, by telephone at 1-866-734-5169, or by web the Office of the Procurement Ombudsman website. For more information on OPO's services, please see the Procurement Ombudsman Regulations or visit the Office of the Procurement Ombudsman website.

## **17. Privacy**

17.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1885, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

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

## **18. Information Guide for Contractors**

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



## ANNEX A – STATEMENT OF WORK

### MINIMUM CONTRACT REQUIREMENTS – COMMUNITY ASSESSMENT AND PAROLE SUPERVISION (CAPS)

#### BACKGROUND / OBJECTIVE

1. In accordance with the *Corrections and Conditional Release Act* (CCRA), the purpose of conditional release is to contribute to the maintenance of a just, peaceful, and safe society. One of the ways that this legislative mandate is fulfilled is to assist offenders to reintegrate into the community as law-abiding citizens through the provision of programs, plans, and supervision in institutions and in the community. The protection of society is the paramount consideration in the release process.
2. To assist CSC in meeting its mandate, there are times when CSC will contract with independent agencies / individuals to provide case management services, including, but not limited to supervision, risk assessment, urinalysis collection, report writing, for offenders on conditional release and offenders subject to a Long-Term Supervision Order (LTSO).

#### SCOPE

3. The Contractor must provide the following services:

SERVICES	
Supervision of offenders	X
Unescorted Temporary Absence and Work Release Supervision	X
Preliminary Assessments (PA)	X
Community Assessments (CA) [including Post-Sentence Community Assessments (PSCA)]	X
Community Strategies (CS)	X
Tandem Accompaniment/ Supervision	X
Other (provide details)	

#### LOCATION OF WORK

4. The Contractor must provide services at the following locations:

Greater Saint John and surrounding areas, NB.

#### LANGUAGE OF WORK

5. The Contractor must provide all services in the official language of the offender's choice (English or French).

#### DEFINITIONS

Level of intervention	Minimum frequency of face-to-face contacts per month that the Parole Officer / Contractor must have with the offender. The level of intervention may also be referred to as frequency of contact.
Parole supervision	Refers to a CSC Parole Officer or a person entrusted by the CSC with the guidance and supervision of an offender (CCRA sect. 99(1)).
Reliable information	Information which is substantiated or confirmed by one or more independent sources; the information is logical and consistent with other corroborated information on the same subject.



## RESPONSIBILITIES OF THE DEPARTMENT

6. The Project Authority will consult with the Contractor regarding safe supervision practices and assist with any problem solving that may be necessary.
7. Upon awarding the contract, the Project Authority will provide the Contractor with the following information at the time the contract is awarded:
  - a. Instructions for formatting, completing / submitting the required reports including timeframes; and
  - b. The contact information for the National Monitoring Centre, Parole Office, and others as necessary.
8. The Project Authority will ensure that the Contractor has access to all applicable legislation, policies, and procedures pertaining to the supervision and management of conditionally released offenders. The Project Authority will provide the Contractor with information relating to changes in policy, procedures, or practices applicable to the Statement of Work.
9. The Project Authority will provide essential case management information for each offender supervised by the Contractor. The Project Authority will make this information available electronically through the Offender Management System (OMS) unless it is only available in hard copy or the Contractor is not connected to OMS or via other CSC-approved secure electronic means of communication. The information and documents to forward are the following:
  - a. Release Certificate;
  - b. Community Assessments (CAs) (if relevant)
  - c. Correctional Plan – Initial (including the Criminal Profile);
  - d. Correctional Plan – Update (including the Community Strategy);
  - e. FPS Sheet;
  - f. Parole Board of Canada (PBC) Decision Sheet;
  - g. Pre-release Assessment for Decision report and any addendum reports;
  - h. Psychological Reports (if relevant);
  - i. Standard Profile;
  - j. A recent photograph; and
  - k. Any other information relevant to the management of the offender's case.
10. The Project Authority will provide a returnable temporary docket to the Contractor containing pertinent information relating to requests for written reports (i.e. Community Strategy, Temporary Absence, Community Assessments, etc.), unless the Contractor was granted access to other secured means of electronic communication such as the Offender Management System (OMS).
11. The Project Authority will provide the Contractor a secure electronic correspondence solution to enable communication on offender information, which meets the Treasury Board Secretariat's Policy on Government Security (PGS). Where electronic correspondence is not an option, correspondence will be done by mail according to required security standards.
12. Prior to any Contractor beginning work under the contract, the Project Authority will offer information specific to the services to be provided. Following the information session, the Project Authority will ensure the Contractor signs a form confirmation that the information was provided. The information provided may include, but is not limited to the following:
  - a. Policy on Confidentiality;
  - b. Information on obligations related to the *Access to Information Act* and the *Privacy Act*;



- c. Policy on Emergency Measures;
- d. Policy on Staff Safety;
- e. Relationship to the Correctional Service of Canada;
- f. Contractual Obligations;
- g. Information Management and Security; and
- h. Information Guide for Contractors.

13. The Project Authority will monitor and audit the Contractor's compliance with the national policies and standards applicable to this Statement of Work. The Contractor must facilitate and cooperate with such monitoring and audit.

#### **MANDATORY REPORTING**

14. The Contractor must ensure that if, upon release, the offender fails to contact the Contractor at the scheduled time of arrival and no valid circumstances can be determined, immediate action is taken to advise the Technical Authority of the offender's failure to arrive. If the Technical Authority is not available during normal working hours, the Contractor must contact a Parole Officer Supervisor (POS). The Contractor must contact the National Monitoring Centre (NMC) after hours.

15. During the period of this contract, should the offender's behaviour deteriorate, should he/she be in violation of any release conditions, or if there are any indications that the offender's risk has increased, the Contractor must inform the Technical Authority without delay. The person delegated under section 135 of the CCRA, in conjunction with the Technical Authority, must take appropriate measure to ensure public safety and document such measures accordingly. The Contractor must contact NMC after hours.

16. The Contractor must immediately advise the Technical Authority or the NMC after hours when any information has been received that would be relevant to CSC to make decisions in the event that interventions are required, and when reliable information exists that the offender has:

- a. been charged with or is planning to commit a new offence;
- b. violated or is about to violate a term or condition of release;
- c. not reported and whereabouts are unknown; or,
- d. been involved in any other situation, which would lead to the conclusion that continued release would constitute an undue risk to society.

#### **TASKS TO BE PERFORMED BY THE CONTRACTOR**

17. The Contractor must follow all legislation and policies pertaining to the management and supervision of offenders under federal jurisdiction in the completion of tasks related to the Statement of Work.

18. The Contractor must contact the Project Authority or his/her designate for any clarification / inquiries relating to this contract, and/or CSC legislation and policies.

19. Where the Contractor has been provided with direct access to OMS in read/write mode, the Contractor will be responsible for entries in relation to the services identified above in accordance with applicable legislation and policies. Where the Contractor has not been provided with direct access to OMS, the Contractor must forward entries in relation to services identified above to CSC, as directed by the Project Authority and agreed upon by the Contractor, in accordance with all security requirements.



## CONDITIONAL RELEASE – COMMUNITY SUPERVISION

20. The Technical Authority will assign the supervision of offenders on conditional release and those subject to Long-Term Supervision Orders (LTSO) following the appropriate referral, review, and acceptance procedures established by CSC and in accordance with applicable legislation and policy, including requirements in terms of staff safety assessment.
21. The Contractor must ensure that offenders, their community supports and local police agencies are provided with CSC's contact numbers to be used in times of crisis or when the Contractor is unavailable.
22. At the initial interview with the offender, the Contractor must review items listed in the Initial Interview Checklist (CSC Form # 1331). A signed copy of the Initial Interview Checklist must be forwarded to the Technical Authority to be placed on the offender's Case Management file.
23. The Contractor must on a regular basis, in accordance with supervision policies and in consultation with the Technical Authority, verify the offender's place of residence, confirm that the information contained in the Standard Profile is updated, and identify programs considered critical to the offender's reintegration. The Standard Profile must be updated as changes occur in the offender's situation.
24. The Contractor must submit Case Management reports to the Technical Authority according to the format and frequency determined in consultation with the Project Authority and according to CSC policies.
25. The Contractor must maintain clear, legible and detailed Casework Records which must include reference to all contacts made with the offender, location of contact (e.g. home, work), time and date of contact, type of contact (e.g. face to face, phone). The Contractor must clearly indicate in Casework Records if the contact is collateral and the name(s) of the community support (s) and their relationship to the offender.
26. All Casework Records the Contractor prepares must be delivered to CSC within a maximum of five (5) days following the contact or activity in accordance with policy requirements. If the Contractor has access to OMS, the Contractor must enter Casework Records in OMS in accordance with policy as soon as possible, but no later than seven (7) days.
27. At the request of the Technical Authority, the Contractor must prepare and submit a formal written report (which may include, but is not limited to the Correctional Plan - Update, Assessment for Decision) to the Technical Authority in the following circumstances:
  - a. an increase in the offender's risk;
  - b. a breach of a special condition;
  - c. suspension;
  - d. transfer of the case;
  - e. proposal for change to the conditions of release;
  - f. any situation requiring notification to the Parole Board of Canada;
  - g. exceptional incidents; and,
  - h. termination of supervision (including suspension and warrant expiry).
28. The Contractor will share the contents of the report(s) with the offender.
29. Case Conferences between the Contractor and the Technical Authority shall take place at a frequency determined in consultation with the Technical Authority and according to CSC policies. The



Case Conferences must address the behaviour of the offender and the strategies, which might be required in the management of the case, and the results must be noted in a Casework Record by the Contractor, in accordance with paragraph 27.

30. The Contractor must be cognizant of and consider all relevant information provided to CSC by victims in the management of an offender's case.

**TEMPORARY ABSENCES** [The supervision of offenders on Unescorted Temporary Absence (UTA) and/or the supervision of offenders on Work Release (WR)]

31. At the request of the Project Authority, the Contractor must meet in person or by telephone with offenders released to the area on a UTA or WR, in accordance with reporting requirements identified in the temporary absence permit.
32. The Contractor must conduct a follow-up interview with the UTA/WR sponsor immediately following completion of the UTA or WR. This interview can be completed by telephone.
33. The Contractor must complete and forward the Post Temporary Absence/Work Release Evaluation Report (CSC/SCC 1082) to the Technical Authority when a supervised offender completes an absence. The evaluation must relate to the specific objectives outlined in the original decision granting the UTA or WR.

**TANDEM SUPERVISION** (The accompaniment of the assigned Contractor by a second individual)

34. The Contractor must, in consultation and as approved by the Technical Authority, obtain the assistance of a CSC-authorized person (e.g. Program Officer, Psychologist, Parole Officer, Police Officer or other) to accompany him/her on home visits in accordance with CSC's Tandem Supervision policy.
35. The Contractor may, at the request of the Project Authority, accompany a CSC Parole Officer on a tandem supervision home visit.

**REPORT WRITING**

36. In addition to the reporting requirements outlined in the sections entitled 'CONDITIONAL RELEASE – COMMUNITY SUPERVISION' and 'TEMPORARY ABSENCES', the Contractor must complete the following reports at the request of the Project Authority in accordance with applicable legislation and policy:
  - a. Preliminary Assessment report (PA);
  - b. Community Assessment report (CA);
  - c. Post-Sentence Community Assessment report (PSCA); and
  - d. Community Strategy report (CS).
37. The Contractor must submit the completed reports to the Technical Authority in an electronic format and/or hard copy as identified by the Project Authority and agreed upon by the Contractor, within the timeframes outlined in applicable policies.

**SHARING AND SHIPPING OF OFFENDER INFORMATION**

38. The Contractor must not share copies of documentation provided by CSC with the offender unless authorized to do so by the Project Authority, in accordance to CSC policies and guidelines.





39. The Contractor must return all offender information provided by CSC within 30 days of the transfer or termination of supervision (including suspension and warrant expiry) or, following the termination of the contract by CSC, whichever is sooner unless the Project Authority gives written consent instructing otherwise to the Contractor.
40. The Contractor must pack and ship all offender information in accordance with the CSC Offender Records User's Guide. This must include providing an itemized list of documentation and files being returned to CSC on a Transmittal Note & Receipt Form (CSC-0827).
41. All electronic exchanges of information and correspondence must be managed in accordance with the Treasury Board Secretariat's Policy on Government Security (PGS) and the IT Security Requirements Technical Documents.

### MONTHLY ACTIVITY REPORTS

42. The Contractor must provide monthly activity reports to the Technical Authority, including:
  - a. supervision cases identifying the offender's name and FPS number, supervision level and the date supervision commenced;
  - b. supervised UTAS or Work Releases identifying the offender's name and FPS number, and the period (weekday or weekend) during which supervision was provided; and
  - c. number of completed reports identified by type of reports (CA, PSCA, PA, etc.), offender name and FPS number.

### AUTHORITIES

#### 43. Contracting Authority

The Contracting Authority for the Contract is:

Name: Jolaine Amos  
Title: Regional Contracting Officer  
Organization: Correctional Service Canada  
Address: 1045 Main St, 2<sup>nd</sup> Floor  
Moncton, NB E1C 1H1  
Telephone: 506-269-3787  
E-mail address: jolaine.amos@csc-scc.gc.ca

44. The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written request or instructions from anybody other than the Contracting Authority.

#### 45. Technical Authority

The Technical Authority for the Contract is:  
*(insert information at contract award)*

Name:  
Title:  
Organization:  
Address:  
Telephone:  
Facsimilie:



E-mail address:

46. The Technical Authority is the representative of the department for whom the work is being carried out under the Contract and is the Contractor's primary contact with regards to the Work under the Contract. Matters relating to the Work under the Contract may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

47. Project Authority

The Project Authority for the Contract is:  
*(insert information at contract award)*

- Name:
- Title:
- Organization:
- Address:
- Telephone:
- Facsimilie:
- E-mail address:

48. The Project Authority or his/her designated representative will be responsible for monitoring the progress of the work and will be responsible for the technical requirements, the acceptance and approval of the deliverables. Any proposed changes to the scope of work may be discussed with the Project Authority, but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.



**ANNEX B – PROPOSED BASIS OF PAYMENT**

**1.0 Initial Contract Period – September 1, 2024 to March 31, 2025**

**Total estimated cost for fees \$15,000.00**

The Contractor will be paid in accordance with the following Basis of Payment for work performed pursuant to this Contract.

For the provision of services as described in Annex A – Statement of Work, the Contractor will be paid for fees in the performance of this Contract, HST or GST extra, based on the following:

- **\$213.20** for each Community Assessment (CA)
- **\$213.20** for each Post Sentence Community Assessment (PSCA)
- **\$213.20** for each Community Strategy (CS)
- **\$213.20** for each Correctional Plan Progress Report (CPPR)
- **\$36.00** for each Tandem Supervision Accompaniment
- **\$197.20** Conditional Release Supervision – Blended Rate for each Parole Supervision (PS) case (including Statutory Releases, Full Parole, Day Parole, and 60-day UTAs as well as the paperwork that these cases generate) for a month or portion of a month of parole supervision, including the month during which supervision terminates. Payment will not be made for any month during which a paroled offender was under supervision of the Contractor for less than three (3) days.
- **\$107.90** for each Unescorted Temporarily Absence and Work Release Supervision (Weekday) (i.e. between 08h00 Monday and/or prior to 17h00 on Friday)
- **\$163.80** for each Unescorted Temporary Absence and Work Release Supervision (Weekend) or during a Statutory Holiday. For the purpose of this agreement, a “Weekend” is defined as the period applied to cases that arrive in the jurisdiction after 17h00 on Friday and return to the institution prior to 09h00 the following Monday, and a “Statutory Holiday” means a holiday as defined in the Interpretation Act, R.S.C. 1970, chap. I-23, s.28.

**Travel** as per article 5.5 Travel and Living Expenses **\$2,000.00**  
**Total estimated cost \$17,000.00**

**2.0 Options to Extend the Contract Period**

Subject to the exercise of the option to extend the Contract period in accordance with Article 4.2 Options to Extend Contract of the original Contract, the Contractor will be paid the indicated rate(s) below, applicable taxes extra, to complete all work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract’s financial limitation is reached. This financial information can also be requested by the Project Authority on an as-requested basis.

**Option Period 1 – April 1, 2025 to March 31, 2026**

**Total estimated cost for fees \$15,000.00**

The Contractor will be paid in accordance with the following Basis of Payment for work performed pursuant to this Contract.

For the provision of services as described in Annex A – Statement of Work, the Contractor will be paid for fees in the performance of this Contract, HST or GST extra, based on the following:



- **\$213.20** for each Community Assessment (CA)
- **\$213.20** for each Post Sentence Community Assessment (PSCA)
- **\$213.20** fore each Community Strategy (CS)
- **\$213.20** for each Correctional Plan Progress Report (CPPR)
- **\$36.00** for each Tandem Supervision Accompaniment
- **\$197.20** Conditional Release Supervision – Blended Rate for each Parole Supervision (PS) case (including Statutory Releases, Full Parole, Day Parole, and 60-day UTAs as well as the paperwork that these cases generate) for a month or portion of a month of parole supervision, including the month during which supervision terminates. Payment will not be made for any month during which a paroled offender was under supervision of the Contractor for less than three (3) days.
- **\$107.90** fore each Unescorted Temporarily Absence and Work Release Supervision (Weekday) (i.e. between 08h00 Monday and/or prior to 17h00 on Friday)
- **\$163.80** for each Unescorted Temporary Absence and Work Release Supervision (Weekend) or during a Statutory Holiday. For the purpose of this agreement, a “Weekend” is defined as the period applied to cases that arrive in the jurisdiction after 17h00 on Friday and return to the institution prior to 09h00 the following Monday, and a “Statutory Holiday” means a holiday as defined in the Interpretation Act, R.S.C. 1970, chap. I-23, s.28.

<b>Travel</b> as per article 5.5 Travel and Living Expenses	<b>\$2,000.00</b>
<b>Total estimated cost</b>	<b>\$17,000.00</b>

**Option Period 2 – April 1, 2026 to March 31, 2027**

<b>Total estimated cost for fees</b>	<b>\$15,000.00</b>
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The Contractor will be paid in accordance with the following Basis of Payment for work performed pursuant to this Contract.

For the provision of services as described in Annex A – Statement of Work, the Contractor will be paid for fees in the performance of this Contract, HST or GST extra, based on the following:

- **\$213.20** for each Community Assessment (CA)
- **\$213.20** for each Post Sentence Community Assessment (PSCA)
- **\$213.20** fore each Community Strategy (CS)
- **\$213.20** for each Correctional Plan Progress Report (CPPR)
- **\$36.00** for each Tandem Supervision Accompaniment
- **\$197.20** Conditional Release Supervision – Blended Rate for each Parole Supervision (PS) case (including Statutory Releases, Full Parole, Day Parole, and 60-day UTAs as well as the paperwork that these cases generate) for a month or portion of a month of parole supervision, including the month during which supervision terminates. Payment will not be made for any month during which a paroled offender was under supervision of the Contractor for less than three (3) days.
- **\$107.90** fore each Unescorted Temporarily Absence and Work Release Supervision (Weekday) (i.e. between 08h00 Monday and/or prior to 17h00 on Friday)
- **\$163.80** for each Unescorted Temporary Absence and Work Release Supervision (Weekend) or during a Statutory Holiday. For the purpose of this agreement, a “Weekend” is defined as the period applied to cases that arrive in the jurisdiction after 17h00 on Friday and return to the institution prior to 09h00 the following Monday, and a “Statutory Holiday” means a holiday as defined in the Interpretation Act, R.S.C. 1970, chap. I-23, s.28.



<b>Travel</b> as per article 5.5 Travel and Living Expenses	<b>\$2,000.00</b>
<b>Total estimated cost</b>	<b>\$17,000.00</b>

**Option Period 3 – April 1, 2027 to March 31, 2028**

<b>Total estimated cost for fees</b>	<b>\$15,000.00</b>
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The Contractor will be paid in accordance with the following Basis of Payment for work performed pursuant to this Contract.

For the provision of services as described in Annex A – Statement of Work, the Contractor will be paid for fees in the performance of this Contract, HST or GST extra, based on the following:

- **\$213.20** for each Community Assessment (CA)
- **\$213.20** for each Post Sentence Community Assessment (PSCA)
- **\$213.20** for each Community Strategy (CS)
- **\$213.20** for each Correctional Plan Progress Report (CPPR)
- **\$36.00** for each Tandem Supervision Accompaniment
- **\$197.20** Conditional Release Supervision – Blended Rate for each Parole Supervision (PS) case (including Statutory Releases, Full Parole, Day Parole, and 60-day UTAs as well as the paperwork that these cases generate) for a month or portion of a month of parole supervision, including the month during which supervision terminates. Payment will not be made for any month during which a paroled offender was under supervision of the Contractor for less than three (3) days.
- **\$107.90** for each Unescorted Temporarily Absence and Work Release Supervision (Weekday) (i.e. between 08h00 Monday and/or prior to 17h00 on Friday)
- **\$163.80** for each Unescorted Temporarily Absence and Work Release Supervision (Weekend) or during a Statutory Holiday. For the purpose of this agreement, a “Weekend” is defined as the period applied to cases that arrive in the jurisdiction after 17h00 on Friday and return to the institution prior to 09h00 the following Monday, and a “Statutory Holiday” means a holiday as defined in the Interpretation Act, R.S.C. 1970, chap. I-23, s.28.

<b>Travel</b> as per article 5.5 Travel and Living Expenses	<b>\$2,000.00</b>
<b>Total estimated cost</b>	<b>\$17,000.00</b>

**3.0 Applicable Taxes**

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

**4.0 Electronic Payment of Invoices - Offer**

Canada requests that Offerors complete option 1 or 2 below:

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

The following Electronic Payment Instrument(s) are accepted:

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



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

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

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



### ANNEX C - SECURITY REQUIREMENTS CHECK LIST

DSD-ATL5008



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21280-24-4527002	
Unclassified	Security Classification / Classification de sécurité *DS

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 CSC		2. Branch or Directorate / Direction générale ou Direction Saint John Area	
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 Community assessments and Parole supervision			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada	<input checked="" type="checkbox"/>	NATO / OTAN	<input type="checkbox"/>
		NA	<input type="checkbox"/>
Foreign / Étranger	<input type="checkbox"/>		NA
			<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"/>		

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





DSD-ATL5698



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21280-24-4527002
Security Classification / Classification de sécurité Unclassified

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  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<br>COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité







DSD-ATL5698



Contract Number / Numéro du contrat 21280-24-4527002
Security Classification / Classification de sécurité Unclassified

**PART C - (continued) / PARTIE C - (suite)**

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC				
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			SECRET	TOP SECRET / TRÈS SECRET
											A	B	C		
Information / Assets / Renseignements / Biens / Production		X													
IT Media / Support TI		X													
IT Link / Lien électronique															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



DSD-ATL5698



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21280-24-4527002
Security Classification / Classification de sécurité Unclassified

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Joe Sheppard		Title - Titre A/Area Director	Signature sheppard, joe <small>Digitally signed by sheppard, joe Date: 2023.09.14 15:31:12 -0730'</small>
Telephone No. - N° de téléphone 709-637-4290	Facsimile No. - N° de télécopieur 709-637-4384	E-mail address - Adresse courriel joe.sheppard@csc-scc.gc.ca	Date 2023-09-08
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Dominic St-Denis		Title - Titre Contracting Security Analyst	Signature StDenis, Dominic <small>Digitally signed by StDenis, Dominic DN: c=CA, o=GC, ou=CSC-SCC, cn=StDenis, Dominic Reason: I am the author of the document Location Date: 2023.11.20 15:07:20 -0700' Font PDF Editor Version: 13.0.0</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Jolaine Amos		Title - Titre Regional Contracting Officer	Signature <i>Jolaine Amos</i> <small>Digitally signed by Amos, Jolaine Date: 2023.11.20 13:39:00 -0400'</small>
Telephone No. - N° de téléphone 506-269-3787	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jolaine.amos@csc-scc.gc.ca	Date November 20, 2023
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Patrick Gaudreau-Ritlop Contract Security Officer Patrick.Gaudreau-Ritlop@tpsgc-pwgsc.gc.ca		Title - Titre Contracting Security Analyst	Signature GaudreauRitlop, Patrick <small>Digitally signed by GaudreauRitlop, Patrick Date: 2023.12.01 16:08:31 -05'00'</small>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





## ANNEX D – IT Security Requirements



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

Contract # / N° de contrat :	21280-24-4527002
Date (yyyy-mm-dd / aaaa-mm-jj) :	2023-11-20
Reviewed By (signature) / Révisé par (signature) :	Houle, Kaitlin <small>Digitally signed by Houle, Kaitlin Date: 2023.11.20 08:09:52 -08'00'</small>

(La version française suit)

### IT Security Requirements

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

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

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



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

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

### Additional Security for Connectivity (and other External Partners)

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

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



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

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

### Departmental Security – Physical and Personnel

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

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



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

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### Appendix A: Definitions

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

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

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

### Appendix B: References

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



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

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(The English version precedes the French version)

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

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

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

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



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

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

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

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

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





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

### Sécurité ministérielle – Sécurité physique et personnelle

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

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



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

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### Annexe A – Définitions

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

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

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

### Annexe B – Renvois

- Directive sur la gestion de la sécurité  
<https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=32611>
- Directive sur les services et le numérique  
<https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=32601>
- G1-026 – Guide pour l'établissement des zones de sécurité matérielle  
<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-026-fra.htm>
- Algorithmes cryptographiques pour l'information NON CLASSIFIÉ, PROTÉGÉ A et PROTÉGÉ B (ITSP.40.111)  
<https://cyber.gc.ca/fr/orientation/algorithmes-cryptographiques-pour-linformation-non-classifie-protege-et-protege-b>
- Nettoyage des supports de TI  
<https://www.cyber.gc.ca/fr/orientation/nettoyage-des-supports-de-ti-itsp40006>
- G1-001 – Guide d'équipement de sécurité  
[http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home\\_f.htm](http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home_f.htm)
- Pratiques exemplaires de création de phrases de passe et de mots de passe (ITSAP.30.032)  
<https://cyber.gc.ca/fr/orientation/pratiques-exemplaires-de-creation-de-phrases-de-passe-et-de-mots-de-passeitsap30032>
- Exigences de sécurité des contrats du gouvernement du Canada  
<https://www.tpsgc-pwgsc.gc.ca/esc-src/index-fra.html>



## ANNEX E - EVALUATION CRITERIA

### 1.0 Technical Evaluation:

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

- Mandatory Technical Criteria
- Rated Technical Criteria

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

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

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

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

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

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

### 1.6 Response Format

I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Offerors are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.



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

**MANDATORY TECHNICAL CRITERIA**

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

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/ Not Met	Comments
M1	<p>Skills in communicating effectively, both orally and in writing.</p> <p>Bidders must provide a detailed description containing one (1) or more specific examples of how they meet the required skill in communicating effectively orally. The example(s) must include time, place, and in which context the skill was used effectively. Example(s) must have occurred within the past five (5) years. Skill in communicating effective in writing will be evaluated throughout this submission.</p>			
M2	<p>The ability to demonstrate cultural competence and respect for diversity.</p> <p>Bidders must provide a detailed description containing two (2) or more specific examples of how they meet the required ability. The examples must include time, place, and in which context the ability was put in practice. Examples must have occurred within the past five (5) years.</p>			
M3	<p>Computer skills, particularly related to word processing.</p> <p>Bidders must provide a detailed description containing two (2) or more specific examples of how they meet the</p>			



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/ Not Met	Comments
	required skills. The examples must include time, place, and in which context the skills were used effectively. Examples must have occurred within the past five (5) years.			
M4	Valid driver's license  Bidders must provide a copy of their valid driver's license.			
M5	The ability to provide services in the offender's official language of choice (French and English)  Bidders must provide a detailed description containing one (1) or more specific example(s) of how they meet the ability to provide services in English and one (1) or more specific example(s) of how they meet the ability to provide services in French. The examples must include time, place, and in which context the ability was put in practice. Examples must have occurred within the past five (5) years.			
M6	The ability to provide services in the Greater Saint John Area with a departing business office location within 40 km of Saint John.  Bidders must describe how they are able to provide services in this area (i.e. available transportation, able to travel)			
M7	Resumes of the proposed personnel must be included in the bid.			



**POINT RATED TECHNICAL CRITERIA**

#	Point Rated Technical Criteria	Bidder Response Description (include location in bid)	Score	Comments
R1	<p>Educational degree</p> <p>Bidders must provide a copy of the certificate of completion (degree, diploma, etc.).</p> <ul style="list-style-type: none"> <li>• 1 point for recognized Community College or Technical School diploma in any subject.</li> <li>• 2 points for recognized Community College or Technical School diploma in a field related to corrections, social service, or psychology.</li> <li>• 3 points for recognized Community College or Technical School diploma in any subject obtained within the past 10 years.</li> <li>• 4 points for recognized Community College or Technical School diploma in a field related to corrections, social service, or psychology obtained within the past 10 years.</li> <li>• 5 points for recognized University degree in any subject.</li> <li>• 6 points for recognized University degree in a field related to corrections, social service, or psychology.</li> <li>• 7 points for recognized University degree in any subject obtained within the past 10 years.</li> <li>• 8 points for recognized University degree in a field related to corrections, social service, or psychology obtained within the past 10 years.</li> </ul>			
R2	<p>The ability and experience to understand the dynamics of offender behaviour and to assess offender needs and risks.</p> <p>Bidders must provide a detailed description containing two (2) or more specific examples of how they meet the above required ability and experience. The examples must include time, duration, place, and in which context the ability was put in practice. Examples must have occurred within the past five (5) years.</p> <p><b>2 points for every 6 months of experience</b> (Maximum 20 points)</p>			



#	Point Rated Technical Criteria	Bidder Response Description (include location in bid)	Score	Comments
R3	<p>The ability and experience to counsel offenders, form effective relationships and gain trust.</p> <p>Bidders must provide a detailed description containing two (2) or more specific examples of how they meet the above required ability and experience. The examples must include time, duration, place, and in which context the ability was put in practice. Examples must have occurred within the past five (5) years.</p> <p><b>2 points for every 6 months of experience</b> (Maximum 20 points)</p>			
R4	<p>The ability and experience to understand the use of authority in supervision and to intervene effectively in crisis situations.</p> <p>Bidders must provide a detailed description containing two (2) or more specific examples of how they meet the above required ability and experience. The examples must include time, duration, place, and in which context the ability was put in practice. Examples must have occurred within the past five (5) years.</p> <p><b>2 points for every 6 months of experience</b> (Maximum 20 points)</p>			



#	Point Rated Technical Criteria	Bidder Response Description (include location in bid)	Score	Comments
R5	<p>The ability and experience to assist offenders in identifying and solving the practical problems involved in their successful reintegration into the community.</p> <p>Bidders must provide a detailed description containing two (2) or more specific examples of how they meet the above required ability and experience. The examples must include time, duration, place, and in which context the ability was put in practice. Examples must have occurred within the past five (5) years.</p> <p><b>2 points for every 6 months of experience</b> (Maximum 20 points)</p>			
R6	<p>The ability and experience to assist offenders in identifying and obtaining the community services required for their successful reintegration.</p> <p>Bidders must provide a detailed description containing two (2) or more specific examples of how they meet the above required ability and experience. The examples must include time, duration, place, and in which context the ability was put in practice. Examples must have occurred within the past five (5) years.</p> <p><b>2 points for every 6 months of experience</b> (Maximum 20 points)</p>			
		<b>Total Points</b>		
	Minimum score required: 60	Maximum number of points: 108		





## **ANNEX E – Contract Security Program**

The Application for Registration (AFR) form (PSPC 471) is provided as a separate attachment.