

Community Residential Facilities Ontario Region

21470-13-17-1944736

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 of Canada (CSC) has a requirement to establish a contract for the provision of Community Residential Facility services for adult male offenders on conditional release which provides accommodation, security services and offender support in the Peterborough, Ontario area.

1.1 Objectives:

Community Residential Facilities are a bridge to the community and exist to promote the successful integration of offenders into the community, while maintaining a level of risk management considered essential for each individual. Community Residential Facilities contribute to the management of that risk by ensuring suitable accommodation, monitoring and intervention while contributing to social and economic support that assists conditionally released federal offenders to become law-abiding citizens.

1.2 Tasks:

The contractor must provide these services, but is not limited to the following:

Residential services for federal offenders on conditional release
Providing ongoing liaison services with local police forces, offenders, Correctional Service Canada and other community agencies/partners
Provision of three meals per day which follow the Canada Food Guide
Provision of security services, including staff are on-site and awake 24 hours per day; periodic check of resident activities and destinations while away from the facility;
Enhanced Program Services for High Needs Offenders
Personal Support Worker Services for Mental Health Offenders

1.3 Expected results:

Provide residential beds to CSC for Unescorted Temporary Absences, Day Parole, Full Parole, Statutory Release and Long-Term Supervision Order cases being released in the Peterborough area.

Provide three meals a day to residents. Such meals are to meet health and nutritional requirements in accordance with Canada's Food Guide.

Ensure staff is on-site and awake 24 hours per day.

Maintain a daily record/log on resident activities.

Must be in compliance with all applicable territorial, provincial, municipal and local legislation and regulations. The premises and equipment shall conform to applicable zoning, health, safety, building and fire codes and regulations.

CSC may request to provide enhanced or specialized services.

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1.4 Performance standards:

Residential services for federal offenders on conditional release
Providing ongoing liaison services with local police forces, offenders, Correctional Service Canada and other community agencies/partners
Provision of three meals per day which follow the Canada Food Guide
Provision of security services, including staff are on-site and awake 24 hours per day; periodic check of resident activities and destinations while away from the facility;
Enhanced Program Services for High Needs Offenders
Personal Support Worker Services for Mental Health Offenders

1.5 Deliverables:

1.5.1 Residential beds for federal offenders on conditional release in Peterborough area.

Provision of three meals per day which follow the Canada Food Guide.
Provision of security services, including the monitoring of resident activities and destinations while away from the facility.
Provide assistance to residents in their reintegration efforts by providing basic referral services to community support groups and other agencies, as dictated by each resident's individual requirements.
Provide ongoing liaison with local police, community agencies and Correctional Service Canada
Monthly Utilization Reports indicating total utilized beds by resident's name, FPS number and gender;
Monthly Living Allowance Report by resident's name, FPS number and gender;
Incident/occurrence reports, as they occur; including monthly Resident Action Plans
Annual Audited Financial Statements;
Other reports, requested by Correctional Service Canada; including monthly Resident Action Plans
All logs or other documented information on offenders when requested by Correctional Service Canada

1.5.2 Paper consumption:

- a. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- b. 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.
- c. The Contractor must recycle unneeded printed documents (in accordance with Security Requirements).

1.6 Constraints:

1.6.1 Location of work:

- a. The Contractor must perform the work at 953 Clonsilla Ave., Peterborough, Ontario, K0J 6Y8
- b. Travel

No travel is anticipated for the performance of the work under this contract.

1.6.2 Language of Work:

The contractor must perform all work in English, to deliver the services and deliverables.

1.6.3 Security Requirements:

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This contract includes the following security requirements:

- a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening or Facility Security Clearance, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- b) The Contractor personnel requiring access to the facility(s) must EACH hold a valid Reliability Status granted or approved by CISD/PWGSC.
- c) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- d) The Contractor must comply with the provisions of the:

Security Requirements Check List;
Industrial Security Manual (Latest Edition)

2. Minimum essential requirements:

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

Individuals/Organizations must have the capacity to provide residential services.

Experience:

A minimum of 5 years experience in working with adult offenders on conditional release in a residential setting.

Individuals/Organizations must have relevant knowledge and experience in working with adult offenders in a residential setting.

Individuals/Organizations must have experience working with adult offenders on conditional release.

Individuals/Organizations must have an extensive, established network of community resources including agencies, professionals and other services in the facility area which may be accessed in order to meet the needs of the offender.

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

This procurement is not subject to any trade agreement.

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

The provision of residential services to federal offenders on conditional release requires significant experience working with offenders and considerable understanding of the criminal justice system,

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rehabilitation processes, and the policy and procedures of the Correctional Service of Canada. There are some organizations that have that experience, the organizations listed below have provided residential services to offenders on release to the community for a considerable period of time and they contribute immeasurably to public safety by exercising their experience and knowledge about offender risk and the programs and processes in place to ameliorate that risk.

7. Government Contracts Regulations Exception(s)

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

Section 6d of the Government Contracts Regulations (only one person is capable of performing the contract).

8. Exclusions and/or Limited Tendering Reasons

This procurement is not subject to any trade agreement.

9. Ownership of Intellectual Property

Canada intends to retain ownership of any foreground intellectual property arising out of the proposed contract on the following basis

6.2 statutes, regulations, or prior obligations of the Crown to a third party or parties preclude Contractor ownership of the Foreground;

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

The proposed contract is for a period of 8 months, from August 1, 2013 to March 31, 2014, with an option to extend the contract for 3 additional one-year periods.

11. A cost estimate of the proposed contract

The estimated value of the contract, including option (s), is \$ **837,642.00** (GST/HST extra).

12. Name and address of the pre-identified suppliers

Peterborough Community Chaplaincy
953 Clonsilla Ave., Peterborough, Ontario
K0J 6Y8

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

14.1 The closing date and time for accepting a statement of capabilities is Monday, July 29, 2013 at 2:00 pm EST.

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15. Enquiries and submission of statement of capabilities

Enquiries and statement of capabilities are to be directed to:

Contracting Authority:

Shane Collins
Regional Contract Administrator
Correctional Service Canada
Regional Headquarters (O)
443 Union Street,
P.O. Box 1174
Kingston, Ontario
K7L 4Y8
Tel: (613) 536-6127
Fax: (613) 536-4571
E-mail: collinssd@csc-scc.gc.ca