

The Department of Foreign Affairs, Trade and Development Canada (DFATD) has a requirement for the provision of child welfare visits and assessments to DFATD consular staff, assistance with planning for vulnerable children in precarious situations abroad and assistance with service provision to client children in areas where social services are scarce or absent. The purpose of this Advance Contract Award Notice (ACAN) is to signal the government's intention to award a contract for these services to International Social Services Canada (ISSC), 1376 rue Bank Street, Suite 201, Ottawa, ON, K1H 7Y3. Before awarding a contract, however, the government provides other suppliers with the opportunity to demonstrate that they are capable of satisfying the requirements set out in this Notice, by submitting a statement of capabilities during the fifteen calendar day posting period.

If other potential suppliers submit statements of capabilities during the fifteen calendar day posting period that meet the requirements set out in the ACAN, the government will proceed to a full tendering process on either the government's electronic tendering service or through traditional means, in order to award the contract.

If no other supplier submits, on or before the closing date, a statement of capabilities meeting the requirements set out in the ACAN, a contract will be awarded to the pre-selected supplier.

The proposed contract is for a period of two (2) months, from February 03, 2014 to March 31, 2014.

The estimated value of the contract, including the option period, is \$50,000.00(GST extra).

### **Purpose of Work**

The Contractor is to perform child welfare visits, provide assessments to Foreign Affairs, Trade and Development Canada (DFATD) consular staff, give assistance with planning for vulnerable children in precarious situations abroad, and assistance with service provision to client children in areas where social services are scarce or absent.

### **Project Description**

The contractor will dispatch social work resources to resolve a backlog of cases (vulnerable children in precarious situations where existing social services are absent or scarce), to undertake welfare visits and assessments and provide consular officials with documentation on conditions of the children, options for social services provisions, and recommendations for meeting their needs.

Referrals to the contractor will be on a case-by-case basis, as they are received and assessed by CNO-F. The contractor will be asked to immediately focus on existing cases in China, Indonesia, Ghana, Somalia, Japan, Kenya, Saudi Arabia and Greece.

DFATD consular officials will work closely with the contractor and all available host-country and domestic resources to ensure that appropriate consular services are rendered to this most vulnerable population.

### **Work Schedule**

The Contractor will begin visits and assessment delivery to DFATD immediately on receipt of the contract. Services will be rendered until March 31, 2014.

### **Deliverables**

For each case referred to the Contractor, DFATD will receive a fulsome assessment including the following information:

- time, date and other circumstances surrounding the visit to the client
- assessed conditions in which the client find themselves
- assessed wellbeing and welfare of the client
- photographs of client and their environs
- assessment of client needs
- proposed welfare options for the client
- proposed plan of action to meet the needs of the client, including the role of ISSC affiliated social services providers.

### **Work Locations**

Initial preparatory work (ordering material, arranging transportation, etc.) will be carried out in the office premises of the Contractor. All welfare visits and assessments will be carried out in the location of the client abroad.

### **Minimum Essential Requirements**

- Credential holding social services practitioners recognized as a social worker (or identified assistance provider) by the jurisdiction in which they operate.
- International network of social services providers
- Established (signed memorandum of understandings) relationship with provincial and international social services providers
- Organization is subject to international standards monitoring and quality assurance. This can be demonstrated by belonging to an international umbrella organization that monitors the performance and standards of the organization.

### **Justification for the Pre-Selected Supplier**

ISSC is uniquely able to utilize its international liaison network to manage referrals for intercountry services received from:

- child protection agencies across Canada
- provincial government departments
- family service agencies
- agencies serving immigrants and refugees
- search agencies for missing children
- individual practitioners.

Suppliers who consider themselves fully qualified and available to meet the specified requirements may submit a statement of capabilities in writing to the Contracting Authority identified in this Notice on or before the closing date of this Notice. The statement of capabilities must clearly demonstrate how the supplier meets the advertised requirements.

The closing date and time for accepting statements of capabilities is February 03, 2014 2:00 p.m. EST).

Inquiries and statements of capabilities are to be directed to:

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Foreign Affairs, Trade and Development Canada  
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