

ANNEX A DRAFT STATEMENT OF WORK

TITLE

Military Police Complaint Commission Supply Arrangement for Investigation Services

BACKGROUND

Military Police Complaint Commission (MPCC)

The Military Police Complaints Commission (MPCC) was established by an Act of Parliament in December of 1999, as part of a significant effort to modernize and strengthen Canada's military justice system. This was executed by an amendment to the *National Defence Act* (NDA), Part IV of which sets out the full mandate of the MPCC and how complaints are to be handled. As stated in Issue Paper No. 8, which accompanied the Bill that created the MPCC, its role is “to provide for greater public accountability by the military police and the chain of command in relation to military police investigations.”

The MPCC is one of 14 distinct organizations in the [Defence Portfolio](#). While it reports to Parliament through the Minister of National Defence (MND), the MPCC is both administratively and legally independent from the Department of National Defence (DND) and the Canadian Armed Forces (CAF). The MPCC is not subject to direction from the MND in respect to its operational mandate.

The MPCC is an independent Federal government institution as defined under Schedule I.1 of the *Financial Administration Act* (FAA). As an independent oversight agency, the MPCC must operate at a distance and with a degree of autonomy from government, including from the DND and the CAF. All members of the MPCC are civilians and are independent of DND and the CAF in fulfilling their responsibilities and accountabilities in accordance with governing legislation, regulations and policies.

Mission

To promote and ensure the highest standards of conduct of Military Police (MP) in the performance of policing duties and functions, and to discourage interference in any military police investigation.

The MPCC fulfills its mandate and mission by exercising the following responsibilities:

- ✓ Monitoring investigations by the Canadian Forces Provost Marshal (CFPM) of MP conduct complaints;
- ✓ Reviewing the disposition of those complaints at the request of the complainant;
- ✓ Investigating complaints of interference; and
- ✓ Conducting public interest investigations and hearings.

Vision

To be an organization that exhibits fairness and impartiality, inspires trust and contributes to a climate of confidence in military policing.

Values

- ✓ Mutual respect (within the organization and externally)
- ✓ Integrity

- ✓ Fairness
- ✓ Dedication
- ✓ Open and Effective Communications
- ✓ Professionalism

Military Police

The Military Police (MP) provide a variety of operational, law enforcement, investigative and security services at bases and units across Canada and throughout the world, wherever the Canadian Armed Forces serve.

There are currently 1,785 MP members in the Canadian Armed Forces, 1,419 of whom are sworn peace officers. They exercise policing jurisdiction within the Forces, and over all persons on DND property. The remaining 366 MPs are members of the Reserve Force (who are usually not sworn peace officers).

MP form an integral part of the military justice system in much the same way civilian police act within the civil and criminal justice system. They routinely train and work with their civilian counterparts in the provision of police and security services to the CAF and the DND.

Members of the MP are appointed under regulations for the purposes of NDA section 156 and, as such, are awarded certain powers in order to fulfill their policing duties and functions.

The *Criminal Code of Canada* recognizes MP members as peace officers. They have the same powers of search, seizure and arrest as civilian police and they can lay charges in civilian criminal courts. MP members posted to the Canadian Forces National Investigation Service additionally can lay charges under the Code of Service Discipline of the NDA (an authority otherwise reserved to the military chain of command).

For additional information about the Military Police, please see the [Canadian Forces Provost Marshal Web site](#).

Legislative Authority

The legislative mandate of the MPCC is found in [Part IV of the NDA](#), "Complaints about or by Military Police."

The following regulations under the NDA are also relevant to the MPCC's activities: [Complaints about the Conduct of Members of the Military Police Regulations](#), and the [Military Police Professional Code of Conduct](#).

PROJECT OBJECTIVE AND REQUIREMENTS

The MPCC is seeking to establish a pool of qualified firms who can provide investigator resources to carry out investigative work related to complaints, on an as and when required basis, for two types of investigator categories. One category will focus on Investigators with an extensive policing background while the other will be focused on investigators with a legal background.

The investigation services may be for Phase I with an option for Phase II of the investigative process.

Phase I work:

- Review and analyse disclosure, including military police files, interview recordings, audio/video recordings, any MP Group Orders, policies or SOPs, and any additional reports or documents;
- Prepare summaries of documentary disclosure and audio/video recordings;
- Prepare analytical documents and recommendations in support of decisions regarding scope of investigation and identification of subjects, as required;
- Review draft rulings or decisions for factual accuracy, as required;
- Prepare preliminary witness lists and witness questions, as required;
- Participate in team meetings as required;
- Prepare Investigation Assessment/Plan;
- Complete any other work relating to the respective file, as required by Commission legal counsel or Commission General Counsel.

The Phase II work:

The contractor(s) will review all existing documentation and evidentiary material related to the investigation; assess the facts and issues; carry out the approved investigative steps required to complete the file including preparing interview plans; conducting interviews and preparing interview summaries. Preparation of the Investigation Report will also be required.

The contractor(s) must demonstrate their understanding of the MPCC’s Legislative framework.

Note: A bidder may opt to bid on one or both investigative categories. Each category shall be evaluated separately.

SCOPE OF WORK

The investigators will be required to review the MPCC Investigation Guidelines manual and agree to carry out their activities in compliance with the established practices before proceeding with the work required in this contract.

Note: The MPCC investigation guidelines have been abridged in this document and will be made available to the qualified contractors following Contract award and upon signing a non-disclosure agreement.

The scope of the work required will be to review all of the aspects of the file, including all disclosure and audio or video recordings, gain an understanding of the state of the file and go through any investigative steps required as established in the Investigation Guidelines, including but not limited to producing a preliminary Investigation Assessment/Plan for approval and a Final investigative report.

Investigation: An investigation is a systematic process of gathering evidence in order to

prove or disprove the validity of a set of allegations made arising out of a complaint. The investigator is required to obtain and evaluate information regarding the circumstances and facts surrounding an allegation or set of allegations in a fair and impartial manner.

The contractor will be expected to adhere to the Principles of Good Internal Investigations:

- Timeliness;
- Objectivity;
- Accordance with administrative fairness and Natural Justice;
- Good organizational skills;
- Discretion;
- Confidentiality maintained; and
- Sensitive information protected.

Public Interest Investigations and Hearings

At any time when it is in the public interest, the Chairperson may initiate an investigation into a complaint about military police conduct or interference in a police investigation. If warranted, the Chairperson may decide to hold a public hearing. In exercising this statutory discretion, the Chairperson considers a number of factors including, among others:

- ✓ Does the complaint involve allegations of especially serious misconduct?
- ✓ Do the issues have the potential to affect confidence in military police or the complaints process?
- ✓ Does the complaint involve or raise questions about the integrity of senior military or Department of National Defence officials, including senior military police?
- ✓ Are the issues involved likely to have a significant impact on military practices and procedures?
- ✓ Has the case attracted substantial public concern?

Investigation arising out of a complaint

Anyone, including individuals not directly affected by the subject matter of the complaint, may make a conduct complaint regarding the military police in the performance of their policing duties or functions. The Canadian Forces Provost Marshal (CFPM) is responsible for dealing with complaints about military police conduct in the first instance. The MPCC has the statutory mandate to monitor the steps taken by the CFPM in response to complaints, and the authority to intervene if required. Conduct complaints may be investigated in the first instance at the discretion of the Chairperson under the provisions of Public Interest Investigations or Public Interest Hearings, or subsequent to a request for a review by the complainant of the results of a review or investigation carried out by Canadian Forces' Military Police Professional Standards (PS).

Investigation Reports (IR): The reports are a narrative prepared by the investigation team that provides all the information required by the Chair or delegated Member to make findings (and recommendations where considered appropriate).

The IR should be prepared using the template provided in the Guidelines.

The investigator must be prepared to participate in case discussions regarding the IR when required.

Post Investigation Activities (may comprise, but not limited to):

- Participation in any judicial proceedings that may occur; and in that event,
- Additional senior management briefing, if requested.

Interference Complaints

Members of the military police who conduct or supervise investigations may lodge a complaint about interference in their investigations.

Examples of interference may include:

- ✓ Abuse of authority;
- ✓ Intimidation;
- ✓ Direct intervention by a non-military police member;
- ✓ Encouraging individuals not to cooperate with an investigation;
- ✓ Threatening people who cooperate with a military police investigation; or
- ✓ Leaking information.

The Investigative Process for a complaint: Stages of the Investigation may comprise of the following;

- ✓ Phase I - Investigation Assessment/Plan and preliminary analysis of investigation (Receipt of investigation file, review and summarize file, prepare chronologies and preliminary analysis of allegations and subjects); and
- ✓ Phase II - Conducting the investigation (including preparing an Investigation Report of outlining all relevant evidence).

Stages of the investigation

The Contractor shall carry out a complete review of the entire file including all disclosure, in accordance with any of the requirements listed below.

Phase I – Investigation Assessment/Plan and preliminary analysis of investigation may comprise, but not limited to:

The Investigator must ensure that the allegation or set of allegations received are clear enough to prepare the Investigation Assessment/Plan (IP) using the MPCC templates found in the MPCC Investigation Guidelines Manual. While preparing the Assessment, the investigator must take into account the legislative authority.

The Investigation Assessment/Plan:

- Read all documentation and materials provided by the MPCC;
- Must be prepared as outlined in the Investigator Guidelines. The Plan will include the scope of the investigation and the key issues and area of investigation as well as chronologies of the file and the disclosure.

- Meet or discuss with the MPCC lawyer responsible for the file.
- The Investigative Assessment/Plan will include a preliminary list of the persons that may be interviewed in relation to the complaint and the data or documentary evidence needed. Authorizations that may be required from various sources to obtain evidence should be identified, as this evidence may be under the control of other organizations.
- The Plan, once approved, will also include an analysis of the resources needed to conduct the investigation, both human and financial. This analysis should take into account the skill sets needed, such as subject-matter experts in the field, linguistic and travel requirements, the MPCC resources to be consulted (e.g. legal, HR, finance if required) and the estimated costs associated with the investigation.

Phase II - Conducting the investigation (as informally and expeditiously as possible)
 The investigation is to be conducted within the parameters of the approved Plan. Investigators should keep assigned counsel informed of the progress of the investigation and discuss new issues identified or additional persons to be interviewed, as the addition or removal of any interviewees must be approved by the MPCC (Chairperson or delegated Member).

Where the investigation uncovers new issues not anticipated in the development of the Plan, an addendum to the Plan should be submitted.

Ideally, the investigation should be completed according to the timelines established in the Investigator Guidelines. If more time is needed and/or if more documents or policy/legal research are required, the investigator shall discuss with the assigned counsel.

On-site investigation: interviews should be taped with the informed consent of the interviewee. The consent should be on the tape along with the date, time, place and an accounting of all persons present in the room and their role in the investigation. Should the person being interviewed ask to record the interview, they have the right to do so with the investigator's consent.

Telephone interviews may be used in investigations and it is recommended that they be taped with the consent of the individual.

Investigation Reports (IR): The reports are a narrative prepared by the investigation team that provides all the information required by the Chair or delegated Member to make findings (and recommendations where considered appropriate).

The IR should be prepared using the template provided in the Guidelines.

The investigator must be prepared to participate in case discussions regarding the IR when required.

Post Investigation Activities (may comprise, but not limited to):

- Participation in any judicial proceedings that may occur as a result of these activities (judicial review; application to Tribunal); and in that event,
- Additional senior management briefing, if requested.

Investigator Category Profiles

MPCC Police Investigator Profile – Qualifications

Education

- A degree from a recognized university in a field related to the duties of the position OR an acceptable combination of education, training and/or experience.

Languages

- Must be fluent in French and/or English, preferably both. Language requirement will vary from complaint to complaint.
- Must be able to read, interview and prepare reports in French and/or English.
- Most of the work products will be required in the language of the complaint and as identified by the Project Authority.

Experience

- Retired police officer with a minimum of 20 years policing experience;
- Significant, in-depth experience leading and conducting police investigations in complex files;
- Experience in writing and preparing comprehensive and detailed investigative reports with recommendations for decision;
- Experience in writing other documents such as analytical reports, correspondence, and/or briefing notes on complex and sensitive issues for the purpose of providing advice and recommendations to senior managers;
- Experience in conducting face to face and telephone interviews;
- Experience in conducting investigations or prosecutions for a police oversight agency and / or professional standards or internal affairs unit of a police force is an asset.

Knowledge, abilities and skills

- Knowledge of the legislation and policies that govern the MPCC;
- Knowledge of the Military Police Complaints Commission and its mandate;
- Knowledge of Military Police structure, operations and procedures;
- Ability to manage investigations, including the interpretation of various statutes;
- Ability to plan, analyze complex issues, and make recommendations;
- Ability to work under pressure and conduct an investigation within relatively tight time frames;
- Ability to communicate effectively orally;
- Ability to communicate effectively in writing and to write meaningful, factual and comprehensive summary and final investigation reports based on a detailed assessment of the information gathered through interviews conducted and evidence examined;
- Ability and willingness to travel if required;
- Effective interpersonal skills;
- Good judgment;
- Dependability and integrity;

- Adaptability;
- Initiative;
- Flexible schedule (full time and or part-time as needed); and
- Strategic, self-starter, team player, objective and perceptive.

Legal Investigator Profile

Education

A degree from a recognized university in a field related to the duties of the position OR an acceptable combination of education, training and/or experience.

AND

A LLB, JD or Master's of Law degree from a recognized university.

Languages

- Must be fluent in either in French and English, preferably both. Language requirement will vary from complaint to complaint.
- Must be able to read, interview and prepare reports in French and/or English.
- Most of the work products will be required in the language of the complaint and as identified by the Project Authority.

Experience

- Significant, in-depth experience conducting either police investigations or investigations for a police oversight agency or working as counsel in criminal litigation in complex files;
- Experience in writing and preparing comprehensive and detailed investigative reports with recommendations for decision;
- Experience in writing other documents such as analytical reports, correspondence, and/or briefing notes on complex and sensitive issues for the purpose of providing advice and recommendations to senior managers;
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Knowledge, abilities and skills

- Knowledge of the legislation and policies that govern the MPCC;
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- Ability to work under pressure and conduct an investigation within relatively tight time frames;
- Ability to communicate effectively orally;
- Ability to communicate effectively in writing and to write meaningful, factual and comprehensive summary and final investigation reports based on a detailed assessment of the information gathered through interviews conducted and evidence examined;

- Ability and willingness to travel if required;
- Effective interpersonal skills;
- Good judgment ;
- Dependability and integrity;
- Adaptability;
- Initiative;
- Flexible schedule (full time and or part-time as needed); and
- Strategic, self-starter, team player, objective and perceptive.

PRIOR TO CONTRACT AWARD

Prior to contract award, the Project Authority (PA) will interview the potential Contractor. At this meeting the PA will determine the potential for the Contractor’s “right fit” in the Organization.

FOLLOWING CONTRACT AWARD

Following contract award the Project Authority will meet with the successful Contractor. This meeting will serve to introduce the selected contractor, verify that there are no conflicts of interest, and provide the Contractor with required resources (i.e. equipment, ID / security cards, reference materials).

COMMUNICATION

The contractor is responsible to communicate regularly with the MPCC. Communication is defined as all reasonable efforts to inform MPCC staff of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations.

Communication may include: phone calls, electronic mail, faxes, mailings, and meetings. In addition, the Investigator is to notify MPCC staff immediately of any issues, problems, or areas of concern in relation to any work completed under the Call-ups, as they arise.

i) Ad-hoc Investigation Activities

Ad-hoc investigation support services may be comprised of any of the services outlined in the Statement of Work described in this RFP.

DELIVERABLES

Phase I

- Document review and file analysis
- Preparation of summaries of evidence
- Preparation of chronologies
- Factual verification of any decisions or rulings
- Drafting of Investigation Assessment/Plan
- Once Investigative Assessment/Plan is approved, drafting of proposed budget for investigative services (to allow PA to assess financial commitment required)



Phase II

- Maintain evidence and protect confidentiality of records;
- Prepare detailed interview questions/plans for approval by assigned counsel;
- Conduct investigation work as outlined in the approved Investigative Assessment/Plan;
- Prepare detailed interview and witness summaries;
- Provide regular progress/status reports;
- Draft Investigation Report (as per template/format provided by MPCC);
- Return disclosure materials to MPCC.

Possible Post Investigation Activities

- Participation in any judicial or tribunal proceedings (if required);
- Additional senior management briefing, if requested.
- Ad hoc Investigation Support Services:
 - ✓ May contain but not be limited to any of the individual deliverable elements identified above.

Notes:

- ✓ All deliverables are to be legible, properly indexed, spell-checked and cross-referenced in the approved format;
- ✓ All documentation must be compatible with Microsoft Office products;
- ✓ Acceptance of the final deliverable(s) will be made by assigned counsel;
- ✓ Investigation work must be conducted in accordance with the legislative framework identified in the Statement of Work.

WORK DISTRIBUTION

The MPCC is responsible to invite Contractors from the established pool for the respective investigation(s). Contractor invitations to bid will be selected depending on the Contractor's experience in relation to the file and capacity to provide the service in the official language required, his/her availability, and the characteristics of each case including, but not limited to, the nature of the allegations; and current location of interested parties.

MANAGEMENT OF THE PROJECT

The Investigator will report as instructed by MPCC when a contract is awarded.

Assigned counsel will accept draft plans and reports related to the investigation in electronic copy.

All proposed amendments must include a detailed explanation as to why the amendment is required, as well as a detailed work plan and detailed revised budget (if affected). Any changes to the work plan will be subject to MPCC approval.

Additional review and enquiry may be approved as required for matters that come to the MPCC's attention during the course of the Initiation Phase; and

Any additional work will be considered as a separate tasking. Any changes in scope or level of effort have to be approved by the MPCC Project Authority or his/her designate in writing in advance.

Government provided support:

At the outset of the contract, the MPCC Project Authority will provide relevant background information, documents and access to data and some investigative equipment (laptops, secure briefcases, voice recorders). Every attempt will be made throughout the course of the contract to provide additional information requested by the Investigator, if deemed relevant to the project. In addition, the MPCC Project Authority will be available to respond to inquiries from the Investigator. The Investigator will be provided with access to the MPCC Project Authority and staff as required and to necessary documents. MPCC internal Resources and Subject Matter Experts will be available as required.

- ✓ The MPCC Project Authority will be responsible for providing, as required, guidance to the Investigator, and accepting and approving Investigator deliverables on behalf of MPCC.

Additionally, as required for the completion of the work, MPCC will:

- ✓ Review and provide comments on draft reports and all submitted deliverables in a timely manner;
- ✓ Provide contact information and facilitate access to persons as required, for the completion of the assigned work;
- ✓ Arrange for the Investigator to have access to MPCC premises to provide services when necessary; and
- ✓ Provide the Investigator with other as-required assistance to enable the Investigator to proceed on schedule with the completion of assigned deliverables.

WORK LOCATION

The Contractor may work on site or off site, as required. The Contractor will, regardless of work location, be expected to attend meetings (in person or by phone as required), consult and review documentation with the MPCC staff as required. The MPCC Project Authority will work with the Investigator to arrange suitable facilities when necessary.

Meetings with MPCC staff may be required on site at the MPCC office in Ottawa. Canada will not reimburse any travel-related expenses incurred to attend such meetings, or to perform any work in the respective geographical area of delivery, i.e. National Capital Region (NCR) of Canada files would not pay for travel within the NCR. All travel outside the investigator's normal place of business (if not the NCR) will be reimbursed in accordance with Treasury Board Policies and allowances.

Note: All travel expenses must be approved by the MPCC Project Authority in writing prior to them being incurred by the investigator. Failure to do so may result in the investigator not being reimbursed the expenses claimed.

All expenses must be supported by original receipts, where required under Treasury Board guidelines.

LANGUAGE OF WORK

The Contractors must have the ability to read, conduct interviews and write a report in either French or English or both as per the requirement of the respective file.

CONFLICT OF INTEREST

The Contractor must declare that they have no interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately in writing to the MPCC Project Authority. The Contractor engaged shall conduct themselves in such a manner that there is not and will not be any conflict arising from interest of other clients of the Contractor. This includes potential appearance of conflict of interest when no actual conflict of interest exists.

CONFIDENTIAL INFORMATION

Any information of a character confidential to the affairs of Her Majesty to which the successful Contractor becomes privy as a result of the work to be performed, shall be treated as confidential, during as well as after, the performance of the said services.

TIMING

The supply arrangement period is expected to be from contract award and be in effect until such time as the MPCC deems it to no longer meet with the on-going MPCC operational requirements. From time to time the MPCC may require qualified suppliers to update certain terms and conditions. A permanent posting will be available on buy and sell for suppliers to qualify for the supply arrangements and for administrative purposes may only be evaluated on a quarterly basis.

Note: A supply arrangement in itself has no financial value. Only a contract awarded subsequent to a request for a proposal would determine the amount of the respective contract.

SECURITY REQUIREMENTS

The successful bidder must meet the security requirements specified in the security guide below.

Security Guide

The successful bidder must apply the following policy when collating and/or gathering

information and writing reports on behalf of MPCC:

Policy on Government Security; and Directive on Management of Departmental Security:

Annex F: IT Security Requirements and Controls

The successful bidder must apply the following standards:

Management of Information Technology Security (MITS);

Physical Security

Security Controls

The successful bidder must:

Safeguard all electronic information on an MPCC issued laptop with PKI access on the server as per MPCC internal procedures for information up to and including Protected B. For any documents classified as Secret, access will only be provided on site at MPCC offices and shall not be stored on the MPCC server.

Store the laptop (Protected B) in a container appropriate for the information (i.e. a locked cabinet) as per MPCC security policy.

Audit

The successful bidder will agree to submit, upon request, to a security audit by officials and/or representatives of the MPCC.

The consequences of being found in violation of the policy, directive, security controls and standards will be based on section 7.1 of the *Directive on the Departmental Security Management*, which reads:

7.1 The deputy head is responsible for investigating and responding to issues of non-compliance with this directive. The deputy head is also responsible for ensuring appropriate remedial actions are taken to address these issues.

No contract will be awarded unless these requirements are met.

SOURCE REFERENCES

Department of National Defence and Canadian Forces

- [Complaints about or by Military Police \(Part IV of the National Defence Act\)](#)
- [Military Police and Canadian Forces Provost Marshal](#)
- [Military Police Professional Code of Conduct](#)
- [National Defence](#)

DRAFT ANNEX D TECHNICAL CRITERIA

1. Mandatory Technical Criteria

At RFSA closing, the Offeror must comply with the following Mandatory Requirements and provide the necessary documentation to support compliance. Bids which fail to meet the mandatory technical criteria will be declared non-responsive and will be given no further consideration. Each requirement should be addressed separately.

All Offerors are advised that only listing experience without providing any supporting data to describe when, where and how such experience was obtained will not be considered to be “demonstrated” for the purpose of the evaluation. All professional experience must be fully documented and substantiated in the proposal.

For evaluation purposes:

- Where means the name of the employer;
- When means the start date and end date (e.g. from January 2014 to March 2016) of the period during which the firm acquired the qualification/experience; and
- How means a clear description of the activities performed and the responsibilities assigned under the project and during this period.

Offerors are advised that the month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2011 to December 2011; Project 2 timeframe is October 2011 to January 2012; the total months of experience for these two project references is seven (7) months.

The following information must be provided for each references and projects:

- Department/Firm or Police Force name;
- Department/Firm or Police Force address;
- Contact name;
- Contact Telephone name;
- Contact email address;
- Date of the work/project undertaken; and
- Nature of the work/project.

Firm Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
M1 - ACCEPTANCE OF THE "SAMPLE CONTRACT" APPENDIX A		
M2 - Acceptance of "Statement of Consequences" - Any contact made during the RFSA process, with anyone other than the Contracting Officer identified in Part I, will be deemed "non-compliant".		
M3 – The Bidder and the proposed resource (s) must be free of any conflict of interest. (to be determined before contract award)		
M4 - Certification - Bidders must complete, sign and return the certification forms as indicated in Appendix B of this RFI.		

Police Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M1- Security Clearance – Resources The Bidder’s resource(s) must possess a valid security level clearance of “Secret” or be willing to apply for Secret clearance. Proof of clearance must be supplied by providing the security level, file number and expiration date. Please note that security clearances must be confirmed by Privy Council Office as per MPCC procedures prior to the issuance of the contract.</p>		
<p>M2- The Bidder’s proposed resource for the Police Investigator must hold a bachelor’s degree related to the requirement OR an acceptable combination of education, training and/or experience.</p> <p>Note: Any bachelor’s degree with either a base in policing (e.g. criminology) or requiring superior writing and analysis skills (e.g. law, English; social sciences) will be considered.</p> <p>Acceptable combination = In addition to M4, the proposed resource holds a 2-year college diploma in policing and at least one (1) related certification OR</p> <p>In addition to M4, the proposed resource holds several (more than 4) related certifications from courses in policing/investigations</p>		
<p>M3 - The Bidder’s proposed resource must demonstrate evidence of superior writing skills of either a work related or academic report</p> <ul style="list-style-type: none"> • Level of quality of language used align with requirement of investigation reports • Minimal or Free of Grammar errors • Level of quality of logical, flow and organisation of ideas • Comprehension and clarity of messaging 		

Police Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>by providing one (1) report sample that demonstrates superior writing abilities.</p> <p>or</p> <p>by providing two (2) references for two (2) distinct projects who can describe and attest to the bidder's superior writing skills.</p> <p>The bidder should also provide reference contact information for the submitted sample in order to verify the information presented above. If more than (1) report sample OR two (2) references for two (2) distinct projects (as the case may be) are included in the proposal, the Crown WILL ONLY CONSIDER the specified number in order of presentation. MPCC reserves the right to contact the references to confirm the information presented by the Bidder.</p>		

Police Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M4 - The Bidder must demonstrate evidence of knowledge of their proposed Police Investigator resource in current theory and practice in the field/discipline of investigations of complaints as it relates to the statement of work by providing curricula vitae of all personnel who it is proposed will participate in the project, clearly demonstrating:</p> <ul style="list-style-type: none"> • Retired police officer with a minimum of twenty (20) years of in-depth policing experience • Experience leading and conducting criminal investigations or prosecutions in complex files related to at least one (1) of the following areas and a minimum of two (2) files; <ul style="list-style-type: none"> ✓ Administrative investigation ✓ Commercial crime ✓ Criminal code investigations ✓ Major Crimes ✓ Sexual Assault ✓ Police ethics and or law ✓ Public Interest investigation 		

Police Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M5 - Project investigation project experience</p> <p>The bidder’s proposal must include detailed descriptions of three (3) projects related to investigation services in which the bidder proposed investigator has provided services in scoping and delivering an engagement in scope and magnitude to the requirement outlined in the Statement of Work attached and which demonstrate investigative experience with;</p> <ul style="list-style-type: none"> • Investigative Services; <ul style="list-style-type: none"> ✓ Police investigations or prosecutions, or ✓ Professional Standards or ✓ Internal Affairs or ✓ Police Oversight Investigations <p>The bidder should also provide reference contact information for each project in order to verify the information presented above. If more than three (3) projects are included in the proposal, the Crown WILL ONLY CONSIDER the specified number in order of presentation. MPCC reserves the right to contact the references to confirm the information presented by the Bidder.</p> <ul style="list-style-type: none"> • Detailed description of the projects; • Tasks performed; • Role and Responsibilities of the personnel who participated in the project; • Start and end dates of the project; • Client name and contact for whom the work was performed or a letter of reference; and • Certification by the bidder that the client received the services and deliverables up to the standard of quality expected by the client reference, in a timely fashion. 		

Police Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M5 - Projects must be relevant to the requirement described in the Statement of work</p> <ul style="list-style-type: none"> ✓ Police investigation OR ✓ Professional Standard/Internal Affairs investigation OR ✓ Police oversight investigation <p>Tasks of the proposed resource</p> <ul style="list-style-type: none"> ✓ Tasks of the propose resources must be relevant to the requirement described in the Statement of Work ✓ Must have required in depth report writing; <p>Project Complexity must have involved one of the following</p> <ul style="list-style-type: none"> ✓ Public nature ✓ Politically sensitive ✓ Involved several organizations ✓ Complex file 		
<p>M6 - Minimum of three (3) years of experience in writing and preparing comprehensive and detailed investigative reports. Please describe how you meet this criterion in a description paragraph.</p>		
<p>M7 - Minimum of three (3) years of experience in writing documents such as analytical reports, correspondence and/or briefing notes on complex and sensitive issues for the purpose of providing advice and recommendations to senior managers. Please describe how you meet this criterion in a description paragraph.</p>		
<p>M8 - The Bidder must provide two (2) references within the preceding ten (10) years that can confirm the proposed resource's experience and ability to complete project on time, and in accordance with expectations.</p>		

Police Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M9 – The Bidder’s proposed investigator must be</p> <p>Highly proficient in French (reading, writing and verbal) or Highly proficient in English (reading, writing and verbal)</p> <p>Or Both of the above</p> <p>And</p> <p>Able to interview witnesses and write detailed reports in either French or English or both.</p> <p>NOTE: MPCC requires a certain number of bilingual investigators due to the nature of their work.</p>		

Police Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M10 – The Bidder’s proposed Police investigator must:</p> <ul style="list-style-type: none"> • Undergo a validation interview by a MPCC representative to validate the skills and information presented in the Bidder’s proposal; • In addition an interview will assess the following abilities: • 1) Must demonstrate the ability to communicate orally in a clear and concise manner. • 2) Must demonstrate the ability to communicate in both French and English for those wishing to qualify on the bilingual investigator source list. • Once validated, be available to undergo an investigation approach orientation, read and agree to follow the MPCC Investigation guidelines; • Complete a MPCC Security Briefing and training. <p>Note: Timing of the investigation orientation training is at the discretion of the MPCC and due to cost considerations may only occur when a supplier is invited to provide MPCC with a proposal against a specific requirement.</p>		
<p>M11 - The Bidder must provide two (2) references from different clients within the preceding ten (10) years that can confirm the proposed resource’s experience and ability of project on time, within budget and in accordance with expectations.</p>		

Police Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M12 – Mandatory Financial Requirement</p> <p>The Police Investigator category must not have an hourly rate higher than \$80 excluding applicable taxes.</p> <p>The proposed rate must be the same for all contract periods including all option periods.</p> <p>Note: This is for supplier informational purposes and will not be part of the RFSA but may be part of the mandatories in specific following requirement request once the supply arrangement is established.</p>		

Legal Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M1 - Security Clearance – Resources The Bidder’s resource(s) must possess a valid security level clearance of “Secret” or be willing to apply for Secret clearance. Proof of clearance must be supplied by providing the security level, file number and expiration date. Please note that security clearances must be confirmed by Privy Council Office as per MPCC procedures prior to the issuance of the contract.</p>		
<p>M2 - Education The Bidder’s proposed resource for the Legal Investigator must hold a bachelor’s degree related to the requirement OR an acceptable combination of education, training and/or experience.</p> <p>Note: Any bachelor’s degree with either a base in policing (e.g. criminology) or requiring superior writing and analysis skills (e.g. law, English; social sciences) will be considered.</p> <p>Acceptable combination = In addition to M4, the proposed resource holds a 2-year college diploma in policing and at least one (1) related certification OR In addition to M4, the proposed resource holds several (more than 4) related certifications from courses in policing/investigations</p> <p>AND</p> <p>The Bidder’s proposed resource for the Legal Investigator category holds an LLB, JD or a Master’s degree in law from a recognized university.</p>		
<p>M3 - The Bidder’s proposed resource must demonstrate evidence of superior writing skills of</p>		

Legal Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>either a work related or academic report</p> <ul style="list-style-type: none"> • Level of quality of language used align with requirement of investigation reports • Minimal or Free of Grammar errors • Level of quality of logical, flow and organisation of ideas • Comprehension and clarity of messaging <p>by providing one (1) report sample that demonstrates superior writing abilities.</p> <p>or</p> <p>by providing two (2) references for two (2) distinct projects who can describe and attest to the bidder's superior writing skills.</p> <p>The bidder should also provide reference contact information for the submitted sample in order to verify the information presented above. If more than (1) report sample OR two (2) references for two (2) distinct projects (as the case may be) are included in the proposal, the Crown WILL ONLY CONSIDER the specified number in order of presentation. MPCC reserves the right to contact the references to confirm the information presented by the Bidder.</p>		

Legal Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M4 - The Bidder must demonstrate evidence of knowledge of their proposed Legal Investigator resource in current theory and practice in the field/discipline of investigations of complaints as it relates to the statement of work by providing curricula vitae of all personnel who it is proposed will participate in the project, clearly demonstrating:</p> <ul style="list-style-type: none"> • Retired police officer with a minimum of twenty (20) years of in-depth policing experience OR lawyer with significant experience (at least 10 years) in criminal litigation as either defence or prosecution or as investigative counsel. • Experience conducting criminal investigations or trials in complex files related to at least one (1) of the following areas with a minimum of two (2) files; <ul style="list-style-type: none"> ○ Administrative investigation ○ Commercial crime ○ Criminal code investigations ○ Internal Affairs ○ Major Crimes ○ Professional Standards ○ Police ethics and/or law ○ Police Oversight Investigations ○ Public Interest investigation ○ Sexual Assault 		

Legal Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M5 - Project investigation project experience</p> <p>The bidder’s proposal must include detailed descriptions of three (3) projects related to investigation services in which the bidder proposed investigator has provided services in scoping and delivering an engagement in scope and magnitude to the requirement outlined in the Statement of Work attached and which demonstrate investigative or legal experience with;</p> <ul style="list-style-type: none"> • Investigative or Legal Services; <ul style="list-style-type: none"> ✓ Police investigations or prosecutions, or ✓ Criminal litigation files or ✓ Professional Standards or ✓ Internal Affairs or ✓ Police Oversight Investigations <p>The bidder should also provide reference contact information for each project in order to verify the information presented above. If more than three (3) projects are included in the proposal, the Crown WILL ONLY CONSIDER the specified number in order of presentation. MPCC reserves the right to contact the references to confirm the information presented by the Bidder.</p> <ul style="list-style-type: none"> • Detailed description of the projects; • Tasks performed; • Role and Responsibilities of the personnel who participated in the project; • Start and end dates of the project; • Client name and contact for whom the work was performed or a letter of reference; and • Certification by the bidder that the client received the services and deliverables up to the standard of quality expected by the client reference, in a timely fashion. 		

Legal Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M5 - Projects must be relevant to the requirement described in the Statement of work</p> <ul style="list-style-type: none"> ✓ Police investigations or prosecutions OR ✓ Criminal litigation file OR ✓ Professional Standards OR ✓ Internal Affairs investigations OR ✓ Police oversight investigations <p>Tasks of the proposed resource</p> <ul style="list-style-type: none"> ✓ Tasks of the propose resources must be relevant to the requirement described in the Statement of Work ✓ Must have required in depth report writing; <p>Project Complexity must have involved one of the following</p> <ul style="list-style-type: none"> ✓ Public nature ✓ Politically sensitive ✓ Involved several organizations ✓ Complex file 		
<p>M6 - Minimum of three (3) years of experience in writing and preparing comprehensive and detailed investigative reports. Please describe how you meet this criterion in a description paragraph.</p>		
<p>M7 - Minimum of three (3) years of experience in writing documents such as analytical reports, correspondence and/or briefing notes on complex and sensitive issues for the purpose of providing advice and recommendations to senior managers. Please describe how you meet this criterion in a description paragraph.</p>		

Legal Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M8 - The Bidder must provide two (2) references within the preceding ten (10) years that can confirm the proposed resource's experience and ability of project on time, and in accordance with expectations.</p>		
<p>M9 – The Bidder's proposed investigator must be</p> <p>Highly proficient in French (reading, writing and verbal) OR</p> <p>Highly proficient in English (reading, writing and verbal) OR</p> <p>OR Both of the above.</p> <p>AND</p> <p>Able to interview witnesses and write detailed reports in either French or English or both.</p> <p>Note: MPCC requires a certain number of bilingual investigators due to the nature of their work.</p>		

Legal Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M10 – The Bidder’s proposed legal investigator must:</p> <ul style="list-style-type: none"> • Undergo a validation interview by a MPCC representative to validate the skills and information presented in the Bidder’s proposal; • In addition an interview will assess the following abilities: • 1) Must demonstrate the ability to communicate orally in a clear and concise manner. • 2) Must demonstrate the ability to communicate in both French and English for those wishing to qualify on the bilingual investigator source list. • Once validated, be available to undergo an investigation approach orientation, read and agree to follow the MPCC Investigation guidelines; • Complete a MPCC Security Briefing and training. <p>Note: Timing of the investigation orientation training is at the discretion of the MPCC and due to cost considerations may only occur when a supplier is invited to provide MPCC with a proposal against a specific requirement.</p>		

Legal Investigator Mandatory Criteria	Compliant (Yes/No)	Cross Reference to Proposal
<p>M11 - The Bidder must provide two (2) references from different clients within the preceding ten (10) years that can confirm the proposed resource’s experience and ability of project on time, within budget and in accordance with expectations.</p> <p>M12 –</p> <p>Mandatory Financial Requirement</p> <p>The Legal Investigator category must not have an hourly rate higher than \$110 for a person with a LLB, JD or masters in law but not called to the Bar; if called to the Bar fees will depend on years of call but not higher than \$150 as an hourly rate excluding applicable taxes.</p> <p>Note: This is for supplier informational purposes and will not be part of the RFSA but may be part of the mandates in specific following requirement request once the supply arrangement is established.</p>		

PROPOSALS NOT MEETING ANY OR ALL OF THE MANDATORY REQUIREMENTS WILL NOT BE GIVEN ANY FURTHER CONSIDERATION.

**NON-DISCLOSURE
AGREEMENT**

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. ___ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: _____

Signature

ANNEX F IT SECURITY CONTROL / REQUIREMENTS

1. Introduction

This document outlines the IT Security requirements for the MPCC contract # _____ for the processing of sensitive data up to and including the level of Protected B. In absence of a formal Threat-Risk Assessment (TRA) and due to the IT portion of the Security clearance being contract specific, the intent of this document is to state the minimum safeguards required in order that the processing of sensitive information be approved by the Department's IT Security Coordinator (IT Sec Coord); Guy Belanger, Tel: 613.995.5713, Email: guy.belanger@mpcc-cppm.gc.ca.

Security is based upon layers of protection; that is, in order for the requirements of the IT Security (ITS) to effectively safeguard the information, they must be preceded and supported by other aspects of security and the associated policies. The physical, personnel and information security safeguards in accordance with the Policy on Government Security and ITS related Standards must exist prior to the implementation of ITS safeguards.

2. Mandatory Prerequisites

2.1 PWGSC Validation for Physical Security

The application of the security safeguards listed in this document are based on the mandatory requirement that the physical premises have been inspected, certified and accredited to process and store sensitive information by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services (PWGSC). The Departmental Security Officer's (DSO) office will validate the certification and notify the IT Sec Coord.

2.2 Security Policy Compliance Monitoring

The DSO's office will request a copy of the IT Security Inspection report, recommendations and vendor responses, when completed by the CISD.

The MPCC has the option to request the contractor to attend a Security/IT Security briefing session. In addition, on a frequency to be determined by the Safety, Security and Emergency Management Division (SSEMD), the MPCC retains the right to conduct inspections of the contractor's facility to ensure compliance with Government of Canada standards and policies with respect to the handling, storage and processing of protected/classified information.

3. Minimum IT Security Requirements

3.1 IT Security Policy Compliance and Monitoring

On a frequency to be determined by Technology Services Division/Information Technology Security, the MPCC retains the right to conduct inspections of the facility to ensure compliance with Government of Canada standards and policies with respect to prevention, detection, response and recovery requirements in the Operational Security Standard: Management of Information Technology Security.

3.2 Storage, Disposal and Destruction of IT Media

All material such as CD/DVDs, flash/thumb drives, workstation hard disks, server hard disks, backup tapes and any other devices used to process or store protected information (including photocopiers, scanners and printers) must be retained and properly wiped or sanitized in a manner adhering to CSEC ITSG-06: Clearing And Declassifying Electronic Data Storage Devices upon termination of the final contract.

In the event that equipment requires maintenance, support or replacement, no hardware associated with the processing or storage of protected or classified information may be given to an outside vendor.

3.3 Mobile Computing and Teleworking

Safeguard all electronic information on an MPCC issued laptop with PKI access on the server as per MPCC internal procedures for information up to and including Protected B. For any documents classified as Secret, access will only be provided on site at MPCC offices and shall not be stored on the MPCC server.

Store the laptop (Protected B) in a container appropriate for the information (i.e. a locked cabinet) as per MPCC security policy.

3.4 Incident Reporting

It is paramount that the MPCC and IT Sec Coord are made aware of any security-related incidents with respect to the facilities and equipment used to process and store sensitive information associated with MPCC contracts.

The contractor must report any security-related incidents to the DSO and IT Sec Coord within two hours of an incident being detected or reported.

ANNEX G
SECURITY REQUIREMENTS
CHECK LIST
(Attached)