



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Call for Interest

For

The Parliamentary Internship Programme

Date of Issue:

February 16, 2024

Submission Deadline:

March 15, 2024

CALL FOR INTEREST

INSTRUCTIONS TO APPLICANTS

1. Invitation to Applicants

This Call for Interest (CFI) is an invitation by the House of Commons (HOC) to prospective Applicants to submit Proposals for the Parliamentary Internship Programme (PIP) as further described in Appendix A – Statement of Requirements.

2. Submission Instructions

2.1. All inquiries regarding this CFI must be sent by email to: Caroline Bosc (caroline.bosc@parl.gc.ca).

2.2. The submission of proposals for this CFI must be sent by email (caroline.bosc@parl.gc.ca) and received by the HOC no later than March 15, 2024, at 6:00 p.m. Eastern Time, Ottawa, Ontario.

2.3. Applicants shall be solely responsible for the delivery of their Proposals in the manner and time prescribed. Proposals received after the Submission Deadline will be rejected.

3. All New Information to Applicants by Way of Addenda

This CFI may be amended only by an addendum in accordance with this section. If the HOC, for any reason, determines that it is necessary to provide additional information relating to this CFI, such information will be communicated to all Applicants by addenda. Each addendum shall form an integral part of this CFI. Such addenda may contain important information, including significant changes to this CFI. Applicants are responsible for obtaining all addenda issued by the HOC.

4. Evaluation of Proposals

4.1. Proposals will be evaluated as described in Appendix B - CALL FOR INTEREST PROPOSAL EVALUATION.

4.2. At the conclusion of the evaluation, the highest-ranked Applicant may be invited to enter into negotiation.

4.3. In the event of a tie score, the highest-ranked Applicant will be determined by way of a random draw. The other Applicant with a tie score will be considered the next highest-ranked Applicant.

5. Timelines

5.1. The proposals are expected to be evaluated during the week of March 18, 2024.

5.2. The negotiations between the Applicant that is ranked first and the HOC are expected to begin the week of March 25, 2024.

5.3. The proposed new host organization will be presented to the Board of Internal Economy (BOIE), which is the governing body of the HOC, for its approval. The BOIE has the exclusive authority and sole discretion to approve or not of any proposed new host organization.

5.4. The new agreement between the HOC and the new host organization will confirm that the new host organization will run the recruitment campaign for the 2025-2026 PIP interns, which will begin in the fall of 2024. The new host organization will host the PIP as of July 1, 2025.

5.5. Other implementation dates will depend on the transition timelines determined between the new host and the HOC.

6. Negotiations

6.1 The highest-ranked Applicant, as established under APPENDIX B – CALL FOR INTEREST PROPOSAL EVALUATION, may receive a written invitation to enter into negotiations with the HOC.

6.2 The terms and conditions that will form any resulting agreement are provided in Appendix C. Appendix C and the Applicant's proposal will form the starting point for negotiation.

6.3 Negotiations may include requests by the HOC for supplementary information from the Applicant to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation.

6.4 Applicant should note that if the parties cannot execute an agreement within the allotted timeframe, the HOC may invite the next highest-ranked Applicant to enter into negotiations and may discontinue further negotiations with the highest-ranked Applicant.

7. Confidential Information

7.1 All information provided by or obtained from the HOC in any form in connection with the proposal either before or after the issuance of the COI:

7.1.1 is the sole property of the HOC and shall be treated as confidential;

7.1.2 is not to be used for any purpose other than replying to the COI and the execution of any subsequent agreement;

7.1.3 shall not be disclosed without prior written authorization from the HOC; and

7.1.4 will be returned by the Applicant to the HOC immediately upon the request of the HOC.

8. Governing Law and Interpretation

In responding to this CFI, and to be eligible for consideration, each Applicant must submit a completed and signed Proposal Submission Form that, among other things, acknowledges its acceptance of the CFI Terms of Reference and Governing Law as contained hereunder:

8.1. This CFI process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations.

8.2. Neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of an agreement, the failure to award an agreement or the failure to honour a Proposal.

8.3. The Applicant will bear its own costs associated with, or incurred in, the preparation and presentation of its Proposal, including, if applicable, costs incurred for presentations, demonstrations and validation or acceptance testing.

8.4. No legal obligation shall be created between the Applicant and the HOC until the HOC accepts the Applicant's Proposal in writing, which would only occur if and after the BOIE's approval of the new host organization.

8.5. When evaluating Proposals, the HOC may request further information from the Applicant or third parties to verify, clarify or supplement the information provided in the Applicant's submission, and the HOC may revisit and re-evaluate the Applicant's submission or ranking based on any such information.

8.6. The HOC may cancel this CFI process at any time.

APPENDIX A – STATEMENT OF REQUIREMENTS

1.0 PURPOSE

The HOC seeks proposals for the administration and management of the PIP by a new host organization (the new host).

This Statement of Requirement (SOR) highlights the nature of the expected relationship between the HOC and the new host, detailing the HOC potential involvement, as well as services and responsibilities sought from the new host. The SOR forms the basis of an eventual resulting agreement. It also provides prospective new hosts with criteria under which the HOC will evaluate each proposal.

2.0 BACKGROUND

- The PIP welcomes twelve (12) young professionals to Parliament from September through June each year. The paid, non-partisan interns are selected through a national competition (see Appendix D). Each PIP intern completes placements with two Members of Parliament – one from the government and one from the opposition. During their internship, PIP interns meet with senior policymakers, diplomats, journalists, scholars, politicians, and leaders in civil society. The PIP interns take part in academic seminars, write an innovative academic research paper, share their knowledge of Parliament with young Canadians, and take part in legislative study tours in Canada and abroad. The PIP takes place on Parliament Hill and the Speaker of the HOC is its patron.
- The Canadian Political Science Association (CPSA) has administered the PIP since its creation by the HOC in 1969.
- From its creation, the PIP relied solely on external sponsors to fund its activities. In November 2022, the BOIE agreed to contribute \$186,047 annually to the CPSA for the PIP beginning with the 2023-2024 cohort to increase the stipend for the 10 existing interns to \$35,000 and completely fund two new PIP intern positions. This funding will be reviewed after five years (at the end of the 2027-2028 fiscal year) and was not meant to replace the funds provided by existing supporters, but rather to expand the PIP and ensure its ability to attract strong candidates.
- On April 27, 2023, the CPSA gave notice that it would end its role as the PIP's administrative host when the current agreement with the HOC expires on December 31, 2024. In December 2023, the CPSA agreed to extend the agreement until June 30, 2025.
- On November 23, 2023, the BOIE requested that the HOC negotiate an agreement with a new host and that the Administration focus on prospective academic institutions, i.e. a Canadian accredited University.
- The results of the CFI will be presented to the BOIE for final approval.
- The CPSA has stated that PIP finances are balanced and supported by a healthy reserve. The CPSA indicated that this surplus would be transferred to the new host organization. Any discussions regarding the surplus will take place between the CPSA and any Applicant and/or the new host.
- The BOIE will also authorize the transfer of the HOC's contribution that was approved in November 2022 for the CPSA to the new host.
- The HOC is open to discuss proposals from universities that enhance the PIP with new supports and/or opportunities.

3.0 HOUSE OF COMMONS RESPONSIBILITIES

3.1. Human and financial resources:

- 3.1.1. The HOC can supply the equivalent of half the time of an administrative assistant to provide administrative and logistical support to the PIP. Any overtime worked by the administrative assistant would be paid for by the PIP in accordance with section 4.2.4 below.
- 3.1.2. The HOC can provide the PIP interns with access to second language training based on availability.
- 3.1.3. The HOC can provide a successful integration and workplace experience to the PIP interns and will provide them with training sessions on a variety of topics related to their work and work environment, *including* those on respectful workplace, health, and safety, parliamentary procedure and practice, and harassment and violence prevention. The content and timing of the sessions is to be determined by mutual consent of the HOC and the new host.
- 3.1.4. The HOC can provide PIP interns with access to the Employee and Family Assistance Program. The PIP is responsible for paying for this access.
- 3.1.5. When the new host has provided the HOC with copies of *all* 12 fully signed letters of offer (offer and acceptance) for an annual cohort of PIP interns, the HOC will then provide the new host with the agreed HOC annual contribution, if applicable.
- 3.1.6. The HOC will provide each of the 12 interns with a laptop computer for use during their participation in the PIP. It is to be used in accordance with all applicable HOC policies, including the *Acceptable Use of Information Technology Resources Policy* and the *Information Technology Security Policy*, and any future updates to applicable policies.

3.2. Governance:

- 3.2.1. The Speaker of the HOC will remain the PIP's patron.
- 3.2.2. The HOC will designate one of its senior employees to provide oversight, at no cost to PIP, of the PIP and participate in governance-related activities of the PIP *such as* sitting on any PIP Advisory Board, selection of interns, facilitate PIP interns' placement with the Members of Parliament, organizing the PIP interns' orientation program, and participating on the Alf Hales prize jury.
- 3.2.3. The HOC, via its assigned senior employee, will participate in ongoing discussions with PIP on PIP support and delivery.
- 3.2.4. All use of the HOC emblems by the PIP must be previously authorized by the HOC.
- 3.2.5. The HOC will participate in the management of PIP official records, excluding financial records, but including distribution of reports of PIP activities. The HOC will retain hard

copies of all essential private and confidential reports on PIP activities for a period to be determined in writing by both parties.

3.3. Equipment, office space, and furnishings:

- 3.3.1. The HOC will provide the office space necessary to accommodate the HOC administrative assistant assigned to providing support to the PIP, and a functional address for the PIP.
- 3.3.2. The HOC will provide access to board rooms and other meeting rooms to provide support to the PIP within the Parliamentary precinct throughout the year, based on availability.
- 3.3.3. The HOC will provide translation services for PIP documents through the Translation Bureau as needed.
- 3.3.4. The HOC will provide the basic equipment and IT hardware and software required for administrative support [e.g., laptop(s), printer(s), and the furnishings for the office spaces provided]. IT hardware and software is to be used in accordance with all applicable HOC policies including the *Acceptable Use of Information Technology Resources Policy* and the *Information Technology Security Policy*, and any further updates to applicable policies.

4. NEW HOST RESPONSIBILITIES

4.1 General

- 4.1.1. The new host shall be a Canadian accredited university.
- 4.1.2. The new host shall be a non-profit, non-partisan institution.
- 4.1.3. The new host shall facilitate and promote the study of politics and government in Canada.
- 4.1.4. The new host will run the recruitment campaign for the 2025-2026 PIP interns, which will begin in the fall of 2024. The new host organization will host the PIP as of July 1, 2025.

4.2. Human and financial resources:

- 4.2.1. The new host shall be responsible for any expenditures arising from PIP activities.
- 4.2.2. The new host shall be responsible for any financial transactions relating to the PIP.
- 4.2.3. The new host shall be able to communicate orally and in writing with its PIP interns in both French and English.
- 4.2.4. Any authorized overtime worked by the HOC administrative assistant on PIP activities shall be reimbursed by the new host. Such overtime, as agreed to by both the HOC and the new host and submitted to the new host at the end of February each year, shall be compensated by the new host in accordance with the position's terms and conditions of

employment, and in accordance with the rate in effect at the HOC for this position during the period in question.

- 4.2.5. The new host, as the responsible body for the PIP interns, must be able to provide proof of Workplace Safety and Insurance Board (WSIB) coverage for the interns, or other proof of comprehensive insurance coverage for workplace injuries for the duration of the internship in a manner that is satisfactory to the HOC.
- 4.2.6. The new host must ensure that the PIP includes a minimum of twelve (12) interns and with each a stipend, grant or salary of a minimum of \$35,000.00 for a ten (10) month period.
- 4.2.7. The new host must either maintain the current PIP intern selection criteria (see Appendix D) or present to the HOC new selection criteria that embody the same principles as those provided at Appendix D. Should the HOC disagree with the new selection criteria, the new host agrees to maintain the current PIP intern selection criteria.
- 4.2.8. The new host shall use the funds received under Clause 3.1.5. solely for the PIP.

4.3 Governance:

- 4.3.1. The new host shall administer the PIP by ensuring the PIP has proper governance, reporting and accountability structures, and a transparent financial records, cost, and funding, respecting the administration of the program.
- 4.3.2. The new host will ensure they have the personnel, experience, qualifications and all other skills and resources necessary to run the PIP program in accordance with applicable law.

4.4 Other:

- 4.4.1. Whenever appropriate, the HOC contribution to the PIP shall be publicly acknowledged by the new host during PIP activities.
- 4.4.2. The new host recognizes and agrees that, as a direct result of its association with the HOC and the consequent visibility of the PIP on Parliament Hill, the PIP shall be delivered in a manner that is consistent with HOC policies and practices, in particular the principle of non-partisanship and high-quality service delivery.
- 4.4.3. To avoid a perception of conflict of interest, during the internship program. PIP interns shall not be placed with any other PIP sponsors, including during periods of dissolution.
- 4.4.4. The new host understands that every PIP intern placed in a Member of Parliament's office shall meet and maintain the level of security clearance required by the HOC.

5.0 OTHER

- 5.1. HOC employees assigned to work with the PIP will not be employees of the PIP. They will remain HOC employees and maintain a functional and hierarchical relationship with

their employer. The HOC Administration is not the employer of the PIP interns. No Member of Parliament is the employer of the PIP interns.

- 5.2. The involvement of Members of Parliament, including the Speaker of the HOC, in the PIP will not be considered part of the resulting agreement and in no way should restrict or require such involvement.
- 5.3. Nothing in the resulting agreement will preclude Members of Parliament from entering into agreements with PIP interns regarding expectations and terms and conditions of the placement.
- 5.4. The resulting agreement in no way should restrict the involvement of the HOC in other activities of the PIP not aforementioned. Participation in concomitant activities will be determined on a case-by-case basis by the HOC, after request from the PIP.

APPENDIX B – CALL FOR INTEREST PROPOSAL EVALUATION

1.0 EVALUATION CRITERIA COMPLIANCE

- 1.1 Each proposal will be evaluated separately, against the Mandatory Criteria and Rated Criteria contained herein.
- 1.2 Applicants who do not meet the Mandatory Criteria or Minimum Pass Mark score for a rated criteria (as identified) will be deemed non-compliant and will not continue in the evaluation process.
- 1.3 It is the organization’s responsibility to ensure that their proposal provides sufficient evidence for the HOC Evaluation Team to assess the compliance of the proposal with the criteria listed herein. The organization shall demonstrate how they meet each criterion, simply repeating the statement or replying with “we comply” is not considered demonstrated.
- 1.4 Selection and evaluation is based on a “rules of evidence” approach, such that the organization’s proposal is the sole demonstration of its capacity to fulfill the requirement, as described within the CFI.
- 1.5 Organizations should include any reference material they wish to be considered for evaluation within their proposal. Any material or documents outside the proposal will not be considered.

2.0 EVALUATION CRITERIA

2.1 Mandatory Criteria

Provide a response to the below criteria as part of your proposal:

#	Description of Criterion	HOC Evaluation	Insert detailed response here OR
		Pass or Fail	Indicate where in the proposal the detailed response can be found
M1	The new host organization shall: Be a Canadian accredited University.		
M2	The new host organization shall: Be a non-profit, non-partisan institution.		
M3	The new host organization shall: Facilitate and promote the study of politics and government in Canada.		
M4	The new host organization shall: Be able to communicate orally and in writing with its PIP interns in both French and English.		

M5	The new host organization shall: Propose a multi-year agreement and identify the desired duration.		
M6	The new host organization shall: Take over the 2025-2026 PIP interns, including their recruitment, as they begin their year in September 2025. The new agreement between the HOC and the new host will reflect that the new host organization will host the PIP as of July 1, 2025. The new agreement will also include that the new host will run the recruitment campaign for the 2025-2026 PIP interns, which will begin in the fall of 2024.		

2.2 Rated Criteria

The following rated criteria are included in the CFI to ensure a viable delivery model as well as a stable and long-term partnership with a new host organization.

Provide a response to the below criteria as part of your proposal:

#	Description of Criterion	HOC Evaluation			Insert detailed response here OR Indicate where in the proposal the detailed response can be found
		Points	Weight %	Minimum Pass Mark (points)	
R1	Describe how proper governance, reporting and accountability structures will be offered for the PIP. Ensure to detail the following topics: <ul style="list-style-type: none"> • Communication channels between the new host organization and the HOC. • Governance, oversight and review mechanisms (e.g. through the preparation of annual and/or semi-annual reports and/or a plan for audits of the PIP's operations. A description of the structure and entities that would be involved in the administration of the PIP. 	0-4	20	2	

#	Description of Criterion	HOC Evaluation			Insert detailed response here OR Indicate where in the proposal the detailed response can be found
		Points	Weight %	Minimum Pass Mark (points)	
R2	<p>Describe how financial transparency will be maintained for the PIP.</p> <p>Ensure to detail, but not limited to, the following topics:</p> <ul style="list-style-type: none"> Information on planned book-keeping services (e.g. in-house, outsourced, etc.). Whether the new host organization plans to invoice a management fee to the PIP to administer PIP and, if so, how (e.g. fixed amount, percentage of expense, based on the number of transactions completed, etc.). How the PIP's existing funds will be managed (e.g. whether they would be kept in a separate bank account or become part of general organizational revenue, or else).How the host organization will be transparent with the HOC regarding the financial situation of the PIP, including the sources of funding. 	0-4	15	2	

#	Description of Criterion	HOC Evaluation			Insert detailed response here OR Indicate where in the proposal the detailed response can be found
		Points	Weight %	Minimum Pass Mark (points)	
R3	<p>Describe opportunities to seek funding from other partners.</p> <p>Ensure to detail, but not limited to, the following topics:</p> <ul style="list-style-type: none"> • Indicate whether internal rules allow the new host of PIP to raise funds from a diverse range of supporting organizations, including government bodies, corporations, charities, and business associations. • Indicate how sources of revenues could be raised if sponsorships are reduced or no longer available. • Indicate any limitations or potential conflicts when it comes to sponsorships (e.g., any rules pertaining to the new host organization that might impact the PIP's current sponsorships or ability to obtain new sponsorships). • Indicate whether the new host organization can receive contributions from charitable foundations. • Indicate whether the new host organization would require that a certain portion of the donations made to PIP be remitted to its central administration. 	0-4	15	2	

#	Description of Criterion	HOC Evaluation			Insert detailed response here OR Indicate where in the proposal the detailed response can be found
		Points	Weight %	Minimum Pass Mark (points)	
R4	<p>Describe how anticipated project and activity expenses will be managed and if internal policies may apply.</p> <p>Ensure to detail, but not limited to, the following topics:</p> <ul style="list-style-type: none"> • Indicate proposed status for PIP interns (e.g., whether they will be considered students, employees, on contract, or other). • Indicate any insurance and benefits available to PIP interns. • If PIP interns have student status, indicate whether there would be a requirement for them to pay tuition. • Indicate if PIP interns would receive access to other student services (e.g., enrolment in the student health plan, housing, placement services, etc.). • Indicate if the new host of the PIP is required to pay a certain level of per diems to PIP interns during travel; also indicate if the organization would limit the use of the PIP funds for the purchase of alcohol and refreshments at PIP events. 	0-4	20	2	
R5	Describe how the goals and values of the Applicant are compatible with those of the HOC as an organization, including bilingualism, integrity and impartiality, and such as collaboration, and inclusion, or other goals and values of your organization.	0-4	15	2	

#	Description of Criterion	HOC Evaluation			Insert detailed response here OR Indicate where in the proposal the detailed response can be found
		Points	Weight %	Minimum Pass Mark (points)	
R6	<p>Describe how the academic component will be covered.</p> <p>Ensure to detail, but not limited to, the following topics:</p> <ul style="list-style-type: none"> • Indicate whether there will be a course credit or credential that PIP interns will receive upon completion of the PIP. • Indicate whether the new host organization wishes to give its own students preference within the PIP recruitment. • Indicate whether the new host organization would restrict the PIP Interns' ability to receive guest lectures from Professors at other institutions. 	0-4	15	2	
Total					100%

APPENDIX C – TERMS AND CONDITIONS OF RESULTING AGREEMENT

1. In the event of a dispute arising from the interpretation or operation of the eventual resulting agreement, the HOC and the new host organization would refer the dispute to their designated dispute representatives who would use their best efforts to resolve the matter amicably. If they are unable to resolve the matter, the representatives would escalate the matter to the signatories of the resulting agreement.
2. Nothing in the resulting agreement shall be construed as a modification or limitation of the privileges, rights, immunities, and powers of the HOC.

APPENDIX D – PIP INTERN SELECTION PROCESS AND CRITERIA

The current selection Committee is comprised of members who bring together expert knowledge of political science, the work of Members of Parliament and their staff, the administration of the HOC and the administration of the PIP.

In the selection process, committee members are asked to employ their best judgement in identifying 12 excellent candidates for the PIP.

1. Selection Process

1.1 Applicant Review Stage: At the first stage, Committee members review and score the applications of all candidates assigned to them based on:

1.1.1 Personal Statement and Approach to Teamwork:

- Candidates are asked to describe in statements (A) how they anticipate contributing to and benefiting from the PIP; and (B) how they managed a situation working with colleagues who had different personal or professional priorities and perspectives from their own;

1.1.2 Academic Experience and/or Research Potential:

- Education, Transcripts, Grants and Scholarships Information

1.1.3 Professional Experience:

- Employment Information
- Extracurricular / Voluntary Activities Information

1.1.4. Academic and Professional References:

- Two or three confidential letters of references. At least one reference must be an academic reference, and another must be from an employer or supervisor.

During the first stage of the selection process, screened in candidates are invited for interviews.

1.2 Interview Stage: At the second stage, interviews are comprised of questions testing the candidates on their:

- Ability to work with others and self-awareness
- Knowledge of Parliament and MPs' work
- Knowledge of Canadian politics
- Motivation and knowledge of MPs

Following the final interview, the committee identifies 12 candidates to participate in the PIP as well as three alternates.

2. Selection Criteria

To be eligible, candidates must hold at least one college or university degree and hold Canadian citizenship or permanent residence status by the date the PIP begins. **They must be able to work full-time in Ottawa for the duration of the internship.** Beyond these eligibility criteria,

candidates should be assessed based on the following selection criteria. Candidates are aware of these criteria at the time of application and their referees are asked to address them in their letters of reference.

- Maturity
- Leadership
- Critical thinking skills
- Research and/or writing ability
- Knowledge of Parliament and Canadian politics
- Motivation
- Willing to work for **all recognized parties**

3. Additional considerations

- Racial and ethnic balance
- Indigenous representation
- Applicants with visible and invisible disabilities
- Official language skills
- Gender balance
- Geographic distribution
- Equality of opportunity

APPENDIX E – PROPOSAL SUBMISSION FORM

(under separate cover)