

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
PWGSC/TPSGC Acquisitions
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1
Bid Fax: (506) 851-6759

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
NB / PEI Division - Moncton Acquisitions Office
1045 Main Street
1st Floor, Lobby C
Unit 108
Moncton, NB E1C 1H1

Title - Sujet Education and Library Services	
Solicitation No. - N° de l'invitation 21231-130015/A	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client 21231-130015	Date 2013-08-06
GETS Reference No. - N° de référence de SEAG PW-\$MCT-018-4674	
File No. - N° de dossier MCT-3-36036 (018)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-09	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Martin, Lisa M.	Buyer Id - Id de l'acheteur mct018
Telephone No. - N° de téléphone (506) 851-7811 ()	FAX No. - N° de FAX (506) 851-6759
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

21231-130015/A

Amd. No. - N° de la modif.

003

Buyer ID - Id de l'acheteur

mct018

Client Ref. No. - N° de réf. du client

21231-130015

File No. - N° du dossier

MCT-3-36036

CCC No./N° CCC - FMS No/ N° VME

Solicitation Amendment No. **03**

This solicitation is hereby amended to:

- (1) Reference: Annex A - Statement of Work
DELETE the Annex A, Statement of Work; and
INSERT instead the enclosed revised Annex A, Statement of Work
- (2) Reference: Annex B - Basis of Payment
DELETE the Annex B, Basis of Payment; and
INSERT instead the enclosed revised Annex B, Basis of Payment

If your bid has already been forwarded and you wish to revise same, this revision should be sent either in a sealed envelope and mailed to the above address or by facsimile (506) 851-6759 and reach the undersigned before the appropriate closing date. The solicitation number and the closing date are to be shown on the outside of the sealed envelope or on the facsimile transmission.

All other terms and conditions of the solicitation document remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Name Lisa Martin
Telephone No.: (506) 851-7811
Facsimile No: (506) 851-6759

STATEMENT OF WORK (revised 2013-08-06)

The Contractor shall provide academic education services and library services to the Correctional Service of Canada, Atlantic Institution, Renous, NB.

The Education Program shall address the learning needs of an adult inmate population and must lead to the attainment of a recognized Provincial Education Certificate, which is fully equal to that available to the public. It must accommodate not only continuous entry and exit from the program, but also more than one level within the classroom, both at the discretion of the Project Authority.

The Library program shall approximate those services available to the general public via a Public Library, and shall be made available to both open and segregated inmates.

EDUCATION REQUIREMENTS

1. Level 1 - Classroom - One Instructor

- (a) This program will meet the needs of those offenders scoring below an equivalent of grade six using the CAAT test.
- (b) Each inmate will receive clearly defined objectives and a complete monthly assessment.
- (c) Data on offenders' progress for Performance Assessments will be entered into the Offender Management System (OMS) by the Instructor.
- (d) Computer instruction using CSC-educational software will be part of the classroom instruction.

2. Level 1/2/3 - One Instructor

- (a) This program will largely be offered in the segregation area and frequently not in a classroom setting. This instructor must be creative, work within the restrictions of a segregation setting, and be prepared to work around the activities of that area.
- (b) This program will meet the needs of all levels of offenders, but primarily those scoring below an equivalent of grade six using the CAAT test.
- (c) Each inmate will receive clearly defined objectives and a complete monthly assessment.
- (d) Data on offenders' progress for Performance Assessments will be entered into the OMS system by the instructor.

3. Level 2/3 - Classroom - One Instructor

- (a) This program will meet the educational needs of those offenders assessed as having less than grade ten education but scoring higher than Level I. The program will include Mathematics, Communications and Science.

Annex "A"

- (b) Each inmate will receive clearly defined objectives and a complete monthly assessment.
- (c) Data on offenders' progress for Performance Assessments will be entered into the OMS system by the instructor.
- (d) Computer instruction using CSC-approved educational software will be part of classroom instruction.

NOTE: One of three aforementioned instructors must be fully bilingual (English and French) and able to offer Level 1, 2, and 3 in French to inmates whose first official language is French, as and when the need exists, as an active offer of service. This may be either in the classroom or segregation setting.

4. Senior Teacher/Tester - One required

- (a) Counsel and administer those test required for adequate inmate placement in the educational program.
- (b) Assist with curriculum development, pilot programs, test development, provide input to Correctional Intervention Board and Case Management teams on such issues as education levels and recommendations for suspension, and maintain class numbers at highest ratios.
- (c) Provide full testing services for offenders in segregation.
- (d) Make recommendations to institutional management for program placement, academic grade level, and vocational entry.
- (e) Replace teachers as required on an emergency basis.
- (f) Schedule staff (teachers and library) within contractual obligations.
- (g) Review all incoming inmates' education information and provide Parole Officers with data necessary to make referrals to Education programs
- (h) Facilitate WHMIS training to offenders and complete assessments and certificate information.
- (i) Assure information-sharing process with teachers to enhance security and client progress.
- (j) Organize GED testing sessions with provincial officials.
- (k) Hire, supervise, and evaluate the inmate cleaner.
- (l) Must assure that the human resources are available at all times to be able to provide instruction or service in both official languages.

LIBRARY REQUIREMENTS

The services provided under the terms of this agreement shall be based on the following objectives:

- To provide recreational and informational reading material in English and French to inmates, both to those who can attend the library during open hours and at least once weekly to segregated inmates for which deliveries will be necessary. This may include the use of interlibrary loans.
- In co-operation with the Correctional Intervention Board, assign inmates to carry out library functions, and write regular reports on their performance.
- To the degree possible in a maximum security setting, organize the library in such

Annex "A"

a way that it approximates a public library and will prepare inmates to use outside libraries after incarceration. The contractor must provide an individual (or individuals) who possess training or experience in the provision of library services, who can apply the principles of the Dewey Decimal system and common Library functions.

- To purchase magazine subscriptions and books for inmates, as requested, using the inmate's funds and following CSC directives and guidelines.
- To recommend to the Project Authority the purchase of new materials and subscriptions from public funds.
- To provide and supervise computer access to inmates in relation to inmate's questions on Acts and Regulations, and Correctional Service of Canada policies, and to assist them in the use of the computers including the LIBRARYSOFT program, Word and Excel.
- To provide reference service to inmates in accordance with CSC guidelines.
- The Contractor must assure the overall capacity to respond to inmate requests for Library information or services in both official languages, orally and in writing.

5. Program Relief

The Contractor shall be required to schedule employee leave so that all operational requirements of the program continue to be maintained.

6. Program Flexibility

The Assistant Warden, Interventions shall have the authority to reassign teachers to an alternate location within the Atlantic Institution to meet the identified needs of offenders. Some teachers may be involved in the delivery of programs which may be developed over the life of the contract, including Computer Literacy, WHMIS, High School level courses, correspondence courses, Employment-related programming, etc.

7. Program Supplies

All tests, teaching aids, or other materials paid for by the Correctional Service of Canada shall become the property of the Correctional Service of Canada.

8. Program Schedule

The Education Program will be delivered within the normal work hours of the institution, which are currently 0800 to 1600 hours, Monday to Friday, not including Statutory Holidays.

The Library Program will be delivered within the hours of 1300 to 2000 hours, Monday to Friday, not including statutory holidays.

9. Reports

- (a) The Contractor shall be responsible for providing a report to the Project Authority or the designated representative showing in detail (i) the students who

Annex "A"

participated in the program, the dates of participation, and their educational progress; and (ii) the user numbers and significant activities of the Library. These reports will be presented semi-annually and shall cover the entire period of the contract.

- (b) The Contractor will provide copies of minutes of staff meetings which are related to operational and programming issues, as a means of on-going communication with the Project Authority.
- (c) The Contractor shall be responsible for reporting on each individual student's progress on a monthly and quarterly basis and inputting same into the computerized Offender Management System.
- (d) The Contractor shall be responsible for ensuring that reports on security or safety observations are written on an as-needed basis, and that specific events are captured in writing and submitted to the Project Authority before the end of the working day.

10. Student Attendance

The provision of educational services in this contract shall include the recording of attendance in educational programs as required by the Programs Manager. The Contractor will be responsible for maintaining permanent records (for minimum of fifty years) of inmate credits/achievements obtained through the delivery of services and such records must be available on request by the inmate/student.

11. Travel

The Contractor may be required to travel on behalf of the Correctional Service of Canada.

All work will be performed subject to the inspection and acceptance by the Project Authority.

Project Authority

Name:

Program Manager

Tel:

The Project Authority or her designated representative will be responsible for monitoring the progress of the work and will be responsible for the technical requirements; the acceptance and approval of the deliverables. Any proposed changes to the scope of work may be discussed with the Project Authority, but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

Contracting Authority

Name:

Correctional Service Canada

Contracting and Material Services

Tel:

Annex "A"

Fax:

The Contracting Authority is responsible for all matters of a contractual nature.

TERMS OF PAYMENT (revised 2013-08-06)

The Department shall, subject to the Contractor having complied with the Statement of Work, pay the Contractor as follows:

From date of contract award to 31 March 2014

1. Labour at the following firm daily rates	
1 Senior Teacher/Tester -	
\$ _____ per diem for an estimated 129 days	\$ _____
Instructors – 3 Teachers	
3 @ \$ _____ for an estimated 129 days	\$ _____
Librarian	
\$ _____ per diem for an estimated 129 days	\$ _____
 TOTAL ESTIMATED LABOUR	 \$ _____
2. Other direct charges, at cost without mark-up as follows:	
Travel expenses directed in behalf of CSC to be paid in Accordance with Treasury Board Directives	\$1,000.00
Correspondence Courses- High School	\$1000.00
 TOTAL ESTIMATED DIRECT CHARGES	 \$ _____
 TOTAL ESTIMATED COST 2013-2014	 \$ _____

* The daily rate above is based on 7.5 hours for the school and 7.0 hours for the library. For work performed for a duration of more or less than one day, the daily rate specified will be prorated accordingly.

Payment shall be made after receipt of monthly invoices outlining the services rendered.

All or any amounts claimed under the terms and conditions of the contract as computed in accordance with the Terms of Payment shall be subject to Government audit before or after payment is made.

Invoices shall be submitted in duplicate to:

Program Manager
Name:

Annex "B"

Atlantic Institution
13175 Route 8
PO/CP 102
Renous, NB
E9E 2E1