



RETURN BIDS TO :
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Bid Receiving - Réception des soumissions:

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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada – Proposition à: Service Correctionnel du Canada

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

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

Comments — Commentaires :

"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT" « LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »

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

Telephone # — N° de Téléphone : _____

Fax # — No de télécopieur : _____

Email / Courriel : _____

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

Title — Sujet: Educational and Library Services, Springhill Institution	
Solicitation No. — N° de l'invitation 21208-24-4441678	Date: September 7, 2023
Client Reference No. — N°. de Référence du Client 21208-24-4441678	
GETS Reference No. — N°. de Référence de SEAG n/a	
Solicitation Closes — L'invitation prend fin at / à : 2:00 PM ADT on / le : October 23, 2023	
F.O.B. — F.A.B. Plant – Usine: _____ Destination: _____ Other- Autre: _____	
Address Enquiries to — Soumettre toutes questions à: Jolaine Amos, Regional Contracting Officer	
Telephone No. – N° de téléphone: 506-269-3787	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Springhill Institution	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
Name / Nom	Title / Titre
Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Revision of Departmental Name
4. Debriefings
5. Procurement Ombudsman

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries, Bid Solicitation
5. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions
2. Section I: Technical Bid
3. Section II: Financial Bid
4. Section III: Certifications

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Certifications Precedent to Contract Award and Additional Information

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications and Additional Information
9. Applicable Laws
10. Priority of Documents
11. Insurance - Specific Requirements
12. Liability
13. Ownership Control
14. Closure of Government Facilities
15. Tuberculosis Testing
16. Compliance with CSC Policies
17. Health and Labour Conditions
18. Identification Protocol Responsibilities
19. Dispute Resolution Services
20. Contract Administration



21. Privacy
22. Proactive Disclosure of Contracts with Former Public Servants
23. Information Guide for Contractors

List of Annexes:

- Annex A – Statement of Work
- Annex B – Proposed Basis of Payment
- Annex C – Security Requirements Check List
- Annex D – Evaluation Criteria
- Annex E – Contract Security Program



PART 1 - GENERAL INFORMATION

1. Security Requirements

1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;

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

- (b) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder's security capabilities must be met as indicated in Part 6 – Resulting Contract Clauses.

1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) (CSP) of Public Works and Government Services Canada website.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service 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.

4. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

5. Procurement Ombudsman

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



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bidders must submit their bid only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the bid solicitation.

Section 06 Late bids of 2003 Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late bids:

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

Section 07 Delayed bids of 2003 Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 07 in its entirety.

Insert: 07 Delayed bids:

Canada will not accept any delayed bids.

Section 08 Transmission by facsimile or by E-Post Connect of 2003, Standard Instructions - 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 solicitation, Bidders must submit their bid to the CSC bid submission email address indicated on page 1 of the bid solicitation document. This email address is the only acceptable email address for Bidders to submit their bid in response to this bid solicitation.
- b. Bidders may transmit their bid at any time prior to the solicitation closing date and time.



- c. Bidders should include the bid solicitation 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 bid by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete bid;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the bid;
 - v. Failure of the Bidder to properly identify the bid;
 - vi. Illegibility of the bid;
 - vii. Security of bid data;
 - viii. Failure of the Bidder to send the bid to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Bidder's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Bidder's email by email from the email address provided for the submission of bids. This acknowledgement will confirm only the receipt of the Bidder's email and will not confirm if all of the Bidder's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Bidders requesting confirmation of attachments.
- f. Bidders must ensure they are using the correct email address for bid submission and should not rely on the accuracy of copying and pasting the email address from the solicitation document cover page.
- g. A bid transmitted by a Bidder to the CSC submission email address constitutes the Bidder's formal bid, and must be submitted in accordance with section 05 of 2003, Standard Instructions – Goods or Services – Competitive Requirements.
- h. Bidders 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 2003, Standard Instructions - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that bidders submit their response to the requirements of this solicitation in typewritten format.

Bidders must ensure that any handwritten information included in their bid is clearly legible in order to allow CSC to complete the bid 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 bids comply with all of the requirements of the bid solicitation including, if applicable, any and all evaluation criteria.

3. Former Public Servants

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid 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 Bidder a FPS in receipt of a pension? **Yes () No ()**
If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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 Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder 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 – Bid Solicitation

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

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

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separate sections as follows:

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

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

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

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

Bidders should submit their technical bid and financial bid in two (2) separate documents.

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

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

2. Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the work.

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex B - Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation

4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.1.2 Point Rated Technical Criteria

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

1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

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

2. Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 60% percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 115 points."
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated **price per point** will be recommended for award of a contract.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidders' certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 bid non-responsive.

1.1 Integrity Provisions – Declaration of Convicted Offenses

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

1.2 Integrity Provisions – Required documentation



- (a) **List of names:** all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:
 - i. Bidders that are corporate entities, including those bidding 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. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
 - iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

OR

- The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

1.3 Security Requirements – required documentation

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

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

1.4 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's website](#).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.



1.5 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

1.6 Language Requirements - Various - **English** Essential and **Bilingual** as specified in both Annex A – Statement of Work and Annex D – Mandatory Criteria

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be compliant to the language requirements in ANNEX A (English essential and bilingual) accordingly. The English essential individuals proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors. The bilingual individual proposed must be able to communicate orally and in writing in both official languages without any assistance and with minimal errors.

1.7 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

1.8 Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Security Requirement

1.1 The following security requirements (SRCL and related clauses provided by PWGSC CSP) apply to and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21208-24-4441678

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), 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 remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. 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. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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 Contract is issued by Correctional Service 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

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



3.2 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.

3.3 Replacement of Specific Individuals

- 3.3.1 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.
- 3.3.2 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.
- 3.3.3 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.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of **January 1, 2024 to December 31, 2024**.

4.2 Option to Extend the Contract

- 4.2.1 The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two** additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- 4.2.2 Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

4.2.3 Option to Extend – Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of **60 days** under the same conditions to ensure the required transition. The Contractor agrees that, during



the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least **30 calendar days** before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jolaine Amos
Title: Regional Contracting Officer
Correctional Service Canada
Branch/Directorate: ATL RHQ, Finance – Contracting and Material Services
Telephone: 506-269-3787
E-mail address: jolaine.amos@csc-scc.gc.ca

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 requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name: (XXX)
Title: (XXX)
Correctional Service Canada
Branch/Directorate: (XXX)
Telephone: (XXX)
Facsimile: (XXX)
E-mail address: (XXX)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project 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.

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name:
Title:
Company:
Address:
Telephone:
Facsimile:
E-mail address:



6. Payment

6.1 Basis of Payment

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____. Customs duties are excluded and Applicable Taxes are extra.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. 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.

6.3 Monthly Payment

SACC Manual Clause H1008C (2008-05-12) – Monthly Payment

6.4 SACC Manual Clauses

SACC Manual clause <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2> A9117C (2007-11-30), T1204 - Direct Request by

Customer Department

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

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

6.5 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: \$ 2,500.00

6.6 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).

7. 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 time sheets to support the time claimed, as indicated in Annex A – Statement of Work;
 - c. 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. The original and one (1) copy must be forwarded to the following address for certification and payment.

Correctional Service Canada
Attn: Chief of Education
1045 Main St, 2nd floor
Moncton, NB E1C 1H1

8. Certifications and Additional Information

8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

10. 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 Articles of Agreement;
- (b) the Supplemental General Conditions: 4013 (2022-06-20) – Compliance with On-Site Measures, Standing Orders, Policies, and Rules;



- (c) the General Conditions: 2010B (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (h) the Contractor's bid dated _____ (to be inserted at contract award)

11. 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.

11.1 Commercial General Liability Insurance

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



- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

12. 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.

13. 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:

- 13.1 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).
- 13.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 13.3 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 will have the right to treat this Contract as being in default and terminate the contract accordingly.
- 13.4 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.

14. Closure of Government Facilities

- 14.1 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.
- 14.2 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.

15. Tuberculosis Testing

- 15.1 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.
- 15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies



- 16.1 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.
- 16.2 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.
- 16.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

- 17.1 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.
- 17.2 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.
- 17.3 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.
- 17.4 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."

18. 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:

- 18.1 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;
- 18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 18.3 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
- 18.4 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.

19. 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](#).

20. 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](#).

21. Privacy

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

21.2 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.

22. 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.

23. Information Guide for Contractors

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



ANNEX A – Statement of Work

1.0 CORRECTIONAL SERVICE CANADA

The Correctional Service Canada (CSC) – Education Programs and Services for Inmates has a requirement to:

- a. Facilitate inmates' reintegration by increasing educational skill levels through the provision of accredited programs.
- b. Provide appropriate library services similar to those in the community, while taking into consideration the requirements of the correctional environment.
- c. Ensure education programs and library services respect gender, ethnic, cultural and linguistic differences, and are responsive to the special needs of women inmates, Indigenous inmates, inmates requiring mental health care and other groups.

2.0 BACKGROUND

Correctional Service Canada (CSC) is the federal government agency responsible for administering sentences of a term of two years or more, as imposed by the courts. As of June 2023, Springhill Institution was housing 415 inmates (342 + 73 at Regional Reception Centre).

Springhill Institution is located on the southwestern edge of Springhill, Nova Scotia, approximately 95 kilometers from Moncton, New Brunswick. Springhill Institution opened on October 1967 as a medium-security institution, becoming a central part of the community following the terrible coalmine disaster of 1958. Springhill Institution is a standalone medium facility based on a structured campus design model consisting of direct observation cell ranges and small group feeding/responsibility units.

Springhill Institution operates the Regional Reception Centre (RRC) for Atlantic Canada. The Institution receives all inmates entering the federal system directly from the courts (i.e. via Warrants of Committal), as well as any temporary detention cases supervised in the area regardless of security level. Temporary inmates rated as minimum or maximum security through the reception process are housed temporarily, and then transferred to the appropriate institution. The RRC, through Springhill Institution, makes a significant contribution to the region and toward the goal of inmate reintegration by ensuring programming needs and inmate risks are promptly identified and intervention strategies, to reduce risk, are facilitated.

3.0 OBJECTIVE

As per the Commissioner's Directive 720 (Education Programs and Services for Offenders), when an inmate's grade level is below grade 12 or its provincial equivalent, education will be identified as a need in their Correctional Plan. Therefore, the specific objective related to this contract is to provide educational and library services to the inmates at **Springhill Institution and at the Regional Reception Centre.**

4.0 TASKS/PERFORMANCE STANDARDS

4.1 The Contractor must ensure that the teachers/instructors and the library technician understand and adhere to the following CSC policies, guidelines and procedures:

- a. CD 001 - Mission, Values and Ethics Framework of the Correctional Service of Canada : <https://www.csc-scc.gc.ca/acts-and-regulations/001-cd-en.shtml>
- b. CSC Policy (Commissioner Directives and Standard Operating Practices) and Legislation: <https://www.csc-scc.gc.ca/acts-and-regulations/005006-0001-en.shtml>

- i. CD 350: Contracting and Material Management



- ii. CD 568-1: Recording and Reporting of Security Incidents
 - iii. CD 701: Information Sharing
 - iv. CD 720: Education Programs and Services for Offenders
 - v. CD 720-1: Guidelines for Education Programs
 - vi. CD 730: Offender Program Assignments and Inmate Payments
 - vii. CD 764: Access to Expressive Material
- c. *The Corrections and Conditional Release Act (CCRA)*
<https://laws-lois.justice.gc.ca/eng/acts/c-44.6/>
- d. Security briefing/training relevant to their duties including security procedures such as escorting inmates, preparing observation reports, tool control, the Offender Management System (OMS), etc. Library technicians, teachers and instructors attending training requested by CSC, will be considered fulfilling their contracted duties.
- e. Wear a Portable Personal Alarm (PPA) at all times during working hours.

4.2 The Contractor must deliver the following educational services:

- a. Adult Basic Education program (ABE), **as defined in article 4.3**;
- b. Adapted ABE programs, **as defined in article 4.3**;
- c. Educational programs leading to the Adult High School Diploma;
- d. Other education programs, pilot programs, digital education and any other curriculum requested by the Project Authority;
- e. Coordination of post-secondary pre-requisite courses, correspondence courses and other programs including, but not limited to, "Walls to Bridges";
- f. Provide appropriate provincially recognized certificates, following course and level completions.

4.3 **ABE and Adapted ABE programs** consist of grade 1 to grade 12 and its curriculum is regulated by provincial ministries of education. Within ABE, there are four program levels, each of which corresponds to an inmate's functioning grade level. While there are some provincial differences, program levels are generally grouped as follows:

- a. ABE Level I (grades 1-5 inclusively)
- b. ABE Level II (grades 6-8 inclusively)
- c. ABE Level III (grades 9-10)
- d. ABE IV (grades 11-12 inclusively)
- e. General Educational Development (GED)

4.4 Student-teacher ratios

- a. Students will be assigned to part-time or full-time education programs. A ratio of 1:12 to 1:15 in classrooms and a caseload of 20 to 25 students per teacher/instructor must be managed and maintained at all times, unless otherwise directed by the Project Authority.

4.5 The Contractor must meet the following operational requirements:

- a. Provide services between 0800 and 1600 hours with a one-hour lunch period. On occasion, services could be rendered outside of core business hours. Breaks will be determined based on institutional routine. Student contact hours in the program shall be established by CSC;
- b. Prepare and write reports during regular working day. Teachers/Instructors must use the following periods to complete their administrative tasks: 0800 to 0900, 1115 to 1200, 1300 to 1330 and 1515 to 1600 (approximate preparation time per day: 150 minutes). Times may vary according to the institution's operational schedule. The Project Authority may approve other preparation periods upon request;



- c. Participate to in-person and virtual training sessions requested and approved by the Project Authority;
- d. Provide a maximum of **222 days of educational services** and **178 days of library services**, unless otherwise requested by the Contracting Authority;
- e. Offer year-round educational programs, continuous student entry/exit and multi level programs within the classrooms;
- f. Inform contract teachers/instructors and the library technician that **services will not be required** on the following days:
 - i. Canada Day
 - ii. Civic Holiday in August
 - iii. Labour Day
 - iv. National Day of Truth and Reconciliation
 - v. Thanksgiving Day
 - vi. Remembrance Day
 - vii. All calendar days from December 25 to January 2, inclusively
 - viii. Good Friday
 - ix. Easter Monday
 - x. Victoria Day

4.6 Contractor and contractor personnel

Contract personnel are paid by the Contractor based on services rendered on site. When the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract, payment to the Contractor will be made.

4.7 Closure of government facilities

Should the 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, CSC will not be liable for payment to the Contractor for the period of closure* (i.e. lockdowns, weather related, and emergency operations).

*Upon the Project Authority's discretion, the contracted staff may be required to provide related services on site, during closures, such as curriculum development, course preparation, trainings, and library organization during closures.

4.8 The Contractor must provide the following resources:

1) *Four (4) teachers/instructors:

- i. Must deliver teaching services - 35 hours per week at 7 hours per day - Monday to Friday

***One (1) of the four (4) teachers/instructors must be bilingual and qualified to teach all levels in both official languages. The remaining three (3) resources must be able to deliver services in English.**

2) One (1) Library Technician:

- i. Must deliver library services - 30 hours per week – flexible hours between Monday and Saturday
- ii. Must be able to deliver library services in English

4.9 The Contractor must provide qualified replacement contract personnel within a reasonable delay as directed by the Project Authority in the event of a prolonged absence of a contract employee, to ensure the continuity of services to offenders. The Contractor must submit, the documents proving the replacement's qualifications, as specified in Annex D, to the Project Authority for review and approval.



5.0 ESSENTIAL CRITERIA

5.1 Lead Teacher

One (1) certified teacher must be designated as Lead teacher to:

- a. Ensure bilingual educational services at the school, in the Structured Intervention Unit (SIU) and the Regional Reception Centre (RRC) ;
- b. Establish and coordinate schedules for the teachers/instructor and the library technician;
- c. Ensure teachers/instructor follow the prescribed provincial curriculum;
- d. Ensure teachers/instructor provide quality educational services to offenders;
- e. Teach and facilitate independent studies (cell studies);
- f. Maintain enrolments in education programs at full capacity;
- g. Review all incoming inmates' education information and provide parole officers with data necessary to make referrals to Education programs;
- h. Evaluate the inmates' educational needs, waitlists and suspensions;
- i. Administer and score the Canadian Adult Achievement Test and the "*Test de rendement pour francophones*" or other assessment tools approved by the Project Authority;
- j. Offer educational counseling to students;
- k. Adjust and combine classes to ensure continuity of educational services to inmates, in the event of teacher/instructor absences;
- l. Perform other related tasks to ensure proper operation of the school, and the library;
- m. Submit requests to the Project Authority for the purchase of pedagogical resources , office, school and library supplies;
- n. Participate in the Correctional Interventions Board (CIB) meetings and provide information/recommendations;
- o. Follow the CIB guidelines in terms of assigning inmates based on the student-to-teacher ratio to maximize education program capacity;
- p. Collaborate with the CIB to assign inmates to the educational tutor positions available in the classroom. The Contractor must work in collaboration with CSC to hire inmate classroom tutors. This shall include in classroom training and orientation of the tutor by the contract teacher/instructor.
- q. Collaborate with the Volunteer Coordinator to assign volunteer community tutors to the classrooms;
- r. Participate in meetings as requested by the Project Authority;
- s. Supervise contract teachers/instructors/library technician, monitor and coordinate visits relative to the education and library programs;
- t. Participate in the yearly development of the annual education program plan (AEPP);
- u. Assist the Project Authority with input, data analysis, and reporting, as it relates to the educational results, prior learning assessment and recognition (PLAR) credits, progress, forecasting, curriculum development, digital programs, pilot programs, and digital education;
- v. Ensure an efficient information-sharing process (i.e. e-mails pertaining to work safety, security reminders, and general information which is deemed necessary to inform personnel and to maintain a safe and secure environment).
- w. Organize and invigilate General Educational Development (GED) testing sessions and other assessments in both official languages, which may take place during the evening or during institutional operational hours.
- x. Ensure at all times, that resources, services, and communication are available in both official languages;
- y. Ensure that all communication/information sent to all institutional staff must be in both official languages and pre-approved by the Project Authority or the Program Manager.

5.2 Contract teachers/instructors must:

- a. Provide individualized teaching and education plans;
- b. Assess the academic needs and aptitudes of inmates;



- c. Ensure inventory control of CSC assets at all times;
- d. Provide a variety of teaching strategies (individualized learning, group learning, guests' presentations, etc.);
- e. Employ classroom management techniques and methods to ensure the protection and preservation of educational resources (i.e. books, supplies, equipment, etc.);
- f. Complete daily visual searches of the installations before and after each teaching sessions;
- g. Complete observation reports and immediately submit to CSC security personnel any information or observations that could jeopardize the safety or the security of others. This may include charging inmates for various infractions;
- h. Supervise and evaluate the inmate cleaner according to CD-730 "Offender Program Assignment and Inmate Payments";
- i. Collaborate with the Volunteer Coordinator to guide and monitor the community volunteer tutors in the classroom;
- j. Prepare and take steps to recognize significant cultural dates/months by providing presentations, collages, and other forms of visual reminders to staff and inmates throughout the school area;
- k. Cooperate and collaborate with CSC management, staff, and other contractors.

5.3 Library Technician must:

- a. Provide flexible library hours (evening and weekends) based on the operational needs of the institution, as and when required;
- b. Utilize the Dewey Decimal system and/or of other library computer-based programs;
- c. Collaborate with the Correctional Interventions Board (CIB) to assign inmates to the library assistant positions available in the institutional library. This shall include in-library training and orientation of the library assistant by the contract library technician.
- d. Supervise inmates assigned to work in the library and write reports on their performance;
- e. Coordinate trainings and/or inmate orientation as required;
- f. Collaborate with the Volunteer Coordinator to guide and monitor the community volunteer tutors in the library;
- g. Organize and implement special events/displays within the library setting such as, but not limited to: Black History Month, National Nutrition Month, Canadian Red Cross month, National Day for Truth and Reconciliation, etc. ;
- h. Recommend reading material for all cultural and visible minority groups such as, but not limited to: African Canadian, Indigenous, Francophone, etc.;
- i. Keep track of attendance and absences of inmates, and other data entry as required;
- j. Submit reports, upon request from Project Authority or delegate, based on visitation statistics and circulation data;
- k. Register and notify inmates of overdue library materials;
- l. Photocopy legal documentation when required and based on [CD: 764](#);
- m. Submit requests for purchasing of magazine, newspapers, or other reading material and inmate subscriptions for the Project Authority's approval;
- n. Recommend purchasing for books and other office material or equipment to the Project Authority;
- o. Supervise computer access to inmates in relation to questions on Acts and Regulations, CSC and government policies, and Institutional Standing Orders;
- p. Complete observation reports as required when observing questionable or inappropriate behaviour as well as following an incident;
- q. Employ library management techniques and methods to ensure a clean environment and to protect and preserve library resources, such as books, shelving units, computers, etc.;
- r. Recommend the disposal of surplus library material in accordance with CSC National Guide for Institutional Libraries;
- s. Organize materials and information to reflect professional library standards;
- t. Maximize access to the library to all inmates and provide updated satellite collections on units;



- u. Ensure all materials within the library collection contribute to CSC mandate, and are within policy and in good condition;
- v. Ensure compliance with the policy on donated books;
- w. Explain to the inmates the appropriate use of the digital data base;
- x. Keep an updated inventory of all materials and books in the library;
- y. Maintain basic collections and updated copies of the following legal, regulatory and official documents in both official languages:
 - i. Canadian Charter of Rights and Freedoms
 - ii. Corrections and Conditional Release Act and Regulations
 - iii. International Transfer of Offenders Act
 - iv. Criminal Code of Canada
 - v. Canadian Human Rights Act
 - vi. Access to Information Act and appropriate access request forms
 - vii. Privacy Act and appropriate access request forms
 - viii. Official Languages Act
 - ix. Immigration and Refugee Protection Act
 - x. Commissioner's Directives and associated Guidelines
 - xi. The Standing Orders for that institution, except those orders or parts thereof related to security matters
 - xii. Security Reclassification Scale/Security Reclassification Scale for Women Functional Specifications (scoring matrix)
 - xiii. Parole Board of Canada Policy Manual
 - xiv. Info Source
 - xv. Relevant publications produced by CSC regarding programs and services for inmates
 - xvi. Reports by the Office of the Correctional Investigator.

6.0 DELIVERABLES

6.1 The Contractor's teachers/instructors and the library technician must:

- a. Take attendance and keep records, in real time, of any changes in inmates present during an education session. At any given time, the Project Authority or delegate may request accurate attendance information;
- b. Establish program assignment objectives for every student enrolled based on their individual correctional plan and enter the objectives into the Offender Management System (OMS);
- c. Every 180 days, assess the performance of students assigned to Education programs and enter an interim report in OMS;
- d. Complete final reports and enter information in OMS when assignments end;
- e. Adhere to CSC's guidelines and policies when writing reports, including Indigenous Social History factors, when applicable;
- f. Upon request, provide a data report with information on education results;
- g. Complete and enter various reports in OMS;
- h. Complete education reports in OMS, respect the timeframes as per CD 730 "Offender Program Assignments and Payments" and notify the Chief of Education for quality reviewing purposes and locking;
- i. Maintain records of inmate educational progress. The records must be kept at the institution and available to the inmates, upon request;
- j. Follow CSC guidelines in terms of inmate pay, as indicated in CD 730;
- k. All work performed in this contract is subject to the inspection and authorization by the Project Authority.

7.0 INVOICING



7.1 Invoices are to be submitted to the Chief of Education by the 15th of the following month. The invoice must be accompanied with an accurate breakdown of each person's work hours and include days that the workers were not on site (vacation, sick, statutory holidays, etc.).

8.0 LOCATION OF WORK

8.1 Education and library services will be delivered at **Springhill Institution**, unless otherwise directed by Project Authority, located at:

Springhill Institution
330 Gee Street
Springhill, NS
B0M 1X0

9.0 TRAVEL

9.1 Contract teachers/instructors and the library technician may be required to travel to attend trainings or other contract related duties.

10.0 LANGUAGE OF WORK

10.1 The Contractor must provide services in both official languages.



ANNEX B – Proposed Basis of Payment

1.0 Contract Period

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 the all inclusive firm per diem rate(s) below in the performance of this Contract, Applicable Taxes extra.

The financial proposal shall be a firm all-inclusive per hour rate.

Teaching resources: 35 hours per week at 7 hours per day from Monday to Friday.
Library technician: 30 hours per week – variable schedule and hours.

Initial Period – From January 1, 2024, to December 31, 2024

Resource Description	Bidder's Firm All-Inclusive Per Hour Rate (A)	Hours (B) (up to a maximum)	Total (A x B)
4 Teaching resources		6216 hrs	
Library technician		1332 hrs	
Travel and living expenses (Teachers and lib. tech.)			\$2,500.00
Total cost for initial year			

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. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, 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 year 1 – From January 1, 2025 to December 31, 2025

Resource Description	Bidder's Firm All-Inclusive Per Hour Rate (A)	Hours (B) (up to a maximum)	Total (A x B)
4 Teaching resources		6216 hrs	
Library technician		1332 hrs	
Travel and living expenses (Teachers and lib. tech.)			\$2,500.00
Total cost for option year 1			



Option year 2 – From January 1, 2026, to December 31, 2026

Resource Description	Bidder's Firm All-Inclusive Per Hour Rate (A)	Hours (B) (up to a maximum)	Total (A x B)
4 Teaching resources		6216 hrs	
Library technician		1332 hrs	
Travel and living expenses (Teachers and lib. tech.)			\$2,500.00
Total cost for option year 2			

3.0 Applicable Taxes

- 3.1 All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- 3.2 The estimated Applicable Taxes of are included in the total estimated cost shown on page 1 of this Contract. 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 Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.

4.0 Electronic Payment of Invoices – Bid

Canada requests that Bidders complete option 1 or 2 below:

- 4.1 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).

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

The Bidder 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-ATL5545



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21208-24-4441678
Security Classification / Classification de sécurité Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Correctional Service Canada		2. Branch or Directorate / Direction générale ou Direction Assessment & Interventions	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Provide education services to inmates at Springhill Institution.			
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 DS
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>	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:	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 A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



DSD-ATL5545



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21208-24-4441678
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 COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

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

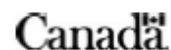
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

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 Unclassified
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DSD-ATL5545



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 21208-24-4441678
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 CONFIDENTIEL	NATO SECRET	COSMIC / TOP SECRET / COSMIC / TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
NA																
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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



DSD-ATL5545



Contract Number / Numéro du contrat 21208-24-4441678
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Maurice Daigle	Title - Titre Chief of Education	Signature 	Digitally signed by Maurice Daigle Date: 2023.07.18 08:16:59 -0700 Adobe Acrobat Reader version: 2023.001.20143
Telephone No. - N° de téléphone 506-850-5093	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel maurice.daigle@csc-scc.gc.ca	Date July 18, 2023
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 	Digitally signed by StDenis, Dominic DN: cn=StDenis, o=CSC, ou=CSC, ou=CSC-800 C=Canada, email=StDenis@... Reason: I am the author of this document Date: 2023.08.02 09:27:09-0400 Root PKCS #8009 Version: 1.1.2
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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Jolaine Amos	Title - Titre Regional Contract Officer	Signature 	Digitally signed by Amos, Jolaine Date: 2023.08.01 14:51:33 -0300
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 2023-08-01
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	Signature 	Digitally signed by GaudreauRitlop, Patrick Date: 2023.08.17 15:34:10 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

ANNEX D - Evaluation Criteria

1.0 Technical Evaluation:

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

- Mandatory Technical Criteria
- Rated Technical Criteria

It is **imperative** that the proposal **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 proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Bidders 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 bid 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



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	<p>The Bidder must provide one Lead Teacher who:</p> <ul style="list-style-type: none"> • Holds a Bachelor’s degree of education • Has an English essential or bilingual linguistic profile • Holds a valid teacher certification issued by the Office of the Teacher Certification with the Nova Scotia Department of Education and Early Childhood Development <p>To demonstrate that the Lead Teacher possesses the above qualifications, the Bidder must provide a copy of their:</p> <ul style="list-style-type: none"> • Resume • Diplomas • Valid NS teacher’s certificate 		
M2	<p>The bidder must provide a total of 4 teaching resources.</p> <p>Among the 4 resources, a minimum of 3 resources must be certified teachers and hold:</p> <ul style="list-style-type: none"> • A Bachelor’s degree of education • A valid NS teacher’s certificate issued by the Teacher Certification Office <p>To demonstrate the above qualifications, the Bidder must provide, for each resource, a copy of their:</p> <ul style="list-style-type: none"> • Resume • Diplomas • Valid NS teacher’s certificate <p>If needed, the Bidder may assign 1 of the 4 resources as an instructor (non-certified teacher) defined as a person who holds:</p> <ul style="list-style-type: none"> • a bachelor’s degree in a relevant field <p>AND</p> <ul style="list-style-type: none"> • A Certificate in Adult Education • OR a Certificate in Andragogy 		



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
	<ul style="list-style-type: none"> • OR a Master of education from a recognized post-secondary institution. <p>To demonstrate the above qualifications, the Bidder must provide for each resource, a copy of their:</p> <ul style="list-style-type: none"> • Resume • Diplomas and certifications 		
M3	<p>Among the resources listed in M2, the Bidder must demonstrate that a minimum of 1 resource has a bilingual linguistic profile.</p> <p>To demonstrate the above qualifications, the Bidder must clearly identify:</p> <ul style="list-style-type: none"> • The linguistic profile (English or bilingual) for all proposed resources 		
M4	<p>The Bidder must provide one Library Technician that must:</p> <p>Holds a diploma from a recognized post-secondary institution with a specialization in the field of library science, library technology, sociology, education, criminology, criminal justice or in any other field relevant to the work to be performed;</p> <p>OR</p> <p>Have an acceptable combination of education, training and/or experience in a field relevant to the position.</p> <p>The resource must have the ability to provide library services equivalent to those services available in a public library.</p> <p>To demonstrate the above qualifications, the Bidder must provide a copy of their:</p> <ul style="list-style-type: none"> • Resume • Diplomas • Linguistic profile with clear indication 		



*A teacher is defined as a person holding a Bachelor of Education AND a valid NS Teacher’s Certificate issued by the Office of Teacher Certification, with the Nova Scotia Department of Education and Early Childhood Development.

**An instructor (non-certified teacher) is defined as a person holding a bachelor’s degree in a relevant field AND a Certificate in Adult Education or Certificate in Andragogy or a Master of Education from a recognized post-secondary institution.

POINT RATED TECHNICAL CRITERIA

#	Point Rated Technical Criteria	Max Score	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
R1	<p>TEACHER #1 - Lead Teacher</p> <p><input type="checkbox"/> Bilingual <input type="checkbox"/> English essential</p> <p>a) *NS Teaching Certificate (10 points)</p> <p>b) Years of experience as a teacher. (1 point per year/maximum 5 points).</p> <p>c) Years of experience teaching in a correctional facility. (2 points per year/ maximum 10 points).</p> <p>d) Years of experience teaching adults or high school students. (1 point per year/maximum 5 points).</p>	30	
R2	<p><input type="checkbox"/> TEACHER #2 <input type="checkbox"/> INSTRUCTOR #2</p> <p><input type="checkbox"/> Bilingual <input type="checkbox"/> English essential</p> <p>a) *NS Teaching Certificate (10 points)</p> <p>b) Years of experience as a teacher. (1 point per year/maximum 5 points)</p> <p>c) Years of experience teaching in a correctional facility. (2 points per year/maximum 10 points)</p> <p>d) Years of experience teaching adults or high school students. (1 point per year/maximum 5 points)</p>	30	
R3	<p><input type="checkbox"/> TEACHER#3 <input type="checkbox"/> INSTRUCTOR #3</p> <p><input type="checkbox"/> Bilingual <input type="checkbox"/> English essential</p> <p>a) *NS Teaching Certificate (10 points)</p> <p>b) Years of experience as a teacher. (1 point per year/maximum 5 points)</p> <p>c) Years of experience teaching adults or high school students.</p>	20	



	(1 point per year/maximum 5 points)		
R4	<input type="checkbox"/> TEACHER#4 <input type="checkbox"/> INSTRUCTOR #4 <input type="checkbox"/> Bilingual <input type="checkbox"/> English essential a) *NS Teaching Certificate or Adult Teaching Certificate (10 points) b) Years of experience as a teacher. (1 point per year/maximum 5 points) c) Years of experience teaching adults or high school students. (1 point per year/maximum 5 points)	20	
R5	Library Technician <input type="checkbox"/> Bilingual <input type="checkbox"/> English essential a) Years of experience working in a library environment. (2 point per year/maximum 10 points) b) Years of experience working in a library in a correctional facility. (1 point per year/maximum 5 points)	15	
	Total number of points	/115	
	Minimum Score Required: 69/115	60%	

**The valid NS Teacher's Certificates are issued by the Office of Teacher Certification, with the Nova Scotia Department of Education and Early Childhood Development.*



ANNEX E – Contract Security Program

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