



For Subcontract with CIMVHR

1. NUMBER – TITLE OF TASK AUTHORIZATION

TA 17 - Environmental Scan of Administrative Elements and Support Programs for Canadian Armed Forces (CAF) Veterans during Military to Civilian Transition (MCT)

2. ACRONYMS

CAF	Canadian Armed Forces
CIMVHR	Canadian Institute for Military and Veteran Health Research
DND	Department of National Defence
MCT	Military to Civilian Transition
R2CL	Road to Civilian life
SA	Scientific Authority
SOW	Statement of Work
TA	Task Authorization
VAC	Veterans Affairs Canada

3. REQUIREMENT

3.1 Veterans Affairs Canada (VAC) requires an environmental scan to document the administrative elements¹ and support programs intended to optimize the mental health and well-being of Canadian Armed Forces (CAF) Veterans² during the peri-release period of Military to Civilian Transition (MCT). While VAC's focus is on the peri-release³ period of MCT, documentation related to transition outside this period that is considered relevant (i.e., which may have an impact on MCT) should not be excluded. Specific requirements for the environmental scan are provided in this SOW.

4. BACKGROUND

4.1 VAC has launched a five-year program of research to close the knowledge gaps in understanding and supporting CAF members/Veterans undergoing MCT. The program, called *Road to Civilian Life* (R2CL), will focus on the mental health of transitioning CAF members during the *peri-release* (see definition in footnote below) MCT period. MCT is a highly individualized, multidimensional experience. There is anecdotal evidence and emerging consensus among researchers internationally that the peri-release period is particularly stressful and can have later life well-being consequences.

5. OBJECTIVE

5.1 The overall goal of R2CL is to enhance the mental health and well-being of CAF Veterans during MCT to facilitate an optimal transition to civilian life. The purpose of this environmental scan is to document the administrative elements and support programs intended to optimize the mental health and well-being of CAF Veterans during the peri-release period of MCT.

6. SCOPE

6.1 The Sub Contractor will conduct all planning, coordination and execution necessary to carry out the components of the environmental scan.

¹ A former CAF member (serving member of the Canadian Armed Forces) with at least one day of service. This definition is consistent with legislation authorizing VAC to provide benefits and services to former members.

² An element of the CAF or of a government department with a direct role in administering and supporting CAF members and Veterans in MCT. For example, the Director Military Careers Administration (DCMA), or VAC Case Managers.

³ The period around release from service, from a few months prior to about two years after.



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7. APPLICABLE DOCUMENTS & REFERENCES

7.1 To provide additional background information, the paper “*Backgrounder for the Road to Civilian Life (R2CL) Program of Research*” is attached as Appendix A.

8. TASKS TO BE PERFORMED

8.1 Consult with the VAC Scientific Authority (SA) prior to and during the environmental scan to understand the current Canadian military/Veteran context and gather information on current federal government administrative elements and programs intended to support CAF members and Veterans in the peri-release MCT period and to optimize their mental health and well-being.

8.2 Through discussions with staff from VAC, Department of National Defence (DND) and CAF, identify administrative elements in CAF, DND and VAC directly involved with supporting CAF members or Veterans in MCT. Upon awarding of this TA, the VAC SA will provide a list of key individuals with whom the Sub Contractor will consult (at a minimum).

8.3 Participate in bi-monthly teleconferences with the VAC SA to provide progress updates.

8.4 Examine Internet websites to identify other administrative elements and programs that provide CAF members or Veterans with support in the peri-release MCT period.

8.5 Conduct an environmental scan that will serve as concise resource for researchers and planners working on support services for CAF members and Veterans in the peri-release MCT period. Consideration will be given to both Regular Force and Reserve Force members/Veterans. The scan will provide the following:

- A snapshot, point-in-time, descriptive overview of existing Canadian administrative elements and support programs intended to support CAF members and Veterans and optimize their mental health and well-being in the peri-release MCT period.
- An overview of nationally available federal government and private or non-profit sector programs, services and supports in Canada.
- An overview of selected provincial programs and services available province-wide to support CAF members and Veterans in MCT; for example, provincially regulated health and rehabilitation systems, public health insurance programs, etc.
- An overview of online (Internet) services and websites that play roles in supporting CAF members and Veterans in Canada in the peri-release MCT.
- A general comparison of the Canadian situation with the United States, Australia and the United Kingdom. The SA will provide a contact for The Technical Cooperation Panel for best practices in other countries.

8.6 Prepare a written report for VAC documenting the approach to the environmental scan, including the question, the methodology and the findings.

9. DELIVERABLES (DESCRIPTION AND SCHEDULES)

9.1 The Sub Contractor must complete and submit the following deliverables:

Deliverable Number	Task reference	Description (Quantity and Format) and Schedule
9.1	8.1-8.6	Draft Report including the following sections at a minimum must be submitted to the SA for proof-reading by December 15, 2015: <ul style="list-style-type: none"> • Introduction



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		<ul style="list-style-type: none"> • Research Question • Methodology • Findings <ul style="list-style-type: none"> ○ Canadian administrative elements and support programs ○ Canadian federal government and private or non-profit sector programs, services and supports ○ Provincial programs and services ○ Online services and websites • References <p>The environmental scan will not be:</p> <ul style="list-style-type: none"> • A detailed map or administrative tool used to trace the MCT course of individual releasing members. • An exhaustive description of the CAF/DND releasing process. • An exhaustive description of VAC criteria for eligibility to programs and services. • An exhaustive list of every Government of Canada program and policy in place to support releasing CAF members. • A list of experimental programs being trialed on limited numbers of releasing members or their families. • An analysis of the effectiveness of or gaps in existing programs. • A guidebook for counselling members in the peri-release MCT period. • A list of MCT services available at the municipal or regional level. It would be useful to mention in general terms the types of locally organized services and programs that could support members in the peri-release MCT period but not attempt to catalogue them: e.g. support groups, churches, homeless shelters, etc. • An analysis of gaps in policies and programs. • A living document that will attempt to track the evolving policy, program and services environment. • A review of the literature, although literature can be consulted to assist in the work and cited to support the tasks. • A review of transition procedures and services in other nations. • An exhaustive environmental scan of other countries.
9.2	8.1-8.6	A Final Report addressing issues and feedback from the SA on the Draft Report must be completed and submitted no later than January 8, 2016.

10. MANDATORY SELECTION CRITERIA

10.1 When considering the proposals from candidates, the review process will consider the following evaluation criteria:

- a. One or more senior investigators with an MD or a PhD in a relevant discipline;
- b. Overall research experience and capabilities of the applicant and team members;
- c. Educational and work experience conducting research with military and/or Veteran populations;
- d. Familiarity with military and/or Veteran issues;
- e. Expertise and experience in the area of mental health and well-being research;
- f. Ability to engage and consult with personnel at VAC, DND and CAF and in the private sector; and
- g. Potential conflict(s) of interest for applicant and/or team members.

11. LANGUAGE OF WORK



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11.1 Documentation and deliverables must be submitted in the English language.

12. LOCATION OF WORK

12.1 The work must be performed on the Sub Contractor's site.

13. TRAVEL

13.1 The Sub Contractor will not be required to travel.

14. MEETINGS

14.1 The Sub Contractor will be required to meet with the SA by teleconference upon awarding of the TA and at intervals specified in Section 9 to provide progress updates.

15. GOVERNMENT SUPPLIED MATERIAL (GSM)

15.1 None

16. GOVERNMENT FURNISHED EQUIPMENT (GFE)

16.1 None

17. SPECIAL CONSIDERATIONS OR CONSTRAINTS

17.1 None

18. SECURITY

18.1 The Sub Contractor will not require access to PROTECTED and/or CLASSIFIED information or asset, nor to restricted access areas

X Not applicable RELIABILITY STATUS PROTECTED A PROTECTED B

19. INTELLECTUAL PROPERTY (IP) OWNERSHIP

19.1 The Sub Contractor will own any Foreground IP created by virtue of the main contract (W7714-145967/001/SV).

20. CONTROLLED GOODS

X Not applicable Applicable

21. Budget

The Sub Contractor will be paid by CIMVHR as per the terms of Contract #W7747-145967 between Defense Research and Development Canada and CIMVHR. The amount of funding available is allocated by fiscal year (April 1-March 31st) and is approximately \$ 28,000. Details TBD upon award.

A draft budget will be submitted with the proposal along with a budget justification and a detailed budget will be developed post award in consultation with CIMVHR. Interested parties should request budget documents and information on creating their budget from Jocelyne Halladay.