



An advanced contract award notice (ACAN) is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meet the requirements set out in the ACAN, on or before the closing date and time stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

### **1. Definition of requirement:**

The Correctional Service Canada (CSC) has a requirement for delivering workshops dealing with the psychological and physiological dynamics that impact individuals in a correctional profession, to its staff. The work will involve the following:

#### **1.1 Objectives:**

To aid CSC staff and their families in maintaining and/or improving their quality of life, both on a personal and professional level.

#### **1.2 Tasks:**

The Contractor must prepare and deliver, on an as and when requested basis, up to a maximum of four (4) workshops during the contract period, and up to an additional twelve (12) workshops during the option periods. Each workshop must be delivered during the course of one (1) business day and must last a minimum of 7.5 hours.

##### **1.2.1 The workshops must address, without being limited to, the following topics:**

- i. Long-term physical and psychological cost of being required to work in highly stressful situations, physical effects and strategies for emotional survival.
- ii. Issues such as, but not limited to, relationship breakdown, affairs, parenting without purpose and addictions. These issues must be discussed in such a manner for participants to comprehend how they have and are choosing to cope with stress.
- iii. How officers should be able to focus on awareness and skill development in areas of emotional survival to maintain both professional and personal life competencies.
- iv. Causes of psychological changes in law enforcement personnel, impacts and how to manage one's state of hyper vigilance and disengagement from personal life.
- v. Personal experiences as a First Responder in the field of corrections and/or policing and associated stress and difficulties.

##### **1.2.2 The contractor must:**

- i. Provide guidance to CSC's Management as to the approach that should be considered in order to increase the number of employees that thrive or maintain emotional well-being and decrease those who become victims of stress-related difficulties within the organization.
- ii. Provide a verbal report of the workshop, by telephone or in person, to the Project Authority (PA) at the end of each workshop.



### 1.3 Expected results:

To provide CSC staff and their families with information in maintaining and/or improving their quality of life, on both a personal and professional level.

### 1.4 Performance standards:

- i. At the request of the PA, an initial teleconference will be set up between the contractor and the PA;
- ii. The PA reserves the right to schedule additional teleconferences, as deemed necessary.
- iii. The Contractor must, within one (1) hour, report to the PA, by telephone with a follow-up by electronic mail, any urgent issue that arises during the course of the workshop that could impact its progress or the security and/or wellbeing of the participants.
- iv. The Contractor must, within one (1) day, report to the PA, by telephone with a follow-up by electronic mail, any issue that arises during the course of the preparation of the workshop that could impact its delivery (e.g: statistical data needed, etc.).

### 1.5 Paper consumption:

- i. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- ii. The Contractor must ensure printed material is on paper with a minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- iii. The Contractor must recycle unneeded printed documents (in accordance with Security Requirements).

### 1.6 Correctional Service Canada to provide:

If available and deemed necessary by the PA, CSC will provide the Contractor with statistics and data relevant with the issues covered in the workshop.

### 1.7 Constraints:

#### 1.7.1 Location of work:

- a. The Contractor must perform all preparatory work at his place of work.

The workshops might be carried out at designated locations or CSC offices located either at CSC's headquarters in Ottawa or in one or several of CSC's five regions (Pacific, Prairies, Ontario, Quebec or Atlantic).



b. Travel

- i. Travel to the following locations will be required for performance of the work under this contract:

Depending on the location of the workshop, as decided by the PA, the Contractor must travel to designated locations or CSC offices located either in Ottawa or in one of CSC's five regions (Pacific, Prairies, Ontario, Quebec or Atlantic).

1.7.2 Language of Work:

The Contractor must perform all work in English.

1.7.3 Security Requirements:

- i. All of the Contractor's personnel who will be visiting CSC Penitentiary institutions will be submitted to verification through the Canadian Police Information Centre (CPIC) at the institutions' entrances.
- ii. The Contractor should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access have been made. The Contractor must contact the Regional Manager EAP-CISM (Employee Assistance Program - Critical Incident Stress Management) in advance of travel to ensure that planned access is still available.
- iii. If the training session is carried out at a CSC location, the Contractor must be escorted at all times by authorized CSC personnel.

**2. Minimum essential requirements:**

Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:

Experience:

The Contractor must:

- i. Possess at least five (5) years experience as a First Responder in a law enforcement\* and/or correctional environment\*\*.
- ii. Have, within the past two (2) years, delivered a minimum of ten (10) workshops on how to deal with psychological trauma to police officers, law enforcement officers and correctional officers.

\***Law enforcement environment** shall be defined as an American (federal and/or state level), or Canadian Federal, Provincial or Municipal police department (excluding military police).

\*\***Correctional environment** shall be defined as an American (federal and/or state level), or Canadian Federal, Provincial or Municipal correctional facility/institution.



Academic qualifications:

The proposed facilitator must have a Masters Degree or a Ph.D. in Social Sciences and/or Psychology.

The degree must have been obtained from a recognized Canadian university or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada.

The list of recognized organizations can be found under the Canadian Information Centre for International Credentials web site.

**3. Applicability of the trade agreement (s) to the procurement**

This procurement is subject to the following trade agreements:

North American Free Trade Agreement (NAFTA).

The procedural requirements of the other international trade agreements will be fulfilled following compliance to the procedural requirements of NAFTA.

**4. Set-aside under the Procurement Strategy for Aboriginal Business**

This procurement is not subject to any set-asides for Aboriginal Suppliers.

**5. Comprehensive Land Claims Agreement (s)**

This procurement is not subject to a Comprehensive Land Claims Agreement.

**6. Justification for the Pre-Identified Supplier**

"Emotional Survival for Law Enforcement", offered by E-S Press Inc. is recognized by north American police forces, including the FBI, as the only course designed to assist law enforcement professionals with developing behavioral strategies to inoculate against loss of idealism and inappropriate behavior patterns, and to ensure continued commitment and engagement to their work.

**7. Government Contracts Regulations Exception(s)**

The following exception to the Government Contracts Regulations is invoked for this procurement under subsection:

(d) only one person is capable of performing the contract.

**8. Exclusions and/or Limited Tendering Reasons**



The following exclusion (s) and/or limited tendering reasons are invoked under the section of the trade agreement (s) specified:

**North American Free Trade Agreement (NAFTA) - Article 1016: Limited Tendering Procedures, section 2.**

(b) where, for works of art, or for reasons connected with the protection of patents, copyrights or other exclusive rights, or proprietary information or where there is an absence of competition for technical reasons, the goods or services can be supplied only by a particular supplier and no reasonable alternative or substitute exists;

**9. Ownership of Intellectual Property**

Ownership of any foreground intellectual property arising out of the proposed contract will vest with the Contractor.

**10. The period of the proposed contract or the delivery date(s)**

The proposed contract is for a period of one (1) year from contract award date with an option to extend the contract for three (3) additional one-year periods.

**11. A cost estimate of the proposed contract**

The estimated value of the contract, including options, is **USD \$95,600.00** (GST/HST extra if applicable).

**12. Name and address of the pre-identified supplier**

Name: E-S Press, Inc.  
Address: 8340 N. Thornydale Road #110-314  
Tucson, Arizona 85741

**13. Suppliers' right to submit a statement of capabilities**

Suppliers who consider themselves fully qualified and available to provide the goods, services or construction services described in the ACAN, may submit a statement of capabilities in writing to the contact person identified in this notice on or before the closing date and time of this notice. This statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

**14. The closing date and time for a submission of a statement of capabilities**

The closing date and time for accepting statements of capabilities is June 19<sup>th</sup>, 2013 at 14:00 EDT.

**15. Enquiries and submission of statement of capabilities**

Enquiries and statement of capabilities are to be directed to:



Guillaume Gagnon  
Procurement Officer  
340 Laurier Ave West  
Ottawa, Ontario  
K1A 0P9  
Telephone: 613-992-6454  
Facsimile: 613-992-1217  
E-mail: [guillaume.gagnon@csc-scc.gc.ca](mailto:guillaume.gagnon@csc-scc.gc.ca)