

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 has a requirement to provide programs and opportunities to meet the needs of Aboriginal offenders. The Correctional Service of Canada is legislated to provide Aboriginal offenders with the opportunity to further develop their understanding of traditional Aboriginal spirituality while allowing others to practice their beliefs and values systems. The work will involve the following:

- Objectives:

The Aboriginal Elder shall expose offenders to traditional Aboriginal ways of life through workshops, teachings and counselling and by facilitation of traditional ceremonies for the benefit of both offenders and staff; and monitoring the participation of offenders in Aboriginal programming.

#### 1.2 Tasks:

The Aboriginal Elder shall assist Aboriginal offenders toward opportunities to further develop an understanding of traditional Aboriginal spirituality while exposing them to traditional ceremonies and belief systems by:

- Conducting spiritual services and various traditional ceremonies either in-groups or individually such as smudging using sacred medicines, (e.g., sweet grass, sage, cedar), fasts, family spiritual services, sweat lodges, longhouse ceremonies.
- Providing teachings and counseling to Aboriginal offenders regarding the areas of Aboriginal spirituality and culture that will enhance an offender's understanding of traditional beliefs and values, including in emergency situations, if necessary.
- Providing advice/information to staff and management, locally, regionally and nationally on issues of Aboriginal spirituality and its impact on the Institution as well as providing information to Case Management staff as part of the Case Management Team.
- Providing other services as agreed between the Contractor and Project Authority including the possibility of participating in programs.

#### 1.3 Expected results:

Provision of Aboriginal programs and Elder services to Atlantic Institution inmate population.

#### 1.4 Performance standards:

Not applicable.

#### 1.5 Deliverables:

1.5.1 Provision of Aboriginal programs and Elder services to Atlantic Institution inmate population.

### 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:

Atlantic Institution  
Correctional Service Canada  
Box 102, 13175 Route 8  
Renous, NB E9E 2E1

- b. Travel

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

#### 1.6.2 Language of Work:

The contractor must perform all work in English.

#### 1.6.3 Security Requirements:

This contract includes the following security requirements:

- a. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid reliability status granted or approved by CISD/PWGSC or Correctional Service Canada.
- b. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- c. The Contractor must comply with the provisions of the:  
Security Requirements Check List;  
Industrial Security Manual (Latest Edition)  
Centre (CPIC) at the institutions' entrances.

## 2. Minimum essential requirements:

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

### Experience:

Must have a minimum of six months experience working with Aboriginal people and must have a minimum of two years experience in the delivery of Elder Services to Aboriginal people.

Academic qualifications:

No Academic qualifications identified.

Professional designation, accreditation and/or certification:

Provide proof of being recognized as an Aboriginal Elder.

### **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 set-aside for an Aboriginal Supplier in accordance with the government's Procurement Strategy for Aboriginal Business (PSAB). Therefore, only suppliers who meet the definition of an Aboriginal business, as defined in the PSAB, may submit a statement of capabilities.

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

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

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

Following discussions with some community people and discussions with our Regional Elder the contractor is the only Elder who would be able to fulfill the expected duties.

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

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

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:

This procurement is not subject to any trade agreement.

### **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 from **date of contract award** 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 \$ **250,175.04** (GST/HST extra).

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

Name: Joseph Leonard Ward

Address:

**17 Alexander Road,  
Eel Ground, NB  
E1V 4C9**

## **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 **January 6, 2014 at 2:00 p.m. ADT.**

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

Enquiries and statement of capabilities are to be directed to:

**Andrea Nugent  
Regional Contract Officer  
1045 Main Street, 2<sup>nd</sup> Floor  
Moncton, NB E1C 1H1  
Telephone: 506-851-6977  
Facsimile: 506-851-6327  
E-mail: [andrea.nugent@csc-scc.gc.ca](mailto:andrea.nugent@csc-scc.gc.ca)**