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Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

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

Issuing Office - Bureau de distribution  
Training and Specialized Services Division/Division de la  
formation et des services spécialisés  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> INSTITUTIONAL CHAPLAINCY SERVICES	
<b>Solicitation No. - N° de l'invitation</b> 21120-154722/A	<b>Date</b> 2015-04-21
<b>Client Reference No. - N° de référence du client</b> 21120-15-2104722	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZH-127-28856
<b>File No. - N° de dossier</b> 127zh.21120-154722	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-05-12</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Génier, Nicole	<b>Buyer Id - Id de l'acheteur</b> 127zh
<b>Telephone No. - N° de téléphone</b> (819) 956-1144 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> (type or print) <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur ( taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

21120-154722/A

Amd. No. - N° de la modif.

File No. - N° du dossier

127zh21120-154722

Buyer ID - Id de l'acheteur

127zh

Client Ref. No. - N° de réf. du client

21120-15-2104722

CCC No./N° CCC - FMS No/ N° VME

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## Request for Information (RFI) Chaplaincy Services

### 1. Purpose and Nature of the Request for Information (RFI)

Public Works and Government Services Canada (PWGSC) is requesting Industry feedback regarding Chaplaincy Services on behalf of Correctional Services Canada (CSC). The following documents are included in this RFI:

- Annex A - Draft Statement of Work (SOW);
- Annex B - Draft Evaluation Criteria; and
- Annex C - List of Questions.

The objectives of this RFI are to:

- Help develop the resulting Request for Standing Offer; and
- Provide information to the industry about the requirement.

This RFI is neither a call for tender nor a Bid Solicitation. No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is not to be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada), Canada may use the information to assist in drafting performance specifications (which are subject to change) and for budgetary purposes.

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access of Information and Privacy Act) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).

Respondents are asked to identify if their response, or any part of their response, is subject to the Controlled Goods Regulations.

Participation in this RFI is encouraged, but is not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

Respondents will not be reimbursed for any cost incurred by participating in this RFI.

The RFI closing date published herein is not the deadline for comments or input. Comments and input will be accepted any time up to the time when/if a follow-on solicitation is published.





## 2. Background Information:

Correctional Services Canada (CSC) has a requirement to obtain Integrated Institutional Chaplaincy Services for religious and spiritual services to federal offenders of all faiths in CSC institutions across Canada.

CSC is a federal government agency responsible for administering sentences of a term of two years or more, as imposed by the courts. CSC is responsible for managing institutions across Canada of various security levels and supervising offenders under conditional release in the community.

CSC contributes to public safety through the custody and reintegration of offenders. This includes both the custodial and community supervision of offenders, including those with Long Term Supervision (LTSOs) for periods of up to 10 years. CSC is currently responsible for approximately 15,000 inmates and 8,000 offenders actively supervised in the community.

CSC has a presence from coast to coast, in large urban centres with increasingly diverse populations, to more remote Inuit communities across the North. CSC manages institutions, treatment centres, four Aboriginal healing lodges, community correctional centres and parole offices. In addition, CSC has 5 regional headquarters that provide management and administrative support and serve as the delivery arm of CSC's programs and services.

CSC provides support and services to all federal offenders of all religious backgrounds, as required under the Canadian Charter of Rights and Freedoms, and section 75 of the Corrections and Conditional Release Act, which states:

*An inmate is entitled to reasonable opportunities to freely and openly participate in, and express, religion or spirituality, subject to such reasonable limits as are prescribed for protecting the security of the penitentiary or the safety of persons.*

## 3. Security Requirement:

There will be a Security Requirement required under the resulting Standing Offer.

The Offeror must, at all times during the performance of the Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

The Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

Prior to working on a federal government contract with security requirements, your organization must be registered in the Industrial Security Program (ISP). To register in the ISP, a Government of Canada (GC) Approved Source must sponsor your private sector organization. For more information please consult the website at <http://uat-iss-ssi.pwgsc-tpsgc.gc.ca/ssi-iss-services/eso-oss-eng.html#HowtoRegister>.

## 4. Legislation, Trade Agreements, and Government Policies:





The following is indicative of some of the legislation, trade agreements and government policies that could impact any follow-on solicitation(s):

- a) Agreement on Internal Trade (AIT)
- b) Industrial and Regional Benefits (IRBs)
- c) Federal Contractors Program for Employment Equity (FCP-EE)

#### **5. Schedule:**

In providing responses, the following schedule should be utilized as a baseline:

- RFI posting – April 2015
- One on One sessions and/or Working Group sessions – May 2015 (if required)
- Request for Standing Offer posting – July 2015
- Standing Offer issuance – October 2015

#### **6. Important Notes to Respondents:**

Interested Respondents may submit their responses to the PWGSC Standing Offer Authority, identified below, preferably via email:

Name: Nicole Génier  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Professional Services Procurement Directorate  
Address: 11 Laurier, Place du Portage III, 10C1  
Telephone: 819-956-1144  
Facsimile: 819-956-1432  
E-mail: [Nicole.genier@tpsgc-pwgsc.gc.ca](mailto:Nicole.genier@tpsgc-pwgsc.gc.ca)

Respondents are requested to submit their feedback in either official language of Canada. Suppliers should submit only pertinent information in response to this request. The inclusion of general marketing or technical manuals is discouraged, unless they provide specific information that has been requested in this document.

A point of contact for the Respondent should be included in the package.

Changes to this RFI may occur and will be advertised on the Government Electronic Tendering System. Canada asks Respondents to visit [Buyandsell.gc.ca](http://Buyandsell.gc.ca) regularly to check for changes, if any.

#### **7. Closing date for the RFI:**

Responses to this RFI are to be submitted to the PWGSC Standing Offer Authority identified above, on or before May 12, 2015.





## ANNEX A

### DRAFT STATEMENT OF WORK

The Correctional Service of Canada (CSC) has a requirement for Integrated Chaplaincy Services at CSC institutions across Canada.

#### 1. Objective:

Provide religious and spiritual services to federal offenders of all faiths residing in CSC's institutions.

#### 2. Background:

- 2.1 CSC is a federal government agency responsible for administering sentences of a term of two years or more, as imposed by the courts. CSC is responsible for managing institutions across Canada of various security levels and supervising offenders under conditional release in the community.
- 2.2 CSC contributes to public safety through the custody and reintegration of offenders. This includes both the custodial and community supervision of offenders, including those with Long Term Supervision (LTSOs) for periods of up to 10 years. CSC is currently responsible for approximately 15,000 inmates and 8,000 offenders actively supervised in the community.
- 2.3 CSC has a presence from coast to coast, in large urban centres with increasingly diverse populations, to more remote Inuit communities across the North. CSC manages institutions, treatment centres, four Aboriginal healing lodges, community correctional centres and parole offices. In addition, CSC has five regional headquarters that provide management and administrative support and serve as the delivery arm of CSC's programs and services.
- 2.4 CSC provides support and services to all federal offenders of all religious backgrounds, as required under the Canadian Charter of Rights and Freedoms, and section 75 of the Corrections and Conditional Release Act, which states:

*An inmate is entitled to reasonable opportunities to freely and openly participate in, and express, religion or spirituality, subject to such reasonable limits as are prescribed for protecting the security of the penitentiary or the safety of persons.*

#### 3. Scope and Requirement:

The Offeror must provide Qualified Professional Official Representatives (QPOR) of Canada's religious and spiritual communities as resources to supply institutional chaplaincy services in order to meet the following requirements:

- a) In response to a call-up issued by CSC, provide a minimum of 1 QPOR resource for a minimum of 125 and a maximum of 185 hours per month, as the site-based chaplain for each of the institutions identified in Appendix 1, except for the following Institutions, Centres and Aboriginal





Healing Lodges: Regional Mental Health Centre (QUE), Regional Treatment Centre (ONT), Grierson Institution, Pê Sâkâstêw Centre, Willow Cree Healing Centre, Okimaw Ohci Healing Lodge, and the Kwikwêxwelhp Healing Village, representing approximately 35 resources. Each site-based chaplain must ensure the provision of religious and spiritual services (with the sole exception of Aboriginal Spirituality) for all inmates at the site. The religious and spiritual services include the facilitation of all religious and spiritual rites, rituals, worship and other observances; spiritual care; religious and spiritual education activities; community involvement; activities that constitute visible presence; and, integration of Chaplaincy services in the institution, as stipulated in this Statement of Work. The site-based chaplain may provide input on any requirement for specific religious and spiritual service.

As and when required the Offeror must provide a backup site-based chaplain for each of the institutions identified in Appendix 1, with the exception of those noted above. The back-up chaplain may be used when there is an identified requirement for the replacement of the primary resource, whether to backfill vacation or other extended absences of greater than five (5) business days, and as approved by the Project Authority.

- b) Provide QPOR resources for specific religious and spiritual services to inmates on an as-and-when-requested basis as directed and required by the Project Authority through the issuance of a call-up, based on a demographically responsive, tradition-specific model of spiritual and religious service provision, representing approximately 120 resources. These services include the provision of rites, rituals and observances; spiritual care; religious and spiritual education activities; community involvement; and, input concerning integration of these services in the institution.
- c) Provide regional representatives who are responsible for the management of the services.

#### 4. Tasks:

The Offeror's resources must perform the following tasks:

##### 4.1 Visible Presence

Provide an active pastoral presence in and outside of the institution that must include:

- a) being present and seen throughout the institution, representing the spiritual dimension of life, while utilizing holistic restorative processes;
- b) being available during any disruption of institutional operations;
- c) presenting the Chaplaincy services to offenders in reception;
- d) providing spiritual care both on an individual and group basis;
- e) providing spiritually based encounters presenting a theological, restorative interpretation of life





in areas such as forgiveness, guilt, anger, hostility, pain, hurt, power, grace, self-worth, acceptance, death, trust, health, grief, and other significant components of human existence and experience;

- f) referring to and consulting with appropriate staff and groups when required;
- g) expressing the prophetic dimension of Chaplaincy services;
- h) dealing with issues of faith, including personal and spiritual relationships;
- i) providing support to families of offenders;
- j) providing crisis intervention in experiences such as grief, illness, despair, death, anger, depression, parole denial, and suicide attempts;
- k) promoting restorative principles and practices through fully participating in life within the correctional institution; and
- l) preparing and implementing an annual chaplaincy service delivery plan to express pastoral priorities, strategies and schedules.

#### **4.2 Religious Services, Rites and Rituals**

Originate, direct, facilitate, and coordinate religious services, rites and rituals as appropriate to offenders, which must include:

- a) religious services relevant to the correctional milieu, including services specifically designed to speak to significant events within the institution;
- b) in consultation with the official representatives of the faith community, religious services for regular worship, holy days, and significant days and seasons throughout the year;
- c) coordinating contact and visits with faith practitioners for offenders of other traditions;
- d) responding to unique crises and special situations such as Deaths in custody, Critical incidents, fall-outs from riots and disturbances etc; and
- e) creating and maintaining an atmosphere within the Institution's sacred space that enables all faith communities to respectfully use the sacred space.

#### **4.3 Religious/Spiritual Education**

Facilitate, coordinate, and deliver religious and spiritual activities that must include:

- a) designing, developing, conducting, evaluating and modifying programs and activities in







Religious/Spiritual Education;

- b) conducting and facilitating prayer, study and personal growth groups;
- c) facilitating procedures necessary to the function of chaplaincy within the institution; and
- d) independently acquiring and distributing religious/spiritual literature, supplies and materials.

#### 4.4 Community Involvement

Interacting and dialoguing with members of the community, including multiple faith communities, concerning their role in chaplaincy and restorative processes. This includes the recruitment and training of volunteers for correctional chaplaincy work through:

- a) accepting invitations to address religious/spiritual gatherings, and acting as a resource person to community meetings;
- b) meeting with local religious and spiritual leaders;
- c) recruiting, selecting, and training suitable volunteers to be involved in Chaplaincy activities;
- d) involvement in Restorative Justice Week activities and the promotion of restorative justice principles and practices; and
- e) developing partnerships with the Faith Community Reintegration Projects for the benefit of the offenders' reintegration.

#### 4.5 Integration of Chaplaincy

Integrate Chaplaincy Services into the total life of the institution by regular involvement with all staff and attendance at meetings in line with the Offeror's resource's role as one acceptable to both offenders and staff through:

- a) participating on an ad hoc basis in the case management process, particularly in relation to offenders with whom there is significant involvement;
- b) integrating a system of values which reflect restorative justice principles and practices through full participation in institutional life;
- c) acting as a resource person to institutional boards and meetings, to provide a focus on the spiritual dimension of life, while supporting a holistic restorative approach to working with, and the safe reintegration of, offenders;
- d) involvement in crisis and emergency situations, especially where a particular understanding or relationship has been developed with offenders involved in the crisis, and offering spiritual care





and restorative processes to offenders, and their families as needed; and

- e) meeting with institutional management to discuss and plan how the work of Chaplaincy integrates with institutional strategies and plans; and
- f) escorting inmates on temporary absences for religious and/or rehabilitative purposes.

#### **5.0 Management Requirements:**

The Offeror must perform the following tasks:

- a) ensuring that its resources' timesheets are properly completed and submitted to the CSC Regional Chaplain on a weekly basis;
- b) ensuring that its resources are security cleared to perform work in CSC institutions;
- c) ensuring continuity of service through the provision of additional qualified resources for backfill needs (vacation, illness, etc.);
- d) ensuring any and all proposed resources, including replacements, meet the resource qualifications; and
- e) provide regional representatives to manage the services.

#### **6. Scheduled Meetings:**

As and when required, the Offeror must meet with the working committee consisting of members of the Chaplaincy Management Team and the Interfaith Committee on Chaplaincy to apprise the members of the contract to date. The meetings occur approximately 4 times per year at a location specified by CSC. These meetings may also take place via video/teleconferencing.

#### **7. Deliverables:**

- 7.1 For each call-up, all resources must submit weekly timesheets to the CSC Regional Chaplain detailing the hours worked.
- 7.2 The Offeror must provide a report monthly and as otherwise requested by the Project Authority with respect to the provision of Chaplaincy services across the country, including site-specific, regional and national data. The Data must include the list of all call-ups, cumulative hours worked per call-up, cumulative dollar value expended on the call-up, burn rate, and % of completion.
- 7.3 The Offeror must provide an Annual Summary Report on the overall work performed by the Offeror each year. This report should summarize any issues, anomalies, discrepancies and analysis of usage with recommendations for the following year.





## 8. Language Requirements:

The Offeror's resources must be able to provide bilingual services (in English and French) to offenders in Quebec and New Brunswick. Each resulting call-up will identify the specific language requirements of the resource.

## 9. Location of Work

The Offeror's resources must provide chaplaincy services at the institutions listed in Appendix 1 on an "as and when required" basis.

## 10. CSC Responsibilities and Support:

10.1 CSC will provide sacred space for the purposes of worship within each institution.

10.2 CSC will provide workspace and a standard CSC desktop computer for the Offeror's site-based chaplains.

10.3 CSC will provide access to all parts of the institution in which the Offeror's site-based chaplains must exercise ministry.

## 11. Resource qualifications

It is the Offeror's responsibility to ensure that all proposed resources meet the following minimum qualifications:

- a) The resource must have a minimum of 3 years of demonstrated experience in religious/spiritual service as an Official Representative of his/her Faith or Spiritual Community.
- b) The Offeror must provide a letter from the faith or spiritual community which demonstrates that each proposed QPOR:
  - i. meets the educational, ministry and personal requirements to perform religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community;
  - ii. has been compensated for performing religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community (this includes: salary, hourly wage, honorarium or stipend);
  - iii. is currently mandated and approved by his/her faith or spiritual community to serve as a chaplain for Correctional Service Canada; and
  - iv. has the organization's official support to serve as a chaplain in a correctional milieu.

The Offeror should use the suggested letter template attached. The letter must be in English or French, signed and dated on the Organization's letterhead. The letter must be dated within six (6) months of the call-up date.





## Appendix 1

### List of Regions and Institutions

#### Atlantic Region

Atlantic Regional Headquarters  
1045 Main Street  
2nd Floor  
Moncton, New Brunswick  
E1C 1H1

**Atlantic Institution**  
13175 Route 8  
PO Box 102  
Renous, New Brunswick  
E9E 2E1

**Dorchester Penitentiary**  
4902 Main Street  
Dorchester, New Brunswick  
E4K 2Y9

**Springhill Institution**  
330 McGee Street  
PO Box 2140  
Springhill, Nova Scotia  
B0M 1X0

#### **Nova Institution for Women**

180 James Street  
Truro, Nova Scotia  
B2N 6R8

#### Quebec Region

Quebec Regional Headquarters  
3 Place Laval  
Suite 200  
Laval, Quebec  
H7N 1A2

**Donnacona Institution**  
1537 Highway 138  
Donnacona, Quebec  
G3M 1C9

**Port-Cartier Institution**  
Chemin de l'Aéroport  
PO Box 7070  
Port-Cartier, Quebec  
G5B 2W2

**Regional Reception Centre**  
246 Montée Gagnon  
Sainte-Anne-des-Plaines,  
Quebec  
J0N 1H0





**Cowansville Institution**

400 Fordyce Avenue  
Cowansville, Quebec  
J2K 3G6

**Archambault Institution**

242 Montée Gagnon  
Sainte-Anne-des-Plaines,  
Quebec  
J0N 1H0

**Joliette Institution**

400 Marsolais Street  
Joliette, Quebec  
J6E 8V4

**La Macaza Institution**

321 Chemin de l'Aéroport  
La Macaza, Quebec  
J0T 1R0

**Drummond Institution**

2025 Jean-de-Brébeuf Blvd.  
Drummondville, Quebec  
J2B 7Z6

**Federal Training Centre**

6099 Lévesque Boulevard  
east  
Laval, Quebec  
H7C 1P1

**Regional Mental Health  
Centre**

242 Montée Gagnon  
Sainte-Anne-des-Plaines,  
Quebec  
J0N 1H0

**Ontario Region**

Ontario Regional Headquarters  
443 Union Street  
PO Box 1174  
Kingston, Ontario  
K7L 4Y8

**Beaver Creek Institution**

PO Box 1240  
Gravenhurst, Ontario  
P1P 1W9

**Grand Valley Institution  
for Women**

1575 Homer Watson Blvd.  
Kitchener, Ontario  
N2P 2C5

**Millhaven Institution**

Highway 33  
PO Box 280  
Bath, Ontario  
K0H 1G0

**Collins Bay Institution**

1455 Bath Road  
PO Box 190  
Kingston, Ontario  
K7L 4V9

**Joyceville Institution**

Highway 15  
PO Box 880  
Kingston, Ontario  
K7L 4X9

**Warkworth Institution**

County Road #29  
PO Box 760  
Campbellford, Ontario  
K0L 1L0





**Bath Institution**

5775 Bath Rd.  
PO Box 1500  
Bath, Ontario  
K0H 1G0

**Prairies Region**

Prairies Regional Headquarters  
443 Union Street  
PO Box 1174  
Kingston, Ontario  
K7L 4Y8

**Edmonton Institution**

21611 Meridian Street  
PO Box 2290  
Edmonton, Alberta  
T5J 3H7

**Saskatchewan Penitentiary**

15th Street West  
PO Box 160  
Prince Albert,  
Saskatchewan  
S6V 5R6

**Stony Mountain Institution**

Highway #7  
PO Box 4500  
Winnipeg, Manitoba  
R3C 3W8

**Drumheller Institution**

Highway #9  
PO Box 3000  
Drumheller, Alberta  
T0J 0Y0

**Bowden Institution**

Highway #2  
PO Box 6000  
Innisfail, Alberta  
T4G 1V1

**Grande Cache Institution**

Hoppe Avenue  
Bag 4000  
Grande Cache, Alberta  
T0E 0Y0

**Grierson Centre**

9530 – 101 st Avenue  
(Basement)  
Edmonton, Alberta  
T5H 0B3

**Edmonton Institution for Women**

11151-178th Street  
Edmonton, Alberta  
T5S 2H9

**Okimaw Ohci Healing Lodge**

PO Box 1929  
Maple Creek,  
Saskatchewan  
S0N 1N0





**Pê Sâkâstêw Centre**

Highway #2A  
P.O. Box 1500  
Hobbema, Alberta  
T0C 1N0

**Regional Psychiatric Centre**

2520 Central Avenue North  
PO Box 9243  
Saskatoon, Saskatchewan  
S7K 3X5

**Willow Cree Healing Centre**

PO Box 520  
Duck Lake, Saskatchewan  
S0K 1J0

**Pacific Region**

Pacific Regional Headquarters  
P.O. Box 4500  
100-33991 Gladys Avenue  
Abbotsford, BC  
V2S 2E8

**Pacific Institution/Regional Treatment Centre**

33344 King Road  
PO Box 3000  
Abbotsford, British Columbia  
V2S 4P4

**Kent Institution**

4732 Cemetery Road  
PO Box 1500  
Agassiz, British Columbia  
V0M 1A0

**Matsqui Institution**

33344 King Road  
PO Box 2500  
Abbotsford, British Columbia  
V2S 4P3

**Mountain Institution**

4732 Cemetery Road  
PO Box 1600  
Agassiz, British Columbia  
V0M 1A0

**Mission Institution**

8751 Stave Lake Street  
PO Box 60  
Mission, British Columbia  
V2V 4L8

**William Head Institution**

6000 William Head Road  
Victoria, British Columbia  
V9C 0B5

**Kwkwèxwelhp Healing Village**

Harrison Mills, British Columbia  
V0M 1L0

**Fraser Valley Institution for Women**

33344 King Road  
Abbotsford, British Columbia  
V2S 6J5



## Appendix 2

### Partial list of religious organizations

ANGLICAN / ANGLICAN  
 ASTRUAR PAGAN / PAÏEN ASATRU  
 BAHÀ'I / BAHÀ'IE  
 BAPTIST / BAPTISTE  
 BUDDHIST / BOUDHISTE  
 GREEK CATHOLIC / CATHOLIQUE GRECQUE  
 ROMAN CATHOLIC / CATHOLIQUE ROMAN  
 UKRAINIAN CATHOLIC / CATHOLIQUE UKAINIEN  
 CHRISTIAN SCIENCE / SCIENCE CHRÉTIENNE  
 CHRISTIAN MISSIONARY ALLIANCE / ALLIANCE CHRÉTIENNE ET MISSIONAIRE  
 CHRISTIAN REFORM / CHRÉTIEN RÉFORMÉ  
 DRUIDRY PAGAN / PAÏEN DRUIDE  
 GREEK ORTHODOX / GRECQUE ORTHODOXE  
 HINDU / HINDOU  
 JEHOVAH'S WITNESSES / TÉMOINS DE JÉHOVAH  
 JUDAISM / JUDAÏSME  
 KRISHNA / KRISHNA  
 LUTHERAN / LUTHÉRIEN  
 MAHAYANA BUDDHIST / BOUDHISTE MAHAYANA  
 MENNONITE / MÉNONITE  
 METHODIST / CHRÉTIEN MÉTHODISTE  
 MORAVIAN / MORAVIEN  
 MORMON / MORMON  
 MUSLIM / ISLAMIQUE  
 CHURCH OF THE NAZARENE / ÉGLISE NAZARÉEN  
 PAGAN / PAÏEN  
 PENTECOSTAL / PENTECÔTISTE  
 PHILADELPHIA CHURCH OF GOD / ÉGLISE DU DIEU DE LA PHILADELPHIE  
 PRESBYTERIAN / PRESBYTÉRIEN  
 RASTAFARIAN / RASTAFARIEN  
 RUSSIAN ORTHODOX / RUSSE ORTHODOXE  
 SALVATION ARMY / ARMÉE DU SALUT  
 SCIENTOLOGY / SCIENTOLOGIE  
 SEVENTH DAY ADVENTIST / ADVENTISTE DU SEPTIÈME JOUR  
 SIKH / SIKH  
 SUFIISM / SOUFISME  
 TAOISM / TAOISME  
 UKRAINIAN ORTHODOX / UKRAINIEN ORTHODOXE





UNITARIAN / UNITARIEN  
UNITED CHURCH OF CANADA / ÉGLISE UNIE DU CANADA  
WESLEYAN CHRIST / CHRÉTIEN WESLEY  
WICCA / WICCA  
WORLDWIDE CHURCH OF GOD / ÉGLISE UNIVERSELLE DE DIEU  
ZOROASTRIAN / ZOROASTRIEN



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

Canada

**ANNEX B**

**DRAFT EVALUATION CRITERIA**

#	Mandatory Technical Criteria
<b>MT1</b>	<p>The Offeror must propose 10 chaplains to provide chaplaincy services that meet all the mandatory criteria.</p> <p>As a minimum, the proposed resources must include one chaplain representative for each of the following religious affiliations:</p> <ul style="list-style-type: none"> <li>a) Buddhist;</li> <li>b) Roman Catholic;</li> <li>c) Hindu;</li> <li>d) Jewish;</li> <li>e) Muslim;</li> <li>f) Protestant; and</li> <li>g) Sikh.</li> </ul> <p>As a minimum the proposed resources must include one chaplain representative for each of the 5 Regions listed in Appendix 1 of Annex A – Statement of Work. The additional 3 resources may fall under any religious organizations listed in Appendix 2 of the Statement of Work.</p> <p>The Offeror must provide a resume, indicate the religious affiliation and Region for each proposed resources.</p> <p>The proposed resources in MT1 will also be rated under RT4</p>

<b>MT2</b>	<p>Each of the proposed resources in MT1 must have a minimum of three (3) years of demonstrated experience in religious/spiritual service as an Official Representative of his/her Faith or Spiritual Community.</p> <p>As a minimum, the Offeror must provide:</p> <ol style="list-style-type: none"> <li>1) Client name, organization name and location;</li> <li>2) Start and end dates of the engagement; and</li> <li>3) Brief summary of the work performed by the proposed resource during the engagement for which the stated experience was obtained.</li> </ol> <p>The Offeror must provide a letter from the faith or spiritual community which demonstrates that each of the proposed resources:</p> <ol style="list-style-type: none"> <li>1) meets the educational, ministry and personal requirements to perform religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community;</li> <li>2) have been compensated for performing religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community (this includes: salary, hourly wage, honorarium or stipend);</li> <li>3) Is currently mandated and approved by his/her faith or spiritual community; and</li> <li>4) The resource has the organization's official support, to serve as a chaplain in a correctional milieu.</li> </ol> <p>The Offeror should use the suggested letter template attached. The letter must be in English or French, signed and dated on the Organization's letterhead. The letter must be dated within six months of the Offer Closing date.</p> <p>Canada reserves the right to validate the information provided with the appropriate faith or spiritual community.</p>
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#	Point Rated Technical Criteria	Max Score
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RT1	<p>The Offeror should have regional representative(s) for each of the Regions listed in Appendix 1 to Annex A – Statement of Work.</p> <ol style="list-style-type: none"> <li>1) Atlantic Region;</li> <li>2) Quebec Region;</li> <li>3) Ontario Region;</li> <li>4) Pacific Region; and</li> <li>5) Prairies Region,</li> </ol> <p>The Offeror should provide the name and address of the representative for each Region.</p> <p>The regional representative cannot be named in more than one region.</p> <p>Five (5) points will be awarded per regional representative up to a maximum of 25 points.</p>	25 pts
RT2	<p>The Offeror should demonstrate that they have experience in providing multi-faith services (at least 2 or more faiths) in Canada.</p> <p>As a minimum, the Offeror should provide:</p> <ol style="list-style-type: none"> <li>1) Client name, organization name and location;</li> <li>2) Start and end dates of the engagement; and</li> <li>3) Brief summary of the work performed by the Offeror during the engagement for which the stated experience was obtained.</li> </ol> <p>Five (5) points will be awarded per year of experience to a maximum of 15 points.</p>	15 pts



<p>RT3</p>	<p>The Offeror should propose additional resources beyond those required under MT1. The additional resources should fall under any religious organizations listed in Appendix 2 of the Statement of Work.</p> <p>Two (2) points will be awarded per resource to a maximum of 20 points.</p> <p>In order to be awarded points, each of the proposed resources must have a minimum of three (3) years of demonstrated experience in religious/spiritual service as an Official Representative of his/her Faith or Spiritual Community.</p> <p>As a minimum, the Offeror must provide:</p> <ol style="list-style-type: none"> <li>1) Client name, organization name and location;</li> <li>2) Start and end dates of the engagement; and</li> <li>3) Brief summary of the work performed by the proposed resource during the engagement for which the stated experience was obtained.</li> </ol> <p>The Offeror must provide a letter from the faith or spiritual community which demonstrates that each of the proposed resources:</p> <ol style="list-style-type: none"> <li>1) meets the educational, ministry and personal requirements to perform religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community;</li> <li>2) have been compensated for performing religious/spiritual rites, rituals, worship and other observances on behalf of the faith or spiritual community (this includes: salary, hourly wage, honorarium or stipend);</li> <li>3) Is currently mandated and approved by his/her faith or spiritual community; and</li> <li>4) The resource has the organization's official support, to serve as a chaplain in a correctional milieu.</li> <li>5)</li> </ol> <p>The Offeror should use the suggested letter template attached. The letter must be in English or French, signed and dated on the Organization's letterhead. The letter must be dated within six months of the Bid Closing date.</p> <p><i>Canada reserves the right to validate the information provided with the appropriate faith or spiritual community.</i></p>	<p>20 pts</p>
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RT4	<p>The proposed resources in MT1 should have demonstrated experience in providing services in the correctional milieu (i.e., Federal, Provincial or State prison, jail, detention or correctional institution).</p> <p>As a minimum, the Offeror should provide:</p> <ol style="list-style-type: none"> <li>1) Client name, organization name and location;</li> <li>2) Start and end dates of the engagement; and</li> <li>3) Brief summary of the work performed by the proposed resource during the engagement for which the stated experience was obtained.</li> </ol> <p>Two (2) points will be awarded per resource to a maximum of 20 points.</p>	20pts
	Total # of points	80
	Minimum Score Required: 56 points	/80

## ANNEX C

### LIST OF QUESTIONS

In order to assist PWGSC in the development of this Method of Supply, it is requested that Suppliers provide a response to each of the following questions:

1. Are you able to provide the services across Canada? If not, why?
2. Do you have the necessary security clearance required, as detailed in Article 3 of the RFI?
3. Canada is considering issuing call-ups in early 2016 for work to commence April 1<sup>st</sup> 2016. Would your company be able to provide multifaith chaplaincy services in institutions across the country by that time?
4. Canada will require over 150 resources to be on site in various institutions across Canada for April 1<sup>st</sup> 2016. How does your company plan to ensure the availability of qualified resources from numerous faith traditions in order to respond to this requirement?
5. Canada may require supporting financial information to validate the proposed rates such as Audited Financial Statements, detailed price breakdown including; total sales, costs of sales, calculation of direct labour rates, detailed schedule of current overhead expenses, etc. How does your company plan to ensure Canada will receive fair value?
6. Canada may require the addition of new resources in a short time frame for site specific religious requirements. Based on your experience:
  - a) Is a 14 day turnaround time reasonable and how would this vary by religion? Would a shorter time frame be feasible? If so, how long?
  - b) Is geographic location a factor in meeting timeframes?
7. Based on your experience, please provide details of locations were you foresee as being difficult to fill, and how you would propose to ensure service provision. Please refer to Annex A for a list of all institutions.
8. Canada is considering adding video conferencing services for the provision of religious services where resources are not available. What, if any, comments or concerns do you have concerning this?
9. This requirement includes the management of a large number of resources which includes finance and administrative functions, at regional and national levels. How do you plan to ensure effective management functions for this contract?
10. Does your company have the administrative capacity to manage complex HR, finance and general administration functions at regional and national levels?