



## APPLICATION FOR FIXED-TERM AGREEMENT

(Please print clearly if completing manually instead of electronically)

### PART I: APPLICATION IN RESPONSE TO THE FOLLOWING NOTICE OF OPPORTUNITY:

Notice Reference No. \_\_\_\_\_  
 Judicial District(s) \_\_\_\_\_

**The Applicant is**       a Law Firm       an Individual

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website \_\_\_\_\_

### Contact Person

The following individual (lawyer) has been designated to act on behalf of the applicant on all matters pertaining to this process:       same as above

Name and Title: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Email: \_\_\_\_\_

### Legal Entity Status

Identify the status of the legal entity, as registered with the Canada Revenue Agency (CRA):

Association    Incorporation    Limited Liability Partnership    Other \_\_\_\_\_

Please provide the GST/HST Registration Number issued by the CRA: \_\_\_\_\_

Please indicate the exact name registered with the CRA for which the above number was issued:

\_\_\_\_\_

The following documentation was obtained for each individual included in the proposed prosecution team - including support staff, and is provided with the application (check documents included):

- Personnel Screening, Consent and Authorization Form (all) \*
- CRA Consent Form (counsel only)
- Certificate of Good Standing with Law Society (counsel only)
- Recent Curriculum vitæ (all)
- References
- Student Card (if applicable)
- Paralegal License (where applicable)
- Paralegal Application (where applicable)\*\*
- PPSC Agent Security Checklist

\*The "Personnel Screening, Consent and Authorization Form" can be obtained from the contact person listed on the advertisement.

\*\* Paralegal applications apply to staff members who perform paralegal duties but do not have a provincial certificate; the application and guidelines can be obtained from the contact person listed on the advertisement.

CRA will not disclose information other than advise the PPSC whether or not there exists (or existed) serious compliance issues based on information obtained through a review of the applicant's history with CRA over a period of up to 10 years; note that this information is not available at the local CRA level.

Note: Acknowledgment of receipt of applications will not be sent; the PPSC will contact the successful candidates when the screening process is completed.

**PART II - FIRM PROFILE**

Year Firm Established \_\_\_\_\_

Firm consists of (number):

Partners/Associates \_\_\_\_\_ Lawyers \_\_\_\_\_ Students \_\_\_\_\_ Paralegals \_\_\_\_\_ Support Staff \_\_\_\_\_

Names of Proposed Federal Prosecution Team:

Lawyer(s): \_\_\_\_\_

Student(s): \_\_\_\_\_

Paralegal(s): \_\_\_\_\_

Support Staff: \_\_\_\_\_

If applicable, please provide the name(s) of the lawyer(s) in the proposed prosecution team who are retired federal employees, and their respective retirement date:

		Date (dd/mm/yy)
Name	_____	_____
Name	_____	_____

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Area(s) of Expertise \_\_\_\_\_

Other areas of Practice \_\_\_\_\_

Other than the proposed office, does your firm have offices in other locations (i.e., affiliations, etc.)? If so, please provide the location(s):

\_\_\_\_\_

**PART III - RATED ASSESSMENT CRITERIA**

All applicants, including incumbents, must provide a separate document containing detailed information and examples demonstrating how the applicant meets each of the following rated assessment criteria; the PPSC will evaluate the written submissions against these criteria and will identify the private-sector lawyer(s) or law firms that achieve a minimum of 60%.

1. Experience in conducting criminal and regulatory litigation (40 pts)
2. Experience in working in collaboration with others (15 pts)
3. Experience in coordinating multiple stakeholders associated with criminal or regulatory litigation (15 pts)
4. Ability to analyze legal issues and provide legal advice (10 pts)
5. Ability to work independently (10 pts)
6. Ability to work under pressure (10 pts)

Your document must also address:

1. Your firm's commitment to the PPSC as Agents; for example, how PPSC prosecutions will be integrated into the existing practice and what changes / adaptations will be required to ensure compliance with Part II of the T&CS, Conflict of Interest; for instance, if you or a member of your firm has conduct of defense matters.
2. How you intend to provide prosecutorial coverage to the vacated location in a cost-efficient manner if you are applying for a vacancy located in excess of 100 km from your office.
3. Comments or additional information you would like to provide.

**CERTIFICATION**

**ACCURACY OF INFORMATION**

I hereby certify that all information provided herein is accurate.

**MEMBERS OF LEGAL TEAM AND STAFF CERTIFICATION**

I have satisfied myself that the individuals proposed for this requirement are capable of satisfactorily performing the services herein. I also certify that the work assigned to these individuals will be carried out in a timely manner and will respect any deadlines established by the Court.

**EDUCATION / EXPERIENCE**

I hereby certify that all statements made with regard to the education and the experience of individuals proposed for completing the subject work are accurate and factual, and I am aware that the Public Prosecution Service of Canada (PPSC) reserves the right to verify any information provided in this regard and that untrue statements may result in the application being declared non-responsive or in other action which the PPSC may consider appropriate.

**CONFLICT OF INTEREST**

On acceptance of this submission by the PPSC, I undertake to comply with Part II of the *Terms and Conditions of Fixed-Term Agreements of Agents* governing Conflicts of Interest.

In the event that I become aware of circumstances that could create a situation of conflict of interest or appearance of conflict of interest, I undertake to report it to the Agent Supervisor and follow any resulting instructions.

\_\_\_\_\_  
Signature of Contact

\_\_\_\_\_  
Date



**CONSENT TO RELEASE OF INFORMATION**

**TO:** National Agent Coordinator  
Agent Affairs Division, Headquarters  
Public Prosecution Service of Canada

**AND TO:** Canada Revenue Agency

In accordance with the Public Prosecution Service of Canada's (PPSC) Fixed-Term Agreement requirements, I must be in compliance with the Canada Revenue Agency (CRA), personally and professionally, in order to obtain an Agreement or retain my status as an Agent of the Director of Public Prosecutions (DPP).

Therefore, this shall be your good and sufficient authority to conduct background checks on me, personally and professionally, for the purposes of ascertaining any information that will determine my suitability as an Agent of the DPP, and as such, perform my duties in a fair and impartial manner.

I hereby authorize the CRA to review my records and any other information that the CRA may have concerning me, under any Act administered in whole or in part by the CRA, to determine my suitability to act as an Agent of the DPP, either because I am being considered for an Agreement or because the validity of my previous check will soon expire; the CRA will or will not endorse the request by indicating to the PPSC National Agent Coordinator whether there exist any significant compliance-related issues. It is understood that the PPSC and the CRA are not under any obligation to reveal the results of the background check or ensuing discussions with me. I will not request any of the information obtained by or used for the checks.

Name (please print) \_\_\_\_\_  
Gender: M  F  Date of birth (D/M/Y) \_\_\_\_\_ SIN \_\_\_\_\_  
Current address \_\_\_\_\_  
Daytime telephone No. \_\_\_\_\_

I practice as a sole practitioner  a partner  an associate  at the following law firm:  
Name of Firm, as registered with the CRA: \_\_\_\_\_  
HST/GST Registration Number issued by the CRA: \_\_\_\_\_

Furthermore, I am also responsible for filing a GST/HST return, payroll return, and/or corporate return for the following entity/entities: (not applicable )  
Account # issued by CRA: \_\_\_\_\_  
Account # issued by CRA: \_\_\_\_\_

Dated at \_\_\_\_\_ in the Province of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 201\_\_

\_\_\_\_\_  
Signature





## PPSC AGENT SECURITY CHECKLIST

Firm Name: \_\_\_\_\_

Office located in  Residential / Single Occupancy  
 Business / Industrial Multiple Tenant  
 Monitored Alarm System  Yes  No

Are all members of the firm authorized for PPSC purposes  Yes  No  
 Do all authorized members hold a valid security clearance?  Yes  No  
 Do unauthorized members have access to PPSC files/materials  Yes  No  N/A

**STORAGE - Filing of documents**

- Separate cabinet for PPSC files?  Yes  No
- Locked cabinet for PPSC files?  Yes  No
- PPSC file cabinets in a secure area?  Yes  No

**STORAGE - Electronic**

- Are the computers password protected?  Yes  No
- Does your firm have a professional email?  Yes  No
- Does your email have encryption capabilities?  Yes  No
- Does your firm have external storage devices  Yes  No  
 If yes, check all that apply:  
 Hard drives  Thumb drives  Back up tapes
- Are these devices password protected?  Yes  No

**TRANSPORTATION of data and documents**

- Does your firm have locking briefcases?  Yes  No  
 If no, please describe how you transport the data and documents:

Provide additional information on how you will ensure the requirement is met if you have answered "no" to any of the above questions; use a separate sheet if necessary.

I hereby certify that all information provided herein is accurate.

\_\_\_\_\_  
Signature of Contact

\_\_\_\_\_  
Date