

**Subject:** TBS Response to your Access to Information Act request: A-2023-00253 / AH  
**Date:** Friday, July 21, 2023 at 12:30:17 PM Eastern Daylight Time  
**From:** [REDACTED]  
**To:** Kenneth McCarthy  
**CC:** [REDACTED]  
**Attachments:** A-2023-00253 - Feedback Questionnaires submitted for the National Master Standing Offer for Investigative Services..pdf

Old Standing Offer.

UNCLASSIFIED / NON CLASSIFIÉ

Dear Kenneth McCarthy:

This is in reply to your revised request submitted under the Access to Information Act (the Act), for the following:

**Provide all Feedback Questionnaires submitted to the Office of the Chief Human Resources Officer for the National Master Standing Offer for Investigative Services (Harassment Complaints, Disclosures or Wrongdoing, Work Place Violence) (E60G-180493) for the period of November 28, 2017 to March 31, 2023. The requirement for submitting these is found in the Statement of Work for the NMSO, copy attached.**

Attached, in PDF, is a copy of the information relevant to your request which is being released to you in its entirety.

Please be advised that you are entitled to file a complaint with the Office of the Information Commissioner of Canada concerning the processing of your request within 60 days of the receipt of this notice. In the event you decide to avail yourself of this right, your notice of complaint should be addressed to:

Office of the Information Commissioner of Canada  
30 Victoria Street  
Gatineau, Quebec K1A 1H3

Should you have any questions, do not hesitate to contact [REDACTED]  
or by email at [REDACTED]

Yours sincerely,

[REDACTED]; on behalf of:

Director  
Access to Information and Privacy  
Treasury Board of Canada Secretariat  
90 Elgin Street, 8th Floor  
Ottawa, Ontario K1A 0R5

Attachment: PDF (Pages 1 to 30)

Access to Information Act: <https://laws-lois.justice.gc.ca/eng/acts/A-1/page-1.html>

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**ANNEX C to the Catalogue  
Feedback Questionnaire**

*Old Standing  
Offer*

This questionnaire must be completed by the Identified User (Project Authority) once a call up pursuant to the National Master Standing Offer for investigative services related to harassment complaints, disclosures of wrongdoing or incidents of violence in the workplace has been completed.

The Project Authority must provide a copy of the completed questionnaire to the Resource. The Resource must be given an opportunity to respond in writing.

The Project Authority must provide a copy of the questionnaire, including the Resource's response (if applicable) to the Office of the Chief Human Resources Officer, Treasury Board Secretariat by email at [isf.rse@tbs-sct.gc.ca](mailto:isf.rse@tbs-sct.gc.ca).

Should the Office of the Chief Human Resources Officer/Treasury Board Secretariat receive three Feedback Questionnaires containing two or more "No's", it may recommend to Public Services and Procurement Canada the removal of the Resource from the National Master Standing Offer for Investigative Services.

Once completed, the feedback questionnaire may be used by the Office of the Chief Human Resources Officer/Treasury Board Secretariat to provide references about the resource within the Government of Canada.

Resource's Name and address:	
Standing Offer Serial Number:	017
Client Department Name:	Department of National Defence
Project Authority Name and Title:	
Call-up Number assigned by the Client Department:	

Did the Resource...	Yes	No	If "no", please elaborate.
	s	o	
Develop an investigation plan and provide a copy to the Project Authority prior to beginning the interviews?	Y		
Meet the parties and witnesses as identified throughout the investigation process, in the official language of their choice and during their working hours, unless circumstances dictated otherwise?	Y		
Record the parties' and witnesses' statements, provide them with an	Y		

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**ANNEX C to the Catalogue  
Feedback Questionnaire**

opportunity to review their statements and have them date and sign their statements?			
Conduct a thorough analysis of the facts?	Y		
Present logical, substantiated conclusions?	Y		
Produce a clear and concise final written report with findings?	Y		
Initiate and complete the investigation within the timeframe requested by the Project Authority?	Y		
Present the final written report to the Project Authority in the official language of choice requested by the Project Authority, and provide a briefing to the Project Authority as required?	Y		
Submit the investigation file to the Project Authority?	Y		
Conduct the investigations in a manner that demonstrates impartiality and fairness; thoroughness, utmost discretion, judgment, respect and professionalism?	Y		
Protect and maintain the confidentiality of the parties and witnesses involved in investigations as required by relevant legislation and policies (e.g. the <i>Public Servants Disclosure Protection Act</i> , the <i>Canadian Occupational Health and Safety Regulations</i> , Part XX and <i>Privacy Act</i> )?	Y		

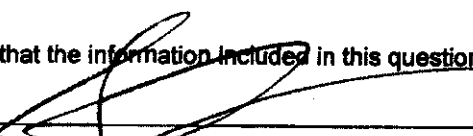
E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**ANNEX C to the Catalogue  
Feedback Questionnaire**

Resolve to the satisfaction of the Project Authority any procedural difficulties if they were encountered during the investigation?	Y		
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I certify that the information included in this questionnaire was shared with the Resource.

Signature  
Project Authority



Formation Executive Services Officer

Resource's response (if applicable).

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**E602G-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes**

**ANNEX C to the Catalogue  
Feedback Questionnaire**

This questionnaire must be completed by the Identified User (Project Authority) once a call up pursuant to the National Master Standing Offer for investigative services related to harassment complaints, disclosures of wrongdoing or incidents of violence in the workplace has been completed.

The Project Authority must provide a copy of the completed questionnaire to the Resource. The Resource must be given an opportunity to respond in writing.

The Project Authority must provide a copy of the questionnaire, including the Resource's response (if applicable) to the Office of the Chief Human Resources Officer, Treasury Board Secretariat by email at [isf.rpe@tbs-sct.gc.ca](mailto:isf.rpe@tbs-sct.gc.ca).

Should the Office of the Chief Human Resources Officer/Treasury Board Secretariat receive three Feedback Questionnaires containing two or more "No's", it may recommend to Public Services and Procurement Canada the removal of the Resource from the National Master Standing Offer for Investigative Services.

Once completed, the feedback questionnaire may be used by the Office of the Chief Human Resources Officer/Treasury Board Secretariat to provide references about the resource within the Government of Canada.

Resource's Name and address:	
Standing Offer Serial Number:	R019M - Investigative Services E602G-180483/014/ZG Amdt # 008
Client Department Name:	Department of National Defence
Project Authority Name and Title:	J. G3
Call-up Number assigned by the Client Department:	

Did the Resource...	Yes <input type="radio"/>	No <input type="radio"/>	If "no", please elaborate.
Develop an investigation plan and provide a copy to the Project Authority prior to beginning the interviews?	<input checked="" type="radio"/>	<input type="radio"/>	
Meet the parties and witnesses as identified throughout the investigation process, in the official language of their choice and during their working hours, unless circumstances dictated otherwise?	<input checked="" type="radio"/>	<input type="radio"/>	
Record the parties' and witnesses' statements, provide them with an	<input checked="" type="radio"/>	<input type="radio"/>	Interviews were completed virtually - statements containing date, time, discussion and confirmation is contained in the transcripts which remain in Investigation File with Juno Solutions.

**E602G-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes**

opportunity to review their statements and have them date and sign their statements?			
Conduct a thorough analysis of the facts?	Y		
Present logical, substantiated conclusions?	Y		
Produce a clear and concise final written report with findings?	Y		
Initiate and complete the investigation within the timeframe requested by the Project Authority?	Y		
Present the final written report to the Project Authority in the official language of choice requested by the Project Authority, and provide a briefing to the Project Authority as required?	Y		
Submit the investigation file to the Project Authority?	Y		
Conduct the investigations in a manner that demonstrates impartiality and fairness; thoroughness, utmost discretion, judgment, respect and professionalism?	Y		
Protect and maintain the confidentiality of the parties and witnesses involved in investigations as required by relevant legislation and policies (e.g. the <i>Public Servants Disclosure Protection Act</i> , the <i>Canadian Occupational Health and Safety Regulations</i> , <i>Part XX and Privacy Act</i> )?	Y		
Resolve to the satisfaction of the Project Authority any procedural difficulties if they were encountered during the investigation?	Y		

**E00ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes**

I certify that the information included in this questionnaire was shared with the Resource.

 \_\_\_\_\_ 02 Dec, 2021  
Signature Project Authority **CFB**

Resource's response (if applicable).

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E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**ANNEX C to the Catalogue  
Feedback Questionnaire**

This questionnaire must be completed by the Identified User (Project Authority) once a call up pursuant to the National Master Standing Offer for investigative services related to harassment complaints, disclosures of wrongdoing or incidents of violence in the workplace has been completed.

The Project Authority must provide a copy of the completed questionnaire to the Resource. The Resource must be given an opportunity to respond in writing.

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Should the Office of the Chief Human Resources Officer/Treasury Board Secretariat receive three Feedback Questionnaires containing two or more "No's", it may recommend to Public Services and Procurement Canada the removal of the Resource from the National Master Standing Offer for Investigative Services.

Once completed, the feedback questionnaire may be used by the Office of the Chief Human Resources Officer/Treasury Board Secretariat to provide references about the resource within the Government of Canada.

Resource's Name and address:	
Standing Offer Serial Number:	R019M - Investigative Services E60ZG-180483/014/ZG Amdt # 007
Client Department Name:	Department of National Defence
Project Authority Name and Title:	Labour Manager
Call-up Number assigned by the Client Department:	

Did the Resource...	Yes	No	If "no", please elaborate.
Develop an investigation plan and provide a copy to the Project Authority prior to beginning the interviews?	Y		
Meet the parties and witnesses as identified throughout the investigation process, in the official language of their choice and during their working hours, unless circumstances dictated otherwise?	Y		
Record the parties' and witnesses' statements, provide them with an	Y		Interviews were completed virtually - statements containing date, time, discussion and confirmation is contained in transcript enclosed in Investigation File supplied by the Resource.



E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

opportunity to review their statements and have them date and sign their statements?			
Conduct a thorough analysis of the facts?	Y		
Present logical, substantiated conclusions?	Y		
Produce a clear and concise final written report with findings?	Y		
Initiate and complete the investigation within the timeframe requested by the Project Authority?	Y		
Present the final written report to the Project Authority in the official language of choice requested by the Project Authority, and provide a briefing to the Project Authority as required?	Y		
Submit the investigation file to the Project Authority?	Y		
Conduct the investigations in a manner that demonstrates impartiality and fairness; thoroughness, utmost discretion, judgment, respect and professionalism?	Y		
Protect and maintain the confidentiality of the parties and witnesses involved in investigations as required by relevant legislation and policies (e.g. the <i>Public Servants Disclosure Protection Act</i> , the <i>Canadian Occupational Health and Safety Regulations</i> , Part XX and <i>Privacy Act</i> )?	Y		
Resolve to the satisfaction of the Project Authority any procedural difficulties if they were encountered during the investigation?	Y		

**E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes**

I certify that the information included in this questionnaire was shared with the Resource.

, Project Authority

\_\_\_\_\_  
Signature  
Project Authority

Resource's response (if applicable).

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E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

### ANNEX C to the Catalogue Feedback Questionnaire

This questionnaire must be completed by the Identified User (Project Authority) once a call up pursuant to the National Master Standing Offer for investigative services related to harassment complaints, disclosures of wrongdoing or incidents of violence in the workplace has been completed.

The Project Authority must provide a copy of the completed questionnaire to the Resource. The Resource must be given an opportunity to respond in writing.

The Project Authority must provide a copy of the questionnaire, including the Resource's response (if applicable) to the Office of the Chief Human Resources Officer, Treasury Board Secretariat by email at [isf.rse@tbs-sct.gc.ca](mailto:isf.rse@tbs-sct.gc.ca).

Should the Office of the Chief Human Resources Officer/Treasury Board Secretariat receive three Feedback Questionnaires containing two or more "No's", it may recommend to Public Services and Procurement Canada the removal of the Resource from the National Master Standing Offer for Investigative Services.

Once completed, the feedback questionnaire may be used by the Office of the Chief Human Resources Officer/Treasury Board Secretariat to provide references about the resource within the Government of Canada.

Resource's Name and address:	
Standing Offer Serial Number:	
Client Department Name:	Correctional Service Canada
Project Authority Name and Title:	Stony Mountain Institution
Call-up Number assigned by the Client Department:	E60ZG-180493/004/ZG

Did the Resource...	Yes	No	If "no", please elaborate.
Develop an investigation plan and provide a copy to the Project Authority prior to beginning the interviews?	X		
Meet the parties and witnesses as identified throughout the investigation process, in the official language of their choice and during their working hours, unless circumstances dictated otherwise?	X		
Record the parties' and witnesses' statements, provide them with an		X	Not applicable – investigation did not go so far

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**ANNEX C to the Catalogue  
Feedback Questionnaire**

opportunity to review their statements and have them date and sign their statements?			
Conduct a thorough analysis of the facts?		X	Not applicable – investigation did not go so far
Present logical, substantiated conclusions?		X	Not applicable – investigation did not go so far
Produce a clear and concise final written report with findings?		X	Not applicable – investigation did not go so far
Initiate and complete the investigation within the timeframe requested by the Project Authority?		X	Initiation was speedy – no complaints, but project not completed due to stop order
Present the final written report to the Project Authority in the official language of choice requested by the Project Authority, and provide a briefing to the Project Authority as required?		X	Not applicable – investigation did not go so far
Submit the investigation file to the Project Authority?		X	Not applicable – investigation did not go so far
Conduct the investigations in a manner that demonstrates impartiality and fairness; thoroughness, utmost discretion, judgment, respect and professionalism?		X	Both management (during informal conversations) and the complainant (during his primary interview) felt that the questions being asked led to issues of bias and prejudgment. There was also some concern from management that some of his questioning was beyond the scope of the investigation. All parties must agree with respect that the investigator is seen to be impartial in Part XX.9(1) and there were concerns that continuing would lead to compliance issues.
Protect and maintain the confidentiality of the parties and witnesses involved in investigations as required by relevant legislation and policies (e.g. the <i>Public Servants Disclosure Protection Act</i> , the <i>Canadian Occupational Health and Safety Regulations</i> , Part XX and <i>Privacy Act</i> )?	X		

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

### ANNEX C to the Catalogue Feedback Questionnaire

Resolve to the satisfaction of the Project Authority any procedural difficulties if they were encountered during the investigation?		X	Not applicable – investigation did not go so far
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I certify that the information included in this questionnaire was shared with the Resource.

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Signature  
Project Authority

Resource's response (if applicable).

He stated that he understood the situation.

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E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

### Annexe C au Catalogue Questionnaire de rétroaction

Le présent questionnaire doit être rempli par les utilisateurs désignés (chargé de projet) lorsqu'une commande subséquente à une offre à commandes principale et nationale pour la prestation de services d'enquête concernant les plaintes de harcèlement, les divulgations d'actes répréhensibles ou les incidents de violence en milieu de travail est passée.

Le chargé de projet doit fournir une copie du questionnaire dûment rempli à la ressource. La ressource doit avoir la possibilité de répondre par écrit.

Le chargé de projet doit fournir une copie du questionnaire, incluant la réponse de la ressource le cas échéant, au Bureau du dirigeant principal des ressources humaines, Secrétariat du Conseil du Trésor par courriel à [isf.rse@tbs-sct.gc.ca](mailto:isf.rse@tbs-sct.gc.ca).

Le Bureau du dirigeant principal des ressources humaines/Secrétariat du Conseil du Trésor pourrait recommander à Services publics et Approvisionnement Canada le retrait de la ressource de l'Offre à commande nationale et principale pour la prestation de services d'enquête s'il reçoit trois questionnaires de rétroaction contenant deux réponses négatives ou plus.

Le Bureau du dirigeant principal des ressources humaines/Secrétariat du Conseil du Trésor pourrait se servir du questionnaire de rétroaction complété afin de fournir des références au sujet de la ressource au sein du Gouvernement du Canada.

Nom de la ressource et adresse :	
Numéro de série de l'offre à commandes :	
Nom du ministère client :	
Nom et titre du chargé de projet :	
Numéro de commande subséquente assigné par le ministère client :	

La ressource a-t-elle...	Oui	Non	Si négatif, veuillez élaborer
Élaboré un plan d'enquête et fourni une copie au chargé de projet avant le début des entrevues?			
Rencontré les parties et les témoins identifiés tout au long du processus d'enquête, dans la langue officielle de leur choix et pendant les heures de travail,			

**Annexe C au Catalogue  
Questionnaire de rétroaction**

sauf si les circonstances exigent autrement ?			
Consigné les dépositions des parties et des témoins, donné aux parties l'occasion d'examiner leur déposition et demandé d'inscrire la date et d'apposer leur signature sur leur déposition ?			
Mené une analyse approfondie des faits ?			
Présenté des conclusions logiques et fondées ?			
Produit un rapport définitif clair et concis comportant des constatations ?			
Mené l'enquête dans les délais exigés par le chargé de projet ?			
Présenté le rapport définitif écrit au chargé de projet dans la langue officielle de choix demandé par celui-ci et lui a-t-elle offert une séance d'information, au besoin ?			
Remis le dossier d'enquête au chargé de projet ?			
Mené l'enquête d'une manière qui démontre l'impartialité et l'équité, le caractère exhaustif, la plus haute discrétion, le jugement, le respect et le professionnalisme ?			
Protégé et assuré la confidentialité des parties et des témoins visés par les enquêtes, conformément aux exigences des lois et politiques pertinentes (p.ex. la Loi sur la protection des fonctionnaires			

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**Annexe C au Catalogue  
Questionnaire de rétroaction**

<i>divulgateurs d'actes répréhensibles, le Règlement canadien sur la santé et la sécurité au travail, la partie XX et la Loi sur la protection des renseignements personnels) ?</i>			
Résolu à la satisfaction du chargé de projet toute difficulté procédurale le cas échéant ?			

J'atteste que les renseignements inscrits dans ce questionnaire ont été communiqués à la ressource concernée.

Signature  
Chargé de projet

Réponse de la ressource (le cas échéant).



**ANNEX C to the Catalogue**  
**Feedback Questionnaire**

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Should the Office of the Chief Human Resources Officer/Treasury Board Secretariat receive three Feedback Questionnaires containing two or more "No's", it may recommend to Public Services and Procurement Canada the removal of the Resource from the National Master Standing Offer for Investigative Services.

Once completed, the feedback questionnaire may be used by the Office of the Chief Human Resources Officer/Treasury Board Secretariat to provide references about the resource within the Government of Canada.

Resource's Name and address:	
Standing Offer Serial Number:	E60ZG-180493/017/LG
Client Department Name:	Administrative Tribunals Support Service of Canada
Project Authority Name and Title:	National OHS Coordinator
Call-up Number assigned by the Client Department:	8054471

Did the Resource	Yes	No	If "no", please elaborate.
Develop an investigation plan and provide a copy to the Project Authority prior to beginning the interviews?		x	I did not request an investigation plan. Information about interviews was communicated via email.
Meet the parties and witnesses as identified throughout the investigation process, in the official language of their choice and during their working hours, unless circumstances dictated otherwise?	x		
Record the parties' and	x		

witnesses' statements, provide them with an opportunity to review their statements and have them date and sign their statements?			
Conduct a thorough analysis of the facts?	x		
Present logical, substantiated conclusions?	x		
Produce a clear and concise final written report with findings?	x		
Initiate and complete the investigation within the timeframe requested by the Project Authority?	x		
Present the final written report to the Project Authority in the official language of choice requested by the Project Authority, and provide a briefing to the Project Authority as required?	x		
Submit the investigation file to the Project Authority?	x		
Conduct the investigations in a manner that demonstrates impartiality and fairness; thoroughness, utmost discretion, judgment, respect and professionalism?	x		
Protect and maintain the confidentiality of the parties and witnesses involved in investigations as required by relevant legislation and policies (e.g. the Public Servants Disclosure Protection Act, the Canadian Occupational Health and Safety Regulations, and Privacy Act)?	x		
Resolve to the satisfaction of the Project Authority any procedural difficulties if they	x		

were encountered during the investigation?			
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I certify that the information included in this questionnaire was shared with the Resource.

\_\_\_\_\_  
Project Authority

Resource's response (if applicable).

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

### ANNEX C to the Catalogue Feedback Questionnaire

This questionnaire must be completed by the Identified User (Project Authority) once a call up pursuant to the National Master Standing Offer for investigative services related to harassment complaints, disclosures of wrongdoing or incidents of violence in the workplace has been completed.

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The Project Authority must provide a copy of the questionnaire, including the Resource's response (if applicable) to the Office of the Chief Human Resources Officer, Treasury Board Secretariat by email at [isf.rse@tbs-sct.gc.ca](mailto:isf.rse@tbs-sct.gc.ca).

Should the Office of the Chief Human Resources Officer/Treasury Board Secretariat receive three Feedback Questionnaires containing two or more "No's", it may recommend to Public Services and Procurement Canada the removal of the Resource from the National Master Standing Offer for Investigative Services.

Once completed, the feedback questionnaire may be used by the Office of the Chief Human Resources Officer/Treasury Board Secretariat to provide references about the resource within the Government of Canada.

Resource's Name and address:	
Standing Offer Serial Number:	005
Client Department Name:	Department of National Defence
Project Authority Name and Title:	, CF H Svcs C(Pacific)
Call-up Number assigned by the Client Department:	W0103-4502201479

Did the Resource...	Yes	No	If "no", please elaborate.
Develop an investigation plan and provide a copy to the Project Authority prior to beginning the interviews?	X		
Meet the parties and witnesses as identified throughout the investigation process, in the official language of their choice and during their working hours, unless circumstances dictated otherwise?	X		
Record the parties' and witnesses' statements, provide them with an opportunity to review their statements and have them date and sign their statements?	X		

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**ANNEX C to the Catalogue  
Feedback Questionnaire**

Conduct a thorough analysis of the facts?	X		
Present logical, substantiated conclusions?	X		
Produce a clear and concise final written report with findings?	X		
Initiate and complete the investigation within the timeframe requested by the Project Authority?	X		Any delays were caused by the unit, not the investigator
Present the final written report to the Project Authority in the official language of choice requested by the Project Authority, and provide a briefing to the Project Authority as required?	X		
Submit the investigation file to the Project Authority?	X		
Conduct the investigations in a manner that demonstrates impartiality and fairness; thoroughness, utmost discretion, judgment, respect and professionalism?	X		Report was very professionally done considering the difficult matter of the investigation. Unit is very happy with the product and interaction with the investigator.
Protect and maintain the confidentiality of the parties and witnesses involved in investigations as required by relevant legislation and policies (e.g. the <i>Public Servants Disclosure Protection Act</i> , the <i>Canadian Occupational Health and Safety Regulations, Part XX</i> and <i>Privacy Act</i> )?	X		
Resolve to the satisfaction of the Project Authority any procedural difficulties if they were encountered during the investigation?	X		

I certify that the information included in this questionnaire was shared with the Resource.

Signature  
Project Authority

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**ANNEX C to the Catalogue  
Feedback Questionnaire**

Resource's response (if applicable).

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E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

### Annexe C au Catalogue Questionnaire de rétroaction

Le présent questionnaire doit être rempli par les utilisateurs désignés (chargé de projet) lorsqu'une commande subséquente à une offre à commandes principale et nationale pour la prestation de services d'enquête concernant les plaintes de harcèlement, les divulgations d'actes répréhensibles ou les incidents de violence en milieu de travail est passée.

Le chargé de projet doit fournir une copie du questionnaire dûment rempli à la ressource. La ressource doit avoir la possibilité de répondre par écrit.

Le chargé de projet doit fournir une copie du questionnaire, incluant la réponse de la ressource le cas échéant, au Bureau du dirigeant principal des ressources humaines, Secrétariat du Conseil du Trésor par courriel à [jsf.rse@tbs-sct.gc.ca](mailto:jsf.rse@tbs-sct.gc.ca).

Le Bureau du dirigeant principal des ressources humaines/Secrétariat du Conseil du Trésor pourrait recommander à Services publics et Approvisionnement Canada le retrait de la ressource de l'Offre à commande nationale et principale pour la prestation de services d'enquête s'il reçoit trois questionnaires de rétroaction contenant deux réponses négatives ou plus.

Le Bureau du dirigeant principal des ressources humaines/Secrétariat du Conseil du Trésor pourrait se servir du questionnaire de rétroaction complété afin de fournir des références au sujet de la ressource au sein du Gouvernement du Canada.

Nom de la ressource et adresse :	
Numéro de série de l'offre à commandes :	
Nom du ministère client :	
Nom et titre du chargé de projet :	
Numéro de commande subséquente assigné par le ministère client :	

La ressource a-t-elle...	Oui	Non	Si négatif, veuillez élaborer
Élaboré un plan d'enquête et fourni une copie au chargé de projet avant le début des entrevues?			
Rencontré les parties et les témoins identifiés tout au long du processus d'enquête, dans la langue officielle de leur choix et pendant les heures de travail,			

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**Annexe C au Catalogue  
Questionnaire de rétroaction**

sauf si les circonstances exigent autrement ?			
Consigné les dépositions des parties et des témoins, donné aux parties l'occasion d'examiner leur déposition et demandé d'inscrire la date et d'apposer leur signature sur leur déposition ?			
Mené une analyse approfondie des faits ?			
Présenté des conclusions logiques et fondées ?			
Produit un rapport définitif clair et concis comportant des constatations ?			
Mené l'enquête dans les délais exigés par le chargé de projet ?			
Présenté le rapport définitif écrit au chargé de projet dans la langue officielle de choix demandé par celui-ci et lui a-t-elle offert une séance d'information, au besoin ?			
Remis le dossier d'enquête au chargé de projet ?			
Mené l'enquête d'une manière qui démontre l'impartialité et l'équité, le caractère exhaustif, la plus haute discrétion, le jugement, le respect et le professionnalisme ?			
Protégé et assuré la confidentialité des parties et des témoins visés par les enquêtes, conformément aux exigences des lois et politiques pertinentes (p.ex. la Loi sur la protection des fonctionnaires			



E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**Annexe C au Catalogue  
Questionnaire de rétroaction**

<i>divulgateurs d'actes répréhensibles, le Règlement canadien sur la santé et la sécurité au travail, la partie XX et la Loi sur la protection des renseignements personnels) ?</i>			
Résolu à la satisfaction du chargé de projet toute difficulté procédurale le cas échéant ?			

J'atteste que les renseignements inscrits dans ce questionnaire ont été communiqués à la ressource concernée.

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Signature  
Chargé de projet

Réponse de la ressource (le cas échéant).

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E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

### ANNEX C to the Catalogue Feedback Questionnaire

This questionnaire must be completed by the Identified User (Project Authority) once a call up pursuant to the National Master Standing Offer for investigative services related to harassment complaints, disclosures of wrongdoing or incidents of violence in the workplace has been completed.

The Project Authority must provide a copy of the completed questionnaire to the Resource. The Resource must be given an opportunity to respond in writing.

The Project Authority must provide a copy of the questionnaire, including the Resource's response (if applicable) to the Office of the Chief Human Resources Officer, Treasury Board Secretariat by email at [isf.rse@tbs-sct.gc.ca](mailto:isf.rse@tbs-sct.gc.ca).

Should the Office of the Chief Human Resources Officer/Treasury Board Secretariat receive three Feedback Questionnaires containing two or more "No's", it may recommend to Public Services and Procurement Canada the removal of the Resource from the National Master Standing Offer for Investigative Services.

Once completed, the feedback questionnaire may be used by the Office of the Chief Human Resources Officer/Treasury Board Secretariat to provide references about the resource within the Government of Canada.

Resource's Name and address:	
Standing Offer Serial Number:	E60ZG-180493/008/ZG
Client Department Name:	Canadian Grain Commission
Project Authority Name and Title:	Manager, Health and Safety
Call-up Number assigned by the Client Department:	SC8042341

Did the Resource...	Ye s	N o	If "no", please elaborate.
Develop an investigation plan and provide a copy to the Project Authority prior to beginning the interviews?	Y		
Meet the parties and witnesses as identified throughout the investigation process, in the official language of their choice and during their working hours, unless circumstances dictated otherwise?	Y		

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**ANNEX C to the Catalogue  
Feedback Questionnaire**

Record the parties' and witnesses' statements, provide them with an opportunity to review their statements and have them date and sign their statements?	Y		
Conduct a thorough analysis of the facts?	Y		
Present logical, substantiated conclusions?	Y		
Produce a clear and concise final written report with findings?	Y		
Initiate and complete the investigation within the timeframe requested by the Project Authority?	Y		
Present the final written report to the Project Authority in the official language of choice requested by the Project Authority, and provide a briefing to the Project Authority as required?	Y		
Submit the investigation file to the Project Authority?	Y		
Conduct the investigations in a manner that demonstrates impartiality and fairness; thoroughness, utmost discretion, judgment, respect and professionalism?	Y		
Protect and maintain the confidentiality of the parties and witnesses involved in investigations as required by relevant legislation and policies (e.g. the <i>Public Servants Disclosure Protection Act</i> , the <i>Canadian Occupational Health and Safety Regulations</i> ,			

E60ZG-180493 Standing Offer - Investigative Services / Offre à commandes - Services d'enquêtes

**ANNEX C to the Catalogue  
Feedback Questionnaire**

Part XX and <i>Privacy Act</i> )?			
Resolve to the satisfaction of the Project Authority any procedural difficulties if they were encountered during the investigation?	Y		

I certify that the information included in this questionnaire was shared with the Resource.

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Signature  
Project Authority

Resource's response (if applicable).

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